



FONS Minutes

Date: Wednesday 4th October 2023

Time: 17:00

Location: Newlyn School

Attendees: Naomi Treneer (Chair) Siobhan Stacey (treasurer) Melanie Stait (secretary), Lauren Connolly (Headteacher), Becca Rollason (Teacher), Kate Parnell, Katherine Strick, Vicky White, Jade Revell, Robyn Hosking, Jill Nolan, Melanie Thomas.

Apologies: Aylishia Davey (teaching Assistant), Dorothy Best, Marc Crundell

Last Minutes agreed? Yes

Welcome: It was discussed about the 'Welcome' that is currently on the school website, and that this would need to be updated. Mission statement to be worked on at next meeting- a brief discussion was had around the mission being fundraising, and events for the children to enjoy, we want to get a balance of fundraising and making memories.

All agreed that it would be good to have individual photos of the core committee, and then a group photo of committee members on the welcome letter. This would be a good way of parents getting to know the FONS team and recognising them at school events, drop offs and pick-ups.

Hand Over:

Chair- Naomi and Kate have had a hand over of all documents relating to the Chair role and FONS

Treasurer- Shiobhan has been handed over financial documents, Siobhan will make further contact with the previous treasurer as there may be a book missing. There is a current issue with obtaining access to the bank account due to a new account being opened in July 2023. Shiobhan has a telephone meeting on Friday with the bank to discuss how we can move forward with gaining access and changing the relevant signatures/counter signatories on the account. The current total cash being held out of the bank account is **£1079.90p**, and **£40** float money. We will aim to get this cash deposited ASAP into the bank account and to hopefully find out what funds are in the bank account.

There may still be an invoice due for last year's leavers hoodies which we haven't received yet. Should an invoice come through it has previously been agreed between school and company that there would be a 50% reduction due to the quality the jumpers arrived (dirty). Invoices have appeared late previously so we will need to be aware that this may still need to be taken out of funds. Usual cost would be approx. £400.

There may also be some invoices missing. We will start afresh with today's figures discussed at the meeting, should any further funds be ascertained once we have access to the bank account this will be documented at future meetings. Total FONS funds in cash as of 04/10/2023 **£1119.90p**

Secretary- Vicky has emailed over templates for agendas and minutes to Mel. Vicky will bring the folder containing all previous minutes to school at a later date.

Naomi asked Vicky to re look over the access that was given to Mel and Naomi for the FB FONS account as it appears that full access wasn't given. Vicky will re-look over.

Constitution for Core Committee members:

Constitution has been read and signed by the core members with Lauren and Becca as witnesses. An appendix will be added to show the expectation of personal social media accounts and being representatives of the school.

DBS checks:

The details provided by the school for DBS checks currently only allows for an Enhanced DBS check- which aren't needed for the role in FONS. We only need a Basic check. Lauren will speak with Sancha in admin tomorrow to try to find out further information. There is quite a big difference in price between a basic and an enhanced DBS check.

General Committee Members:

We currently have Kate Parnell, Alyshia Davey, Jill Nolan, Jade Revell, Vicky White, Robyn Hosking, Melanie Thomas, Katherine Strick, Dorothy Best as active committee members. Since the meeting we have also had Toria Gilsenan and Nikki Simcock join the committee.

Use of Teams- Lauren is currently trying to get a group on Teams sorted. This will mean we can upload any documents, minutes, notices etc directly to the group. Meeting links can also be sent out so that anyone that can't physically make the meeting can join virtually. By using Teams we won't need to use the current WhatsApp Group

Data Protection- if we utilise Teams this is secure as it is encrypted. USB sticks would need to be encrypted and aren't considered a suitable way of storing data.

Recruitment of New Committee members- We will utilise the parent's questionnaire from 2019, we can send the welcome letter out on seesaw. Lauren informed us how school seem to get a better response from parents when they send things out on a Microsoft form. It would be best for the questionnaire to be sent out in this format. Becky in reception will be able to make a form based on the questionnaire that we have recently amended from the 2019 parent questionnaire. Having the question on there about why parents don't want to get involved will help us target our recruitment efforts. Jade mentioned that one of the reasons she feels there isn't an uplift in parents joining is because it's not really known about.

The idea of having representatives of FONS committee members from each year group to actively promote FONS was well received. From the current members all year groups are covered apart from Year 1. Kat Strick will approach some of the parents who she is aware of that have mentioned an interest previously. We are hopeful that once each year group has a representative more parents will get to know about FONS and offer their services.

The welcome letter that will be going onto Seesaw will need to be updated with the list of representatives of committee members for each year group- this can't be completed until names for all year groups have been given.

Jade Revell Reception

Toria Gilsenan- Year 1

Melanie Thomas and Alyshia Davey- Year 2

Kate Parnell and Nikki Simcock Year 3

Vicky White Year 4 (Vicky to also approach other parents in year 4 to be representatives going across 2 classes.

Siobhan Stacey and Kat Strick Year 5

Robyn Hosking and Nikki Simcock Year 6

Autumn Disco:

Date: Wednesday 18th October

Time: 3.30-4.15 for KS1

4.30-5.30 for KS2

It was decided this would be an autumn theme so that families don't feel the need to purchase any specific costume/bright clothes, and party clothes can be worn instead. Vicky mentioned that a previous UV disco didn't work as planned as the hall didn't get dark enough.

Craig will be letting Vicky or Becca know by the 7th October if he is able to assist with the music/DJ. The back up will be the use of the laptop and screen, could possibly get Just dance up on the screen, and the possibility of a Karaoke machine.

Lauren confirmed that staff will be offering their time on the evening to help, also able to attend both disco times will be Kate, Naomi, Siobhan, Vicky and Mel.

Wrap around will still need to take place, however there may need to be some adjustments made- Scooter club for example, food may have to be changed to cold food that can be given in an upstairs classroom. Kate P will liaise with Mr Hickman and Mrs Davey

Posters need to be created to advertise the disco. Vicky has offered to do this as she has a pro design package through work. Notice to go out soon with the details.

We were previously going to ask Rachel in the kitchen to make biscuits or muffins for the event, however Lauren mentioned it would be good to utilise the cookery club for that week- therefore they will look into making the biscuits for the disco.

Pass the parcel for the younger children- in 3 groups, games such as sharks in the water, 4 corners, riverbank will be played. There will also be a quiet corner/crafting corner set up in the entrance area to the hall. Reception will also be included in the autumn disco as it is felt it will be quite a structured event.

Ticket price was agreed at £1 this will get you a glow stick, drinks throughout the disco, a biscuit, a small bag of sweets, all activities, games at the disco. If children want extra glow sticks, they can be charged a separate amount- suggested amount of 20p/50p.

Vicky mentioned that if doing unlimited drinks, we will need 2 people to serve as it is constant.

Tickets will be sold the week before the disco starting on the Wednesday 11th October and then a mop up session on Friday 13th October on the school playground. Once payment has been made the child's name will be added to a list rather than selling physical tickets. The lists can then be given to class teachers, so they know who is staying for the disco.

Robyn, Vicky, Jill and Siobhan will be selling tickets on the playground on the 11th

Naomi, Jill and Siobhan will be selling the tickets on 13th

Fundraising:

14/12/2023 afternoon event- KS1 Will be at St Peters Church for their nativity. Tea, coffee and cake to be provided by FONS- Robyn and Jill can run the stand.

18/12/2023 afternoon event- KS2 will be at St Peters church for their carol service. Tea, coffee and cake to be provided by FONS- Robyn and Jill can run the stand.

A request for donations to be made for cakes, biscuits etc. Mel can make some items.

Christmas Fayre:

Date: Friday 8th December

Time: 15:15 onward for approx. 1.5 hours

Will make further plans at next meeting.

Quiz Night: Nigel Clarke (governor) has said that he is happy to host the quiz night. Becca will speak with Rugby club to see if there is space. Melanie Thomas can get a 50% reduction on food items from Warrens- purchasing pasties for the quiz night may be a good idea.

Newlyn Harbour: Fisherman to donate a box of fish from their catch- this then gets auctioned off and the money raised will go to FONS. It would be good if we can sell it to the fisherman that the money raised will go to a particular cause such as a pantomime, or travelling drama etc. We could get the school council involved and promote it from the Quay- Naomi, Alyshia and Robyn to look into.

Local Councillor: She will keep us in mind for the next years funding.

Easy Fundraising (Similar to top cashback) Donna previously signed the school up for something similar. Naomi is happy to set up an account so we can promote it among parents ready for when they are doing the Christmas shopping.

Santander-Becca mentioned that Santander were matching funds raised

Local businesses can be approached to see if they would donate a certain % of any items sold between a certain date if we were to promote their business to parents to shop there. Becca said she could approach the Meadery, Siobhan could approach Aunty Mays.

AOB:

Personal social media: A reminder that we should be leading by example now that we are representatives of the school. Ensure correct processes are followed should we need to raise anything to school.

Warrens: Melanie Thomas said she can get good discounts- trying to get more but hasn't been able to speak with her manager. May be good for some of our bigger events.

Insurance: Lauren will check with Sancha, however it is believed that there are no restrictions on when events can be held at school- this means that we can utilise the school premises at weekends enabling us to open up events to the community

Next Meeting: Wednesday 8th November 2023 at 5pm

Action	Who	When
Wording of Mission Statement	All members	Next Meeting
Photo of FONS	All	Next Meeting
Access for Bank, email and Social media	Vicky- Siobhan, Naomi, Mel	ASAP
DJ/Music for disco	Vicky or Becca	By the 7 th October-Completed- Craig providing music
Poster to advertise disco	Vicky	ASAP-Completed
Wrap around changes	Kate	By the 18 th October- Scooter club informed
Biscuits for disco from cookery group	Lauren and Becca	By the 18 th October
Goody bags, purchase of squash, creating activities	Naomi, Siobhan, Mel	By the 18 th October
Teams Account	Lauren	By next meeting
Year 1 Representative	Kat	ASAP- Completed
Quiz Night- Rugby club availability	Becca	ongoing
Fisherman donation	Naomi, Robyn, Alyshia	Ongoing
Easy fundraising	Naomi	Ongoing