



The Friends of Ditcham Park School

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

www.friendsofditchampark.com; Tel: 01730 825659

email: friendsditcham@gmail.com

MINUTES OF THE FDPS MEETING

Held on 25.09.19 at 7:00pm at Ditcham Park School

Present: Tess Hall (TH) Chair, Anna Potter (AP) (Secretary), Helen Parrott (HP) (Teacher Rep), Martina Brown (MB), Deborah Parker (DP), Caroline Beck (CB), Anita Hockin (AH), Lorraine Groves (LG), Tina Sprack (TS), Louise Niven (LN)

Agenda Item	Discussion Point / Action	To be actioned by
1	<p>Apologies Received by AP and TH: Jenny Worrall (Treasurer), Sue Hughes, Lou Bushell, Lou Pye, Leanne Brett (LeanneB), Natasha Beckley (NB)</p> <p>TH: A warm welcome to new volunteers at the first Committee meeting of 2019/20.</p>	AP
2	<p>Minutes Minutes of the meeting on 02.07.19 were passed. These were proposed by TH and seconded by AP.</p>	
3.	<p>Election of New Officers & Welcome Tess Hall (TH) voted in as Chair, proposed by Anna Potter, seconded by Helen Parrott (Teacher Rep). Jenny Worrall (JW) nominated for Treasurer by Tess Hall, seconded by Helen Parrott (Teacher Rep). Anna Potter (AP) voted in as Secretary, proposed by Tess Hall (Chair) and seconded by Helen Parrott (Teacher Rep).</p> <p>Committee Members voted in: Caroline Beck (CB) Louise Bushell (LOUB) Helen Parrott (HP) Deborah Parker (DP) Emma Johnston (EJ) Martina Brown (MB) Anita Hockin (AH) Lorraine Groves (LG) Tina Sprack (TS)</p> <p>AP: All Committee members – new and former - to complete a nomination form and return to AP.</p>	All

Tess Hall (Chair), Jenny Worrall (Treasurer), Anna Potter (Secretary)
 Registered Charity Number 1048655



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4.	<p>Treasurer's Report</p> <p>TH on behalf of JW: £13,181.67 in bank, minus £3,000 cash buffer, there is £9,281.67 available to spend on bids. Money for Festival of Innovation, Ice lolly sale and Cinema nights are currently held in a safe location and will be deposited into bank accounts soon.</p> <p>A new bank mandate has been requested and approved for the new Treasurer and new Secretary and the retiring Treasurer and retiring Secretary are to be removed.</p>	
5.	<p>Bids</p> <p>TH: No new bids have been received. To incoming Committee members and new parents to the school, the Bids process was explained by TH and AP. Bid forms can be found on our website under 'Useful Forms'.</p>	
5.	<p>Junior Cinema Night – Friday 26 Sep 2019</p> <p>EJ organising booking forms, tuck shop and helpers. Film: The Queen's Corgi 20 helpers; every class group has at least one chaperone. Medical staff: Mark Philips</p> <p>Sold nearly 100. Tuck shop prices and products agreed.</p> <p>EJ expressed there is an Issue with speakers; this is being either repaired or replaced on the day of the event. HP explained the event can go ahead, a solution for the audio will be put in place.</p>	
8.	<p>Open Morning - Saturday 5th October 2019 10am-1pm</p> <p>MB organising café. Anyone able to help to please contact MB via Tess Hall/Friends email.</p>	All
9.	<p>Juniors Halloween Party – 16.10.19</p> <p>TH: <u>Fri 11th October – 9am</u>: Meet at TH's house to prepare for Halloween party. Let TH know if able to help.</p> <p>Booking forms ready to go out in pupils' book bags.</p> <p>HP noted that Uppers are missing the party as at Hooke Court on residential trip. TH suggested that they'll be invited to Seniors Halloween cinema night instead.</p>	TH All
10.	<p>Seniors Halloween – Fri 8th Nov 2019</p> <p>Film: To be decided. (TH)</p>	TH, EJ



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	<p>Seniors in South Downs Hall until 3:45pm. (HP) Should not be in an issue as they will be brought into Dining Hall for tea first. Set-up can then take place during tea. (TH)</p> <p>Open to Middles and Uppers as well.</p> <p>Booking forms to go out on 7th October. EJ to organise booking forms, tuck shop. Available helpers to contact EJ via TH/Friends email.</p>	EJ
11.	<p>Cauliflower Cards for Christmas</p> <p>TH asked for a volunteer to take on the management of Cauliflower Cards, which is an opportunity for the children to create their own Christmas cards and mugs, etc. AP noted they raise good funds for FDPS.</p> <p>LG and TS have offered to organise. HP: Needs to be coordinated in the next week so teachers can do the activities with the pupils in class. All to be sent off before Half Term. TH to liaise with LG and TS.</p> <p>Aprons or tea towels was mentioned; idea for Mother's Day or Father's Day. To be considered nearer the time.</p>	LG TS TH
12.	<p>Spectacles recycling (EJ)</p> <p>Bursar and Head of Juniors (HP) are happy for this to be organised. Identify location of collection – Junior entrance approved by HP on the basis that it won't block access, cause a trip or fire hazard or block fire exit.</p> <p>EJ has ordered box for collection. EJ to collect and deliver. Confirm all details re collection and dates with Bursar before publishing.</p> <p>Shoe recycling: Sal's shoes (EJ)</p> <p>Can be registered at Easter, to be collected at end of summer term. Mufti day, bring in old shoes to be cleaned by children at school then wrapped, to then be donated.</p> <p>HP: Collection solution needs to be identified as storage on site is problematic. Last day of term coincides with Founder's Day so children will be wearing uniform.</p> <p>Pen recycling</p> <p>Cannot find supplier to collect. To be shelved for now.</p> <p>Battery recycling</p> <p>AH mentioned about battery recycling scheme. HP: Boxes dotted around school. Notification to go out to parents to raise awareness.</p>	EJ EJ TH



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13. a.	Christmas Jumper Donation Day – Thu 28th Nov 2019 Non-perishable donations. On school calendar of events. <u>Helpers needed from 8:20.</u> Children and staff allowed to wear mufti, Christmas theme.	TH All
13. b.	Perishable donations - Friday 29th Nov In the afternoon, set up for the Christmas Fayre the following day. No nuts! Helpers needed, to contact TH via Friends email.	TH All
13. c.	Christmas Fayre – Sat 30th Nov 2019 <ul style="list-style-type: none"> • Inflatables have been booked-slides, rodeo Christmas pudding, and giant slide snow globe. • Grotto – presents AH happy to organise and round up a ‘wrapping’ team • Grotto – decorations: TH has asked for all to be on the look-out for creative parents who might be happy to decorate the Small Hall for grotto. • External stall holders being coordinated by Laila Edge (LE) • Raffle prizes organiser: 1 raffle prize so far. Ca. 5-8 prizes needed. DP happy to organise. AP to share previous list. Ideas needed for star prize, value ca £100. MB will donate a hamper again. Raffle prizes to be displayed on 18th November in Junior entrance; table to be requested by Estates staff. • Christmas poster designed by children, to be done over half term. To go out to children 11th October. • <u>Thu 7th November 8:45am</u> – envelope stuffing provided raffle tickets have been printed. Juniors’ go out in book bags, Seniors’ are posted. Helpers needed, stuffing to be done at school. Doesn’t have to be committee member. Reminders to go out nearer the time. • Conference call with LE to be set up for any queries regarding organising of event, negating need for face-to-face meetings. • Class Buddies organising class stalls. • Father Christmas – Tom Gaynor and Mr Parrott • Solent Suite Cafés: TH to check with Natasha Beckley (NB) who has kindly organised them in previous years. • Dining Hall Café: Emma Johnston to organise. • Bouncy castle supervisors needed. 	AH All LE DP, AP TH TH, All TH EJ Class Buddies



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	<ul style="list-style-type: none"> • Class stalls to be organised by Class Buddies. Year group activities (Survey feedback/suggestion: Crafty events at Christmas Fayre, e.g. wreath making, table centre pieces, candle making, etc.) • TS and Louise Niven (Helper) to look into charity boxes <p><u>Sub-committee meeting Tuesday 8th October 8:45am in Dining Hall.</u></p>	<p>TS</p> <p>All</p>
<p>14.</p>	<p>Future Event Ideas</p> <p>Coffee hub (JW)</p> <p>Parents have suggested that the school needs a coffee hub for parents to get together after the morning school run. this something that could be done at school, say every other week maybe in the dining hall?</p> <p>HP has explained that GS and HP would be happy to work with FDPS on this, just practicalities need to be worked out. JW to liaise with HP.</p> <p>HP noted that the new Creative Arts Hub will have a café open to parents.</p> <p>Printer in the Junior entrance/library (LeanneB)</p> <p>LeanneB suggested adding a printer in the Junior entrance/library area which can be accessed by any children in Juniors who might need to print homework.</p> <p>HP explained it's a time issue, not an equipment issue. Infrastructure exists, but an additional printer won't resolve the issue, as pupils will still need to log onto to computer, etc. to print off work, and there are computers and printers available throughout school.</p> <p>TH has suggested a buddy solution so that if a pupil experiences printer issues, their 'printer buddy' can print it off.</p> <p>Campover 2020 ideas: (LouB)</p> <ul style="list-style-type: none"> • Create Ditch-Fest - a school festival for all families in Junior and Senior School. • We want to find a way to attract all ages as it's always proven difficult to combine the two schools. It was felt that the band came on and finished too early. Therefore, invite all the rock 	<p>JW</p>



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	<p>bands in the Senior School to be the warm up act to an external band. It would be great for the juniors to watch their older counterparts performing. Parents would therefore attend to watch their kids perform too. Could be a good rehearsal for the Creativity Week?</p> <p>HP explained that the school's summer event will rotate between Creativity week, STEM week and Eco-week. However, the Seniors' bands performing is very much possible and do-able. Parents will, however, need to help with setting up mics, etc.</p> <ul style="list-style-type: none"> • Also want to ensure this is a truly eco-friendly event promoting the school as an eco school. <p>TH noted to new members that this event will again coincide with the Junior Concert.</p> <p>Proms</p> <p>TH explained that some mums are thinking of organising a prom, profits to FDPS.</p> <p>Eco events and items (Lou Bushell)</p> <p>LouB is in conversation with Lizzie Pollard of Final Straw Solent about organising a beach clean-up or something similar in the Spring and producing a line of recycled/reusable branded water bottles. She's advised me to speak with Jane Langdon-Shreeve to make sure we don't double up with anything the school are doing already. In the meantime, LouB is going to meet with Lizzie Pollard to put some more ideas on the table.</p> <p>HP had mentioned the Eco Week in relation to Ditch-Fest. AP: This could be a good opportunity to combine efforts with Eco Week 2020. HP noted the person to speak with is Mark Philips (MP).</p>	<p>LouB</p>
7.d.	<p>School lottery</p> <p>DP has organised this at a past school which raised considerably funds. DP happy to run it for FDPS. DP and TH to discuss.</p>	<p>DP TH</p>
7.e.	<p>AOB</p> <p>GDPR champion</p>	<p>HP</p>



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HP has offered to take on this role – thank you.	
Buddies Christmas do – Ellie Butler (Class Buddy leader) to notify Committee.	
We are still looking for a vice chair if anyone is interested.	All
Website: TH, AP, EJ and Laila Edge (LE) to meet with Bursar Denise Allen, HP and Mat Mitas (IT) on Tue 8 th October 2:30pm to discuss possibility of combining FDPS website with School's website.	TH, AP, EJ LE
Plaques for new benches TH is sorting the plaques with a company in Havant.	TH

The meeting finished at 8:25pm.

*The next Committee Meeting will be held on **Wednesday 6th November 2019 at 7pm** in the School Library.*