



# The Friends of Ditcham Park School

Ditcham Park School, Ditcham Park, Petersfield, Hampshire, GU31 5RN

[www.friendsofditchampark.com](http://www.friendsofditchampark.com); Tel: 01730 825659

email: [friendsditcham@gmail.com](mailto:friendsditcham@gmail.com)

## MINUTES OF THE FDPS MEETING

Held on Thursday 10 November, 2016 at 7.00pm at Ditcham Park School

*Present (Committee):* Lucy Reidy (LR) (Chair), Denise Allen (DA) (Treasurer), Helen Parrott(HP)(Teacher representative), Mark Philips (Teacher representation), Nalini Dentten (ND) (Secretary), Vicki Harvey (VH), Penny Slight (PS), Jolene Bull (JB)

*Apologies:* Karen Travis (KT), Fiona Perkins (FP), Tess Hall (TH) (Vice-Chair), Selena Barber (SB), Elly Butler (EB), Lisa Samson (LS), Claire Falla (CF), Tim Wiggans (TW), Kerry Nutting (KN), Natasha Beckley (NB), Anna Potter (AP)

*Minute Dist:* Leeanne Barber, Jude Hawthorn

Minute	Discussion Point / Action	By Whom
1	Prior to the meeting starting, two designs were chosen by attending committee members to be used as posters to advertise the Christmas Fayre. Denise to print and FDPS team to distribute around the school.	DA
2	Apologies from Karen Travis, Fiona Perkins, Tess Hall, Selena Barber, Elly Butler, Lisa Samson, Claire Falla, Tim Wiggans, Kerry Nutting, Natasha Beckley and Anna Potter	
3	Minutes of the last minute were proposed by LR and seconded by VH.	
4	Treasurers Report: <ul style="list-style-type: none"> <li>After expenses there is £9,737.81 available to spend</li> </ul>	
5	Matters arising from last meeting: <ul style="list-style-type: none"> <li>Coffee Morning for Buddies will be held after Christmas. The buddy system with EB acting as liaison is working really well.</li> <li>2017 Calendars will not now be published. It is too late to get them produced in time for the Christmas Fayre.</li> </ul>	LR



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	<ul style="list-style-type: none"> <li>Both Christmas Cards and Wrapping Paper orders have been placed with suppliers (Thanks to SB and NB)</li> </ul>	
6	<p>Ditcham Ball</p> <ul style="list-style-type: none"> <li>Lucy attended a tasting evening hosted by Tourelle Cuisine. The canapés were fantastic, it was decided after discussion that it would be better to have sparkling wine on arrival. Tourelle will provide arrival drink, three course meal, and service. Price is dependent on main course choice. Two choices chicken with saffron rice (£29) and rack of lamb (£33). Chicken choice although tasting good did not look appetising. Based on Lucy's recommendation, majority agreed that lamb would be the best option. Vegetarian option will also be provided.</li> <li>Lucy discussed lighting with Tithe Barn provided. £200 for 6 lights to provide lights that changed colour</li> <li>Arcade Games would be too big to put into the Tithe Barn, therefore alternative entertainment needs to be organised. If you have alternative suggestions e.g. casino, please provide them to the <a href="mailto:friendsditcham@gmail.com">friendsditcham@gmail.com</a> by 21 November 2016. If you can research and give costings that would be helpful.</li> </ul>	All
7	<p>No bids received as yet</p> <ul style="list-style-type: none"> <li>Penny discussed a company that sell educational toys. Penny will send information to Helen to see if these toys are suitable for Juniors "Golden Time" and put in a bid accordingly</li> </ul>	PS
8	<p>Open Morning Feedback: Discussed with Mark and Helen</p> <ul style="list-style-type: none"> <li>Children who are eight years old and under need to be accompanied at all times during Open Morning. This is a safeguarding issue given the school is open to the general public.</li> <li>Arrangements for preparation of staff lunch need to be revised. Tables had to be used from the dining room which mean moving tables before open morning had finished and parents were still finishing refreshments.</li> <li>Feedback from staff that hot refreshments would be welcome.</li> </ul>	
9	<p>Halloween event was very successful. Thanks to Tess and her 30 volunteers for a memorable event. A very special thank you to Lisa and Brian for their great work in the kitchen.</p>	



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10	<p>First Aiders: FDPS ideally want two first aiders at each event. VH, PS and NB are all currently trained however VH leaves at the end of this school year. Therefore it would be helpful to have other volunteers.</p> <p>When the school next run a first aid course, HP to let FDPS know so that we can assess any training requirements for volunteers</p>	
11	<p>Bingo Night – 11<sup>th</sup> November 2016: 118 tickets sold: 15 helpers for the evening. First game 1900: Food to be served around 2000.</p> <ul style="list-style-type: none"> <li>• Helen to direct people into the hall</li> <li>• Denise, Jolene, Penny and Roly to sell bingo books (1 book £1, 6 books £5). Entrance Tickets to be set aside for Mrs Bruce.</li> <li>• Vicki, Lisa, Natasha and Nalini in the kitchen. Mrs Ellet to provide tomato free meal for Benedict to be heated up.</li> <li>• Claire and Colin will run the bar</li> <li>• Denise to get glasses form Waitrose</li> <li>• Denise to organise projector for the evening</li> <li>• Lucy to buy biscuits for kitchen staff</li> </ul>	<p>DA DA LR</p>
12	<p>Christmas Fayre</p> <ul style="list-style-type: none"> <li>• Daily Express provided some raffle prizes – books, a thermometer and some biscuits. Books have been donated to the school. Biscuits for hamper. Thank you letter to be written by PS/JB.</li> <li>• Lucy went through the list of numerous raffle prizes</li> <li>• Raffle tickets were sent out yesterday, VH and ND confirmed received in the post this morning.</li> <li>• Raffle table will be in the entrance hall, and Claire Falla will walk round selling raffle tickets.</li> <li>• Ditcham Cards to be sold at the Raffle Table.</li> <li>• Denise has a stock of cards in her office, discussed the need to promote them. Penny to send out to reception parents on a sale or return basis. Idea to sell them in the School Uniform Shop. Advertise them on the Friends Website. Consider an offer (e.g. Three for Two) if cards don't seel soon.</li> <li>• Mark and Helen agreed that it would OK to use tinsel to be tied around the junior and senior entrance doors to avoid people entering the Christmas Fayre through these entrances. They need to be tied in a bow so that the doors can be opened easily in case</li> </ul>	<p>PS / JB</p>



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	<p>of emergency.</p> <ul style="list-style-type: none"> <li>• Christmas Trees: A supplier in Liss is happy to provide fliers for their trees, for each order placed they will donate £5. Parents would have to collect Trees from Liss. Newsletter can be used to advertise this. Penny to liaise with school office to send out email to all parents advising of this offer.</li> <li>• No entrance fee this year, children will sing Christmas Carols at entrance with a donation bucket. At meeting we agreed that donations to be given to Rowans Hospice. Jolene to obtain Rowans buckets.</li> <li>• Santas grotto is in the Small Hall. Mark to confirm that Mr Connolly's Office can be used as a changing room.</li> <li>• Library will be used as a waiting room. The computer equipment will be unplugged and covered. A clear path will be created through the library to enable a safe route to Santa. Mark and Helen confirmed this would be OK. Jolene to set up on Friday evening (with help).</li> <li>• Will require volunteer to ensure that there is supervision in the library. Discuss at planning meeting.</li> <li>• Penny to provide large Christmas Stockings to decorate small hall</li> <li>• Denise to provide artificial flame fire</li> <li>• Lucy has organised two Father Christmas – Matt Turner and Marcus Davidson</li> <li>• Party barrow to be near the exit to the small hall – will not block exit but to stop people entering grotto from this door.</li> <li>• Nalini to liaise with Lisa re Christmas Café.</li> <li>• Christmas Café to provide breakfast for helpers</li> <li>• Vicki is running Santa's Tearoom in the Solent Suite</li> <li>• Denise to draft paragraph for Friends Website to ask for volunteers.</li> <li>• There are 14 external stall holders who will be housed in the South Downs Hall</li> <li>• Christmas Wrapping will be held at Tess House on 18<sup>th</sup> November after school run</li> <li>• Mark and Helen agreed that the Solent Suite could be used to house books to be sold in Santa's Tearoom (via donation bucket) at Fayre.</li> <li>• Opportunity for group to volunteer to run a cloakroom for fayre – discuss at subcommittee.</li> <li>• Denise to draft paragraph for FDPS Newsletter, Website and School Newsletter asking for volunteers</li> </ul>	<p>PS</p> <p>JB</p> <p>MP</p> <p>JB</p> <p>PS DA</p> <p>ND ND</p> <p>VH DA</p> <p>DA</p>



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14	<p>May Event</p> <ul style="list-style-type: none"> <li>• Discussed ideas. Animal Encounters provide a service for £100/ hour.</li> <li>• Battle of the Bands: Ditchfest</li> <li>• Run and Dye Event</li> <li>• Food Festival</li> <li>• Slack Line</li> <li>• Campover</li> <li>• Ditcham Explorers Adventure Day (or weekend if camping too)</li> <li>• Jungle Theme</li> <li>• Need to consider Wet Weather Options</li> </ul>	
15	<p>AOB</p> <ul style="list-style-type: none"> <li>• Volunteers required to help decorate the stage at the Christmas Carol concert on Friday 9<sup>th</sup> September. If you can help please contact Lucy.</li> </ul>	All
16	<p>Next Subcommittee Meeting will be held at 730 on Monday 21<sup>st</sup> November, 2016 at Red Lion Chalton.</p>	
17	<p>Next committee meeting – Thursday 19<sup>th</sup> January 2017 School Library</p>	