



The Friends of Ditcham Park School

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

www.friendsofditchampark.com; Tel: 01730 825659

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MINUTES OF THE FDPS MEETING

Held on, 2017 at 7.00pm at Ditcham Park School

Present (Committee): Lucy Reidy (LR) (Chair), Denise Allen (DA) (Treasurer), Helen Parrott (HP) (Teacher representative and Secretary), Penny Slight (PS), Tess Hall (TH) (Vice-Chair), Lisa Samson (LS), Claire Falla (CF), Anna Potter (AP), Fiona Perkins (FP), Selena Barber (SB), Jaime Palmer (JP)

Apologies: Mark Philips (MP) Nalini Dentten (ND) Kerry Nutting (KN), Natasha Beckley (NB), Jolene Bull (JB), Vicky Harvey (VH)

Minute Dist: Leeanne Barber, Jude Haworth.

Agenda Item	Discussion Point / Action	By Whom
2	Minutes of the last meeting were passed LR Nominated, CF Seconded	
3	Treasurers Report Not much change since last report. We have covered our costs for the It's A Knockout event LR to write a thank you to Richard Jones for his sponsorship (with a t-shirt) £11749.91 Cash available Well done, another good year. Expense claim form has been updated- will be available on the website (DA to send to AP to upload)	LR AP
4	Matters arising Hockey shirts- pupils write shirt number against their name when they get a shirt- ticked off on return. Sophie Mayell Crates from Christmas Book Stall – still no sign, matter closed Outdoor Classroom – ongoing LR	LR
5	Bids Received House system changing – new noticeboards will be in the main entrance- a bid for £2000. There will be a 'donated by the FDPS' plaque on them Enamel badge for each child -£650 Unanimously approved by the committee <i>Please keep this confidential until September- the children do not yet know!</i>	



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6	<p>Marketing Team –Update AP/PS/NB Huge thank you to all from LR Photos from Mandy Lowe have not been received by all – happy for them to be sent just to AP and she will distribute to PS and NB AP to check with HP to make sure all featured children have photo permissions Newsletter- NB working on it- AP to support as necessary- aim for it to be half termly. Letters will be emailed out via school if there is anything pressing between newsletters (such as the campover letter this week)</p>	
7	<p>Open Morning- feedback LS - Not as many volunteers this year, but there were enough School staff were in dining room at end of event- tablecloths could not be cleared away prior to the staff lunch, and there was wine spilt on them. FDPS responsible for cleaning the tablecloths No invite to FDPS to join lunch afterwards (as has happened before) Brookwood may take over providing refreshments in the future- which will mean that this should not be a problem in future, FDPS will just serve the food. Getting things to the cellar- Estates team are on hand to help Ensure there is a timetable for the day with volunteers organised to help with the tidy up at the end of the event. FDPS received a thank you for all their hard work from GS and MP on Open Morning</p>	
8	<p>It's A Knockout Feedback Spare t-shirts to be passed on to JL-S Very successful- lots of positive feedback from parents and children Buddies v happy not to have as much to do this year. Stall holders- May events are a challenge, weather wise. They wanted to be outside, but the weather was poor anyway. Some of the stall holders (that were less child friendly) did not do well. The toy stalls etc. were much more popular. The inclusion of stalls meant that the event did break even. Fish and Chip man pulled out 2 days before and wants his £100 back (even though he has signed a form saying this is non-refundable, unless we have to cancel). Do we refund him? Committee decision that he has let us down, we did advertise him in our publicity- we will not pay him back, the day was a charitable event for the benefit of the children. TH and DA to put a letter together to update. In future, maybe double the size of the event? Include an adult game? It took a lot of effort to fill all the places; not much take up from the seniors- maybe link it to new house system? Every other year? (Financed by May Fayre)</p>	TH/DA



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	<p>Discuss again after Christmas <i>Better communication needed with Brookwood- they did not know to put tables and chairs out- a learning curve</i> Thank you to Brookwood for all their support Thank you to all the helpers, especially Tim Wiggans</p>	
9	<p>Camp-Over Festival 16.09.17 Any money received will not be banked until Sept '17 Currently no food vendors available- any suggestions? TH to chase up food vendors Micks Mobile Catering Stoked Pizza</p> <p>Tuck Shop- DA to organise Fire Pit- borrow the Ditcham Explorers one HP to ask Estates to set up Friday set up 1430- mark out area using markers from Sports Dept HP to speak to PE dept and ask for everything to be locked Set up marquee outside of Uppers classrooms- LR to speak to new Bursar Drinks- Cans need to be purchased Sale of juggling balls, garlands, glow sticks etc (TH to purchase)</p> <p>Campers to arrive from 2pm on Saturday. Cordon off a walkway between the tents- LR to speak to estates</p> <p>DA to speak to Estates re cleaning of the toilets afterwards. HRP office to be used as a first aid room- JP, PS, HRP all first aid trained</p> <p>Bands Ukulele Band have been booked LR has spoken to Ed Williamson re 2 hour set made up of school bands. Luke Megeney will be there to set up CF to ask about a band who may be available (cost about £500) The committee agreed that they are happy to spend up to £600 on a band</p> <p>TH to speak to DA re Bat Man</p> <p>LR to sort out the wrist bands (camping and non camping)</p> <p>HP to ask office to send camp out letters to September new parents</p> <p>LR to update the scavenger hunt from last year- glow stick as prizes</p> <p>Breakfast- as per forms</p>	<p>TH</p> <p>DA HP</p> <p>HP LR</p> <p>TH</p> <p>LR</p> <p>DA</p> <p>CF</p> <p>TH/DA</p> <p>LR</p> <p>HP</p> <p>LR</p>



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	<p>HP to ask staff who will be there to help supervise 50 tents Risk Assessment done</p> <p>Wet weather- bands in SDH, sleeping in MPB, Food outside by sports hall entrance. Decision to be made by the Thursday beforehand</p>	HP
10	<p>AGM/New Parents evening Wine provided by school FDPS to get cheese Volunteers to help serve and meet and greet FDPS to promote event and camp out on Visitors Day LR to liaise with Elly re organisation of buddies</p>	LR LR
11	<p>Christmas! Inflatables to be booked- slides, rodeo pudding, and bouncy castle (NOT assault course)</p>	LR
12	<p>Barn Dance Friday 2nd Feb - Adult only event (instead of the ball) CF has found a ceilidh band £1000- 2.5 hrs of playing Food- Chilli and nachos/ bangers and mash? DA to ask Brookwood about use of kitchen for FDPS events</p>	DA
13	<p>AOB- Strategy ideas to get new committee members Little Handbook for star PTAs discussed by DA Making voluntary jobs more attractive and fun- Incentives for people to help- such as camp out freebies Different times and venues for meetings to make them accessible to all HP to email handbook to all committee members along with the minutes <i>Post meeting- DA emailed this info to HP to disseminate with minutes. Denise would also like to propose a course of action for recruitment of new volunteers (not necessarily new committee members, although they will hopefully convert and replace some of those who will disappear as pupils leave the school). Over the next months she will contact all committee members, and particularly the social team, for their ideas and help as necessary.</i></p> <p>Selena Barber to do Christmas Cards this year Please send head shots to Anna for website Lucy thanked everyone for all their help and support this year</p>	HP SB All

Meeting closed 2100

Next Meeting Thursday 21 September 1900 School Library

Lucy Reidy (Chair), Tess Hall (Vice Chair), Denise Allen (Treasurer), Helen Parrott (Secretary)
Registered Charity Number 1048655