



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, 21 September 2017 at 7.00pm at Ditcham Park School

Present (Committee): Lucy Reidy (LR) (Chair), Denise Allen (DA) (Treasurer), Helen Parrott (HP) (Teacher Rep and Secretary), Penny Slight (PS), Lisa Samson (LS), Fiona Perkins (FP), Sue Hughes (SH) Selena Barber (SB), Natasha Beckley (NB), Laila Andersson-Edge (LAE)

Apologies: Mark Philips (Teacher Rep) (MP) Jolene Bull (JB), Tess Hall (TH) (Vice-Chair) Claire Falla (CF), Anna Potter (AP) Leanne Brett (LB)

Agenda Item	Discussion Point / Action	By Whom
2	Minutes of the last meeting were passed LR Nominated, LS Seconded	
3	Lucy welcomed all our new committee members, especially Laila and Sue who attended this evening's meeting.	
4	Completion of Nomination Forms members were asked to complete a form (an annual process) anyone who has not yet completed a form for 2017/8 please contact HP	
5	Treasurer's Report- Nothing new to report since the AGM. £11700 in the bank and just under £8000 free to award to bids	
6	Open Morning Rota and FDPS Stand LR to man the Friends Stand – HP to check where that will be and let LR know. HP to find out what is needed from FDPS in the kitchen (cut up cakes?? Serve?? Washing up?? Clearing tables??) - will Brookwood staff be there? Can we use the school white table cloths? LS to organise rota HP to find out where staff are being fed afterwards Lucy to do flowers- 12 vases	HP HP HP HP LR
7	Marketing/ Communications Update- Report from AP The Treasurer's report is on the website and Hallowe'en booking form will be on the website soon Could everyone send a profile photo to Anna for the website please Anyone who would like to help refresh the website please contact Anna Duke of Edinburgh? HP to liaise with Anne Harris Penny to continue to run the Facebook page Denise to run twitter feed Natasha has stepped down from doing the newsletter- Lucy thanked her for her help. Laila suggested we use HootSuite to link everything- we just need to be	ALL HP PS DA

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	<p>organised with content in advance of time. DA suggested that we use links on the school's newsletter; on the noticeboard section and perhaps at the start of the newsletter.</p> <p>If anyone would like to help Anna with a marketing / website refresh etc please do contact her.</p>	
8	<p>Hallowe'en</p> <p>Everyone was everyone happy for Tess to organise the booking forms HP happy to sort out invites in bookbags and if Tess emails forms to HP, she will organise email of invites on a Wednesday Coffee and Cake at Tess' house 22 Sept at 0930 to discuss and plan further</p>	<p>TH HP</p>
9	<p>Christmas Fayre</p> <p>(Sub committee meeting 4 October at Red Lion 1900 start)</p> <p>LR asked people to take ownership of an area</p> <p>Stalls- Denise</p> <p>Grotto - Peggy, Joanne, Vanessa</p> <p>Grotto presents and tickets- Penny (forms and tickets)</p> <p>Raffle –</p> <p>Buddy Stalls- Trans: filled Jars Uppers : Tinsel pull Middles: chimney stack</p> <p>Lucy to email other buddies re stalls</p> <p>Café (tuck shop, tea, coffee and cake) – Natasha</p> <p>Kitchen (hot food and tea and coffee) – Lisa</p> <p>Choir- set up the stage in the MPB and have that as a focal point for the choir, the brass group, raffle announcements etc. (as well as class stall holders, rodeo, bouncy castle and slide)</p> <p>HP to speak to Bridget Holton re brass group</p> <p>Last year 120 children in the grotto in 3.5 hrs which gave children 90 seconds per child. Changes need to be made, including presents- buckets of presents rather than individually named presents would make things easier for the wrappers and the elves.</p> <p>A spreadsheet for each year will be kept</p> <p>LAE offered to take photographs of each child with Santa, however the grotto is very dark so this may not be workable- other options were discussed (photo on a sleigh? Photo with an elf?)</p> <p>Any ideas for raffle prizes- please let Lucy know as the tickets need to be printed and ordered asap. Denise to speak to Richard Jones and AMK.</p> <p>Penny to put a request on FBk page</p> <p>Stalls- 16 definite,</p>	<p>HP</p> <p>DA PS</p>



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	<p>3 possibles: Candyfloss and popcorn stall. – voted against Toy and sweet shop- Denise to check prices- if it is a pocket money stall then yes. Glitter tattoo and hair braiding stall- she will pay a fee- Denise to suggest a price that she will sell the glitter tattoos for (£2-£4?) and if she is happy to charge this, then yes. We also need to know how many people will be on the stall as it will be popular Wristbands- separate from grotto ticket price and bought on the day</p>	DA
10	<p>Barn Dance 2 Feb in MPB Band are booked (Threepenny Bit) and deposit paid Food : served in dining room and small hall</p>	
11	<p>May idea- Big Bingo Bash in the MPB? Summer 2019 Circus- 2 nights; 1st night for Ditcham and the next night for selected other schools (reach out for other PTAs etc.) DA suggested that this year we need to go back to the May Fayre (DPS Community) routine after having a year off of the May Fayre with the It's a Knockout which was hard work. We need to give ourselves a bit of a financial break FDPS committee members were requested to take ownership of the May event; as Lucy will be stepping down at the end of the academic year, it is important that other FDPS members know how to run big events.</p>	
12	<p>Bids Penny Metcalfe – Art: Plaster Moulds £637- Yes on the proviso that she makes something as a raffle prize- LR/ DA to communicate this Julie Mothersele- World Book Day Story teller £340 yes Gift of £100 p.a given to Reception – unanimously agreed- ask JLS to give us a report on what she has spent it on. FDPS Gifts = first year of school life, the transition into seniors (Uppers leaving party) and on leaving seniors (prom)</p>	LR/DA HP
13	<p>AOB Natasha offered to do the wrapping paper again- yes please! Cauliflower Cards- all done and with classes now. Return date 6 October which takes into account a week catch up and uppers being at Hooke Court Use of the School Kitchen: Brookwood have allowed us to use the kitchens however we have to sign a disclaimer first- this is proving unworkable LR/ DA/HP to meet with Neil on Friday morning to discuss options <i>Update DA emailed Neil and Chris Frith from Brookwood- ongoing</i></p>	NB LR/DA/HP

Meeting closed 2105

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Next Committee Meeting Thursday 9 November at 1900 in the meeting room