



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, 11 January 2018 at 7.00pm at Ditcham Park School

Present (Committee): Tess Hall (TH) (Chair) Helen Parrott (HP) (Teacher Rep and Secretary), Sue Hughes (SH) Denise Allen (DA) (Treasurer), Leanne Brett (LB), Claire Falla (CF), Lisa Samson (LS) (Vice Chair), Natasha Beckley (NB) Anna Potter (AP)

Rich Howard Deputy Head of Seniors

Apologies: Selena Barber (SB), Penny Slight (PS) Laila Andersson-Edge (LAE) Fiona Perkins (FP)

Mark Philips (MP) (Teacher Rep) Katrina Sarti (KS)

Agenda Item	Discussion Point / Action	By Whom
1	Laila Andersson-Edge has resigned from the committee	
2	Minutes of the meeting on 09.11.17 to be passed Proposed by Lisa Samson, Seconded by Tess Hall	
3	Resignation of Chair, Deputy Chair and Secretary; formal election of replacements and accompanying bank mandate changes Lucy Reidy, Tess Hall and Nalini Dentten have resigned. Helen Parrott voted in as secretary at the AGM in September Tess Hall has volunteered to be Chair- Unanimously agreed Lisa Samson has volunteered to be Vice Chair - Unanimously agreed Denise Allen has agreed to remain as Treasurer. She will also do a newsletter once a half term, and when there is an event coming up.	
4	Treasurer's report A very successful Christmas Fayre- £4395 made, a slight increase on last year. Currently in the bank £11,540 available to spend, including the £3000 cash buffer NB asked whether we said yes to the bid re the Caribbean Disaster relief- as we did not have full consensus on this, we said no. SH asked about amounts to be paid to classes- HP and TH to check minutes Knockout Challenge – have not cashed the cheque (£2256) It is now out of date DA has contacted them several times, and they have just confirmed that they had not yet cashed the cheque- this needs to be re-written	HP/TH
5.	GDPR regulations (data protection) DA GDPR regulation starts on 25 May 2018 As a FDPS PTA we are data controllers and we have a responsibility to look after personal data on file. DA gave us a handout as to how we are handling data- please read	

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



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	<p>Data needs to be collected for a specific purpose, with permission, and be destroyed at the end of the purpose. (unless we have specific consent or an obligation to hold that data)</p> <p>Be mindful of how you hold data</p> <p>We will discuss further at our next meeting.</p> <p>Each year there needs to be an action to ask parents whether they are still happy to be on mailing lists.</p> <p>Update on FDPS newsletter- use of Clarion Call? A database of who is happy to volunteer? SIMS? Doodle? Survey Monkey?</p>	
6.	<p>Bids received</p> <p>Richard Howard explained that there have been some changes- 3-4 house system, with a push to raise the profile of the houses, especially in the seniors.</p> <p>In the Seniors there is dedicated house time on a Friday. Forms 1-3 all do activities (this term- table tennis, Valentine's art, quizzes). There is also an inter house quiz and cross country event.</p> <p>All these things cost money, which have not been budgeted for (as the house system was introduced after the 2017/8 budget was set)</p> <p>School would like house colour bibs for house sporting activities- these would also have the house name on them (plus 'from the Friends') £600 for 400 bibs plus embroidery costs (£400?). (Leanne Brett may be able to organise a good deal for us)</p> <p>House Christmas trees- four purchased last term (£400)</p> <p>Friday lunchtime activities: many have an associated cost.</p> <p>Spelling bees and General Knowledge Quiz- whiteboards and pens needed, plus prizes.</p> <p>House Sports – tug of war rope= £100 and we would need two- all children are involved in the tug of war</p> <p>Dodgeballs £100 for a set</p> <p>Community House Projects- school would like to link the houses to the villages they are named after, to undertake community projects: this would be buying the children an experience... £250 per house.</p> <p>As this is a new thing, lots of new ideas are coming to staff all the time, so it would be nice to have a house budget</p> <p>Feedback- NB- her children were not happy with the change of house; they feel that they are not invested in their new house.</p> <p>RH explained the rationale behind the process.</p> <p>NB has a concern that we are being asked to plug a gap in the budget.</p> <p>DA explained that the budget was set in Jan 2017 before the school knew that the house system would be set up</p>	LB



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	<p>A lot of the budget requests are one offs which will be there for everyone to support.</p> <p>CF asked about the raising power of the children- can they raise money for their house? This happens, however we ask the children to choose their own charity- if it were to be spent on their own village project, it is still charitable.</p> <p>Voted – 6-3 in favour – for specific items only- RH requested the bibs as a specific bid- agreed by FDPS</p> <p>FDPS would be happy to support the House System with tangible items, and if there is a need for something big in the future they are happy for a bid to be made.</p> <p>RH with Sarah Hamilton and George Harris to come up with a plan for any big items to put to FDPS for consideration</p> <p>Bid for a Skywatcher telescope £467 from Laura Hoad and Anne Harris Unanimously approved.</p> <p><i>RH advised that there will be a bid from the Senior Pupil forum in the next few weeks.</i></p>	RH/SH/GH
7	<p>Christmas Fayre 2017 feedback</p> <p>Grotto- calm and enjoyable, no long waits</p> <p>Narnia theme was a success- thanks to Jo, Pegs and Vanessa (already planning next year)</p> <p>Café- seemed quieter but only made slightly less than last year. Ran out of sausage rolls (replaced with bacon rolls- will do these next year)</p> <p>Bagels not as popular this year.</p> <p>Tea Room- steady, but not particularly busy. Made a lot more this year than last year (£70 up)</p> <p>Open up the cafes a little earlier next year as the traders wanted their cup of tea before the event started.</p> <p>External Stalls- felt that the range was wide and appreciated. Traders seemed pretty happy. £25 a good price for stalls.</p> <p>We may need to buy a couple more trestle tables as some need replacing.</p> <p>Inflatables- using wristbands worked better (meant that there were fewer tickets to count!) We made a profit this year, however we sold a lot fewer tickets and made less as a result.</p> <p>Everyone is happy for Tess to book for this year's Fayre (01.12.18).</p>	TH
8	<p>Senior Entrance Exam (24 January) and refreshments</p> <p>Kitchen Staff prepare the drinks and cake and FDPS to serve</p> <p>CF and TH</p>	



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9	<p>Barn Dance (2 February) Sub Committee Meeting 22/01 Red Lion 7pm Only 50 tickets sold so far. What is our break even point and number? Should we ask the buddies to do a push? Tess to email Elly Butler Anna will put some things on the website Some posters for the boards and doors. CF to send a link for the band to put on Facebook and the website Anna to print the tickets, Selena to distribute</p>	<p>TH CF</p>
10	<p>Easter Event Happy to donate the eggs this year- with a class photo School to run the egg roll as usual Tess to buy eggs- Leanne to help HP to supply numbers and dairy free etc.</p>	<p>TH/ LB HP</p>
11	<p>Ditcham 5k and 10k Run (29 April) 50% of profits to FDPS 50% of profits to Brain Tumour Research Will anyone be willing to volunteer or run a refreshment stand in the Solent Suite (FDPS income) Lisa volunteered (dependent on her children's activities)</p>	
12	<p>Open Morning (12 May) and refreshments Lisa to create a rota for volunteers</p>	
13	<p>May Event (Ideas needed!) Sub Committee Meeting on 19/03 7pm Red Lion Dates are tricky Should we have an event on the same day as the fun run An evening event with a royal theme? Can everyone have a think about some ideas for the event prior to the subcommittee meeting?</p>	
14	<p>Hallowe'en Thursday 18th October- Does anyone want to take over the running of this event? HP to add to school calendar TH to book entertainment</p>	<p>HP</p>
15	<p>Christmas Fayre 2018 1 December 2018</p>	
16	<p>AOB FDPS website needs updating- committee members</p>	<p>AP</p>



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	Notice Boards – Selena to maintain Name Badges – School office to update (HP to advise) Farewell meal for Lucy- dates to be confirmed	HP
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