



# 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 06.11.19 at 7:00pm at Ditcham Park School

Present: Tess Hall (TH) Chair, Laila Edge (LE), Jenny Worrall (JW), Natasha Beckley (NB), Sue Hughes (SH), Lorraine Groves (LG), Tina Sprack (TS), Emma Johnston (EJ)

Agenda Item	Discussion Point / Action	To be actioned by
1	<p><b>Apologies Received by AP and TH:</b>            Anna Potter (AP), Helen Parrott (HP), Lou Bushell (LB), Leanne Brett (LeanneB), Caz Beck (CB), Martina Brown (MB), Deborah Parker (DP)            Anita Hockin (AH), Lou Pye (LP)</p> <p>TH: Welcome to the second committee meeting this half-term.</p>	
2	<p><b>Minutes</b>            Minutes of the meeting on 25.09.19 were passed. These were proposed by TH and seconded by TS.</p>	
3.	<p><b>Welcome new committee members</b>            There were no new committee members at this meeting</p>	
4.	<p><b>Treasurer's Report</b></p> <p>TH: Welcome to Jenny our new treasurer.            JW: Focused on the events income and expenditure summary page.            Easter eggs a big expense. Film nights did well            Are people happy with format? Yes, from all attendees.            £10,729.87 available for bids            Handover from Denise Allen is completed.</p>	
5.	<p><b>Bids received</b>            Bid forms can be found on our website under 'Useful Forms'.</p> <p>Discussed 3 bids:</p> <p>5 x Exam reading pens (requested by Belinda Fifield from learning support). Cost £195 each. It was queried whether this should come out of the school budget and not FDPS.            TH to get more information from Belinda</p> <p>New nativity set (requested by Helen Parrot). Cost: £241</p>	TH



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	<p>TH will enquire further about the amount and how urgent HP wants the set</p> <p>One gazebo (we already have 3, need another one for the new house system). Raised by Helen Parrott. Cost: £557. All attendees voted in favour for bid.</p>	TH
6.	<p><b>FDPS Website (AP)</b></p> <p>The web developer has been in touch to say that the website needs to be moved to another host which would become payable. The developer can no longer host it on his private server without incurring costs. It so happens that the school's website is being re-designed and FDPS has the opportunity to have a section on there. Currently, Anna Potter is the only person updating content on the website and it's too much to manage for just one person.</p> <p>Making the website part of DPS would be a good opportunity to avoid separate website costs to FDPS, strip the website down and reassess what content we want to put on there. Developers have informed us that building access to only the FDPS portion of the school's website is not possible. The functionality of the school's website will be flexible and scalable, meaning we could potentially take event bookings and payment online going forward. Payments would be taken by a third-party provider, WisePay, so linking this to our existing site is also a possibility. This is still early days and administrative implications of online payments need to be considered.</p> <p>The 2 ways going forward are:</p> <ul style="list-style-type: none"> <li>• Mat Mitas administers a section of the new DPS site with the heading FDPS, content is sent to him and he uploads.</li> <li>• We keep our current site and DPS gives us links to WisePay once it is set up</li> </ul> <p>AP's recommendation is that we migrate to new site under DPS heading. Once the initial set-up and changes are complete, uploads should be manageable. AP also recommends a dedicated website team to help with assessing content and help in the migration process.</p> <p>A decision needs to be made promptly so although AP realises this is a lot to take in, she suggested a vote by the committee provided majority is in attendance.</p>	



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	<p>For: 8 (Number) Against: 0 (Number)</p> <p>All attendees voted for AP's recommendation.</p>	AP
7. a.	<p><b>Seniors' Halloween Film night – 08.11.19.</b></p> <p>EJ: 35 tickets sold. The tuck shop will probably generate the most income. Helpers should attend from 2.30pm to help set up the tuck shop. Martina has requested to assist with the tuck shop. There are plenty of volunteers already. EJ to remind parents regarding pick up logistics and money.</p>	EJ
7.b.	<p><b>Christmas Fayre – 30.11.19.</b></p> <ul style="list-style-type: none"> <li>● <b>Grotto (AH)</b> <ul style="list-style-type: none"> <li>○ Present wrapping on 26.11. in Emsworth. Address will be shared with those able to help.</li> <li>○ Gifts for each year selected. Would love feedback from anyone – let us know.</li> <li>○ Planning to use Xmas paper which is recyclable rather than brown paper due to costs</li> <li>○ Mrs Parrott has confirmed she will manage the waiting room.</li> </ul> </li> <li>● <b>Class Stalls (MB), inc. Secret Santa and Chocolate Tombola</b></li> <li>● <b>Café &amp; restaurant (EJ &amp; NB)</b></li> <li>● <b>External Stalls (LE)</b></li> <li>● <b>Raffle (DP)</b></li> <li>● <b>Anything else (TH)</b></li> </ul> <p>TH: everyone seems to have everything in order. Raise separately if any further assistance needed.</p> <ul style="list-style-type: none"> <li>● <b>Christmas Jumper Donation Day – Thu 28<sup>th</sup> Nov 2019 (TH)</b></li> <li>● <b>Perishable donations – Fri 29<sup>th</sup> Nov 2019 (TH)</b></li> </ul> <p>Helpers needed on 28<sup>th</sup> and 29<sup>th</sup> Nov from 8.15am. Message will go out via the buddy system.</p>	<p>ALL</p> <p>LE TH</p> <p>TH</p>
7.c.	<p><b>Cauliflower Cards (TS and LG)</b></p> <p>We are waiting for them to be collected back in.</p>	



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7.d.	<b>Scholastic Book Fair (LP)</b> TH to ask for LP to send rota and use the buddy system to request more helpers.	TH
7.e.	<b>London trip Tutankhamun (SH)</b> SH: 23 signed up, now looking at coaches. TH will raise the awareness through the buddy system.	TH
7.f.	<b>Spectacles recycling (EJ)</b> Waiting for container to be delivered.	
7.g.	<b>Eco events, etc. (LouB)</b> LB: has a meeting with Lissie from Last straw Solent and wanting to speak to Mark Philips to talk about the eco committee. Will update when have more.	LB
8.	<b>Feedback from past events</b>	
8.a.	<b>Junior Film Night – “The Queen’s Corgi”</b> Popular event, but we need to review the parent pick up procedure.	
8.b.	<b>Junior Halloween Party</b> Popular event, good comments received and published.	
8.c.	<b>Open Day</b> All seem to work well at the café. Will be asking for a new signage. SH will get details of roller banner provider to TH.	SH
9	<b>Future events</b>  a. Senior events: not discussed b. Easter egg hunt: Organiser TBC. Raise at Jan committee meeting c. Run Ditcham: booked in. Expect similar procedure from last year. d. DitchFest – to coincide with Juniors music concert. Organisers: Lou Bushell and Tom Gaynor. Need to think about bands. e. World book day. We pay for the story teller.  TH to liaise with Mrs Witte in regard to fancy dress donations  f. Juniors cinema night: happy to do same format? Dates to be confirmed.	TH       LG, TS



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	<p>g. Mother's Day and Father's Day activities: will be explored by LG and TS.</p> <p>h. Quiz and bingo night: To be discussed in January.</p>	
10a	<p><b>Outstanding nomination forms and photos</b></p> <p><i>Nomination form not yet received:</i>  <i>Sue Hughes</i>  <i>Mark Philips</i>  <i>Nerys Gilraine</i>  <i>Natasha Beckley</i>  <i>Tom Gaynor</i></p> <p>Anyone not yet sent a photo to AP, please do so.</p>	<p>SG  MP  NG  NB  TG</p> <p>ALL</p>
10b	<p><b>Ball (to be organised by parents)</b></p> <p>No feedback at this time.</p>	
10.c	<p><b>School lottery</b></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 and raise at the Jan meeting.</p>	<p>DP  TH</p>
10.d.	<p><b>Bidding system (AP)</b></p> <p>At the meeting in July, it was agreed that we would discuss this topic when more committee members are present:</p> <p style="padding-left: 40px;">AP suggested we review the bid form to address the fundraising activities that winning bidders arrange to support the funding by FDPS. Perhaps a percentage of the funded amount or fixed amount could be added as a fundraising 'goal'. What fund raising activities are they doing in order to support it?</p> <p>Follow up of successful bids needs to be conducted, but how?  Discussion regards to this, will discuss at the next meeting again.</p> <p>TH: to ask Denise about the outdoor play equipment as this had been suggested to be a big ticket item from Christmas Fayre profit.</p>	<p>TH</p>
10.e.	<p><b>Coffee hub (JW)</b></p> <p>JW: to talk to Helen about whether it is possible (a morning or afternoon session on a monthly basis)</p>	<p>JW</p>
10.f.	<p><b>Charity Christmas Boxes (TS)</b></p>	



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	Message resent. The buddies to send out another message. TH will engage the buddy system to get the message out again.	TH
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The meeting finished at 8:25pm.

*The next Committee Meeting will be held on **Wednesday 15<sup>th</sup> January 2020 at 7pm** in the School Library.*