



Friends of Ditcham Park School

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

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MINUTES OF THE FDPS COMMITTEE MEETING

Held on Tuesday, 25th April at 7:00 pm at Ditcham Park School

Present (Committee): Lucy Reidy (LR), Vicki Harvey (VH), Tess Hall (TH), Tim Wiggans (TW), Anna Potter (AP), Penny Slight (PS), Mark Philips (MP), Natasha Beckley (NB)

Apologies: Fiona Perkins (FP), Selena Barber (SB), Kerry Nutting (KN), Denise Allen (DA), Helen Parrott (HP), Jolene Bull (JB), Lisa Samson (LS), Claire Falla (CF), Nalini Dentten (ND)

Minute Dist: Leeanne Barber, Jude Haworth.

Minute	Discussion Point / Action	By Whom
1	Apologies (as above)	
2	Minutes of last meeting Agreed. Proposed by TH and seconded by TW	
3	Treasurer's Report Denise has had to step away from some of her FDPS roles. She will continue as Treasurer but is unable to continue to update the FDPS website, Facebook and write the newsletters. LR to organise a marketing meeting. AP, PS and NB agreed to help. Thanks were given to Denise for her outstanding contribution to FDPS. Treasurer's report attached.	LR
4	Matters arising from last meeting: <ul style="list-style-type: none"> - Hockey shirts – MP to speak to Heather in PE department to organise a tracking method so that they don't get lost. - Crates – carried forward to next meeting - Aprons – LR to keep 10 aside for Junior Cooking Club. Balance to be sold on open morning. - Morning committee meetings – on hold for now. - Outdoor classroom – LR looking in to - Fathers Day Mug – committee agreed to postpone this to next year. Possibly ask outside pottery company to visit (paintapotparty.co.uk). HP to be asked if this could be facilitated in school. 	MP LR



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5	<p>Bids received – none.</p>	
6	<p>Easter Event Cancelled due to wet weather. Children loved their eggs and the seniors were delighted to also receive big eggs. Spare eggs were used during Charities Week. Thanks to all that organised this event, especially Tess.</p>	
7	<p>Open Morning LS to confirm that she has enough helpers for the morning. LS to meet with catering company before open morning to go through new equipment etc. LR retrieved notice board from cellar and is updating. LR to do flowers for tables. FDPS to be based in the new Junior Classrooms on Open Morning.</p>	<p>LS LS LR LR</p>
8	<p>It's a Knock Out TW has completed risk assessment and will meet with Groundsman to arrange access to site, PA system, gazebos etc. Plan to be done on where everything will be (LR/TW/TH). LR to prepare registration forms and a letter to all entrants with start time, what to bring etc. Gazebo's (with sides) to be set up for changing in. Guess the number of balloons in car to be run instead of raffle. £100 prize plus chocolates. VH to distribute balloons for blowing up before the event. Prize to be shared in the event of more than 1 winner. Brookwood have agreed to provide café facilities in the Solent Suite. Food vendors – 3 plus 1 ice cream. LR to check whether public liability insurance from vendors have been submitted. LR to manage stall holders – approx. 15 to date.</p>	<p>TW LR VH LR LR</p>
9	<p>Camp over festival Saturday 16th September from 2:00 pm to 11:00 am on Sunday 17th September. Luke Megeny has offered to help with sound for the bands. School bands/choir to perform? Friday night – set up (FDPS committee) Saturday – campers to be directed to pitches. Toilets in art block to be used. Rest of school to be locked (unless weather is wet). First Aid room HP's office if ok. Decision on catering to be made after May event. LR to contact Fred at Stanstead to discuss catering with them Music to finish at 9:30. Ukulele band to play 2 x 45 minutes – TH to</p>	<p>MP LR</p>



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<p>10</p>	<p>arrange. Sunday – tea/coffee/milk for cereals to be provided. Camp finishes at 11:00 am. Cleaners to be booked. New joiners to be invited. Booking to be done before the end of term.</p> <p>AGM/New Parents Evening Notice is hereby given that AGM will be held on 7th September. LR to print out election forms for meeting. LR to find out whether FDPS needs to appoint auditor for accounts. HP to ask if school will purchase wine for the AGM. LR to purchase cheese.</p>	<p>LR</p> <p>LR HP LR</p>
<p>11</p>	<p>AOB Dates of meetings for the next academic year have been set. All on a Thursday: - 7th September 2017 (AGM) - 21st September 2017 (Committee Meeting) - 9th November 2017 (Committee Meeting) - 2nd December 2017 (Christmas Fair) - 11th January 2018 (Committee Meeting) - 2nd February 2018 (Barn Dance) - 8th March 2018 (Committee Meeting) - 26th April 2018 (Committee Meeting) - 7th June 2018 – (Committee Meeting)</p> <p>Meeting closed at 8:45 pm.</p> <p>Next meeting to be held on Thursday, 8th June, 7:00 -9:00 pm</p>	