

1. Welcome

Welcome to all, especially new parents. Confirmation of Committee Roles:

- Co-Chair Sarah Roberts
- Co-Chair Saskia Gildawie
- Co-Treasurer Andrew Wright
- Co-Treasurer Richard Lukes
- Secretary Ruth Berrington Martin
- Class Reps Liason Vicky Paton
- Comms Georgina Evans
- Press/Publicity/Sponsorship/Newsletters – to be filled

2. Accounts summary

From Co-Treasurer Andrew Wright.

- We will raise around £15k in the year (based on figures from previous years)
- We started the year with around £15k in the bank
- At the end of last year, the meeting agreed to also commit to the Life Bus, to spend 5k on the clearing of the area around the Thinking Tree and to continue the £2.5k continued contribution to the school resources budget, as well as funding Forest School for Reception children.
- As a PTA, we are still finding the right balance in supporting the school with resources and finding ways of enriching the children's experience in school and building our school community.

3. Thinking Tree/Playground Extension Project Feedback

From Bursar Bev Stevens

- During the clearing of the Thinking Tree Area, it was actually possible to keep the tree (a original FHIS/Parent preference). So this area has had the hardcore removed under the tree and is now prepped and ready for a new surface.
- Stage 2 of this project, if FHIS wish to proceed to fund this, is the remodelling of the area. The school have proposed a bonded bark play surface (extending the play-surface from under the current climber to under the tree). Bev has had quotes in from 2 x contractors both at approx £7.5k. They will probably favour the slightly cheaper quote from the contractor Pentagon, as they have done work for the school before.
- If FHIS vote to sign off on this, it's possible that this work could be done during the ½ term break, making this surface available to children as the weather worsens in the 2nd half of the term.
- General feeling among parents was that they would like to support this, but that £7.5k is very expensive. Sarah flagged previous playground equipment purchases/remodelling has always been v expensive, but general feeling is that we need to understand this better.

QUESTIONS TO BEV AND FHIS CHAIRS/TREASURERS FROM PARENTS:

Q: How long is the surface guaranteed for? – Bev will confirm this from the detail of the proposal

Q: How does the quote break down (i.e labour, materials)? – Bev will confirm this from the detail of the proposal

Q: Why this surface/why not grass? – A: We need to protect the roots of the tree, which become eroded and then a trip hazard. And whatever surface we go for, we'd like it to be an all-weather surface so the children can have a larger play-space in the winter months.

Q: How big is the area? – A: Approx 100m²

Q: What are the alternatives? Would concrete/tarmac be cheaper, extending the main playground into this area?

Q: Won't the bird-poo still be a problem from the tree? – A: Bev and the team have had this very much in mind, and the final surface will need to be one which will be easy to clean.

Q: Could we send a shout-out to all parents in case a parent is involved in/can help with play surfaces – and reduce costs this way? Bev/school open to this. Need to mitigate against a lengthy consultation process: time-consuming to administrate/don't want to miss the install window so kids can use the surface in poorer weather. Office time is limited/there's a staff member off due to accident. Sarah will organise the shout-out. We'll put a week close-date to keep the project moving.

Q: Can we look at matched funding for this? Sarah thinks we are unlikely to secure this for the surface but we do want to do it for any equipment we might install there. Bev thinks that as we're keeping the tree, the climber in situ next to the tree is probably enough in this area, but we would like to consider the Yr1 Patio Climbers (see later detail).

Q: If we pay the 7.5k will it wipe us out? A: (Andrew, Treasurer): Yes, but only in the very short-term. The incoming monies from the Fireworks, Halloween Treasure Hunt, Winter Disco etc will build the finances up again.

ACTION: Bev will confirm the details of the proposal, how it breaks down, length of guarantee etc.

ACTION: Sarah will email-out to all parents asking for a parent who could help with provision of play surfaces. We will put a closing date of 1 x week on this to keep the process speedy! We all want the children to be able to benefit from a large play-space in the winter months.

MOTION PASSED IN PRINCIPLE: Parents voted in favour of a re-surfacing spend of up to £7.5K, provided that 1) A cheaper surface is considered if the school feels that would meet the needs of the children and the site topography 2) A shout-out is sent to all parents to see if a parent(s) can help/is in the trade (with a finish date of 1 x week from sending)

4. School Spending Priorities – wider picture

From Bursar Bev Stevens

- **Priorities:** Prior to this meeting, Bev had a meeting with Mrs Mandy Martin (head teacher). The message from Mandy and the teaching staff is that their priority has to be keeping the school running. From the school's POV, the contribution FHIS makes to resources continues to be the most useful thing which FHIS can help with. We are, as a school, running at a deficit. Schools throughout Bristol (and of course, the UK) are experiencing similar problems. This term, Redland Green have asked Parents if they would consider signing up to a direct debit scheme to drip-feed cash into the school. Big Projects are expensive, and they are not top priority for the school. But the school really appreciates that fundraising for resources can feel amorphous and intangible, and they will also be looking for ways in which Parents can fundraise for useful, targeted items while helping the school.

- **School Fundraising and FHIS Fundraising:** Parents have flagged that the different ways of fundraising can be quite confusing. To recap:
 - ❖ **Amazon Wishlist** – this comes direct from school, admin for this done by office.
 - ❖ **Request for Parent Donations** – again, this is direct from school, at their discretion.
 - ❖ **FHIS ongoing commitments** – to fund the Life Bus, Forest School etc (these get voted on by parents each year to confirm that parents are happy to continue funding them into the next academic year).
 - ❖ **FHIS Resources commitment** – currently 2.5k but could be up to 1/3 of the FHIS budget – to be spent at the discretion of the school.
 - ❖ **FHIS Targetted Fundraising** – i.e. for special items, like Patio Climbers and toys – which get voted on by parents as individual items
- **Targetted Help - The Yr1 Patio Climbers:** These climbers, the Pirate Ship and the Wooden Climbing Frame with Slide, have rotted, become unsafe and have been removed. FHIS could fundraise to replace them. Ania Koppel-Hanna (not present) previously said she might be willing to pursue matched funding options. Update: Debbie Frost will take over pursuing matched funding.

ACTION: Debbie Frost volunteered to pursue matched funding on the patio items (if these get voted in)

ACTION: FHIS to vote in January on whether to move forward with funding the Patio Climbers

- **Patio Play Equipment:** The school would also like to replace Patio play *equipment* (this is separate to the climbers) such as bikes, scooters, outdoor games etc - as they break.
- **Yr2 Event** - If we spend on the climbers for Yr1 and the Forest School for reception, do we need to ear-mark money for a Yr2 event? This would be acting by the principle that we (FHIS) try and spend the money raised by FHIS back into the school immediately: so the Yr2 children can benefit before they move onto the juniors. The parents present tonight (including yr2 parents) did not feel this was a necessity, but we would want to consider the wider views of parents.
- **Office:** The School Office structure is small, and there is a limited amount the office can do in the time permitting. The Office is also currently running 1 x Person Short (a member of staff had accident). Please can all parents be aware of this – the office will try and help as much as they can – but responses may be delayed and staff will have to prioritise the day-to-day running of school. Parents do all understand that the pressures on the office are heavy - and want to help if possible.

ACTION: Jo Harris (who has twins in class 3/Rep for Class 3) is a contract manager – she is happy to help/advise with the school playground works if this is of help?

- **Internal Refurb** For the last year, Parents have been asking for that FHIS consider an investment in the refurb of both classrooms and communal spaces such as the Hall, Library, Classrooms etc. This could include flooring, furniture, rugs etc. Bev commented (and parents agreed) that if we're going to look at the interior of the school then we would definitely want the teachers' input.
- **Resources:** There was strong parental support for FHIS contribution to School Resources. Some parents felt that we should consider a larger donation to the resources budget. However, Parents also want more transparency on how this money is spent. Parents asked for greater visibility from the school in their resources budget: how much money is raised by parental contributions, how much is raised by the Amazon Wishlist? How big is the resources budget? Feedback from parents is that an increased flow of information from both FHIS and the School, especially in the breakdown of budgets etc, would be appreciated.

ACTION: Andrew to make FHIS spending breakdown budget available to reps to email out to all interested parents.

ACTION: ACTION: Andrew, Sarah to set up a meeting with Mandy Martin and Bev in which some of the above can be discussed

ACTION: We will revisit the resources contribution in January and see if parents want to do an additional payment into the school resources fund.

5. Easy Fundraising

Update from Debbie Frost, who champions our easyfundraising drive. If you don't already know about this initiative, basically, you download the app so you can effectively fundraise as you spend money at a variety of shops. There's a full list here:

www.easyfundraising.org.uk/retailers/

There are loads, including Amazon, John Lewis and many supermarkets. And all you have to do is shop via the App and it donates for free.

ACTION: Debbie is going to do a target for us to get towards for Christmas – to encourage more people to join and use the App 😊

6. 2018-2019 Recap FHIS Calendar of Events

UPDATE: Sarah Roberts has sent out a full list of these events at the request of parents who are unfamiliar with the FHIS Calendar of activities. This will also be added to Facebook. And it is also copied at end of these notes 😊

ACTION: please, please help us! We need volunteers for committees and on-the-day for all these events to make them run.

- **Halloween Treasure Hunt 21st October**

REQUEST: Please can we ask parents to donate and label gluten-free and/or dairy free cakes as well as standard fare.

Flyers going out this week.

ACTION: Sarah/Vicky to send the Class Reps a call-to-arms to get signed up for the Halloween Treasure Hunt

- **Fireworks night** – 9th November. Run by Dan and Nessa – see below
- **Christmas Gifts** - Sale of personalised canvas shopping bags (with your child's class artwork). Tea-towels were a big fundraiser last yr. Order forms to go out just after ½ term. Mrs Keefe has said she'll help with the artwork.
- **Micro-Scooter Raffle** – New Year. We have been given a big set of donations from Micro-Scooter to tie in with the Active/Walk to School initiative. We have helmets, water-bottles, lights, bells. Sarah has secured our Lottery License. Will need to fill out our lottery license forms. Michelle said she might run this?
- **Winter Disco** - early Feb
- **Curry/Quiz night** – will be early March – just for parents, evening event, lots of fun!
- **Easter Egg Hunt** – Late March – Ruth to run. Lovely daytime weekend event, v suitable for younger siblings (or older ones too!)
- **May Fair** – in conjunction with Claremont and Henleaze Juniors. Weekend in mid-May.
- **Clothes Recycling?** Run by Kate Rocha – might be able to use the leftovers from the May Fair (if they don't go to another charity). Or Kate may organise for earlier in the year. She will liaise with school as they need to give up car-park space.
- **Leavers Hoodies?** For Yr 2 - TBC

- **Summer Disco** – Friday in Early July. Michelle to run again.
- **Movie Night?** – Saskia will check in with Zoe Camplin and Olivia Mitchell to see whether they are still up for running this/what they've investigated

FIREWORKS UPDATE: from Dan, who organises the fireworks with Nessa.

- Flyers going out later this week
- They have been trying to think of ways that they can maximise the profit/spending of attendees. The challenge is that there's only a 45min window for sales *before* the fireworks. During the fireworks nobody really buys anything, and after it they all just head on home... Proposed start time of actual display 15mins later to allow more spending time
- There will be 2 x places you can buy food to reduce the cues
- Increasing the size of the bar
- Will need helpers with the Marshalling, as always!
- Sign-up genius, plan to extend the volunteering slot to 45mins
- Posters going up around the school and surrounding area
- This is a tricky event to volunteer for as parents often hesitate – it's dark, hard for younger children and those with additional needs etc. So please help if you feel you can/and pass message on.

REQUEST FROM DAN: Need a parent to help with the rigging of the lights on the evening? From c1530 on the day

RESPONSES: 2 x parents might be able to help, Dan passed his email address on

FEEDBACK: Please can we watch the price point on the kids sweets. It felt a bit high last year.

ACTION: Absolutely – Dan is already looking to give better guidance on pricing-points, esp the bar, but will look at other areas too

FEEDBACK: From Bev – now we've got craft ales on, can we please look at reducing/removing glass from the bar? We need to think of the health and safety issue and glass beer bottles on site is an issue.

ACTION: Absolutely – Dan will look into cans of beer as an alternative. And we might need to consider the prosecco bottles too

QUESTION: What can we do about recycling? This is a tricky event as there's not the time/light to bag up recycling and get parents to take bags with them.

ACTION 1: The school are probably ok to provide some bins to hold recycling in, but they can't arrange collection by the council.

ACTION 2 : Dan will set up a parents-group sign-up who might turn up on the Sat am to do runs to the recycling centre. This could be promoted as an alternative way of volunteering, esp for those who find it hard to volunteer on the Friday night

Q: When is Hestival?

ACTION: Vicky will share the Juniors' calendar with Sarah so we can coordinate our calendar with Hensa.

CINEMA NIGHT: Olivia Burchill and Zoe Camplin suggested the addition of a Movie night at the last meeting.

ACTION: Saskia will contact Olivia/Zoe to see if they are still interested in running this.

7. Event Organisers/helpers needed

- We have 1 x volunteer for most events over the year. That means we'll be looking for (at least!) a further 1 x event committee volunteer for each event

8. Marketing/Sponsorship/Newsletter Committee Role needed.

- We'd really like someone to join the committee to take on marketing, sponsorship and newsletters.
- This role will dovetail with Comms (Georgina is v happy to continue Comms this year: her oldest child will leave Infants in the autumn of 2019, so this role may need to grow to cover comms in the latter part of 2019)

ACTION: Dan and Michelle said they'd be happy to take on some of this

9. Card Payments at Events

- Andrew is investigating getting a pay-pal reader to swipe cards/take payment at school events. This would be compatible with ApplePay etc
- Everyone thinks this is a great idea!

10. School Website: Be is in the process of doing updates to the school website

Q: Could Bev add the Infants and Juniors Inset Days?

ACTION: Bev will investigate if this possible – they are 2 x separate schools but if she can get the info fed through to her she'll add it

11. Class Communication and Class Reps Info

Sarah is sort of an ambassador for Class-List – which they are currently trialling at the Junior School. It's a sort of WhatsApp/SignUpGenius mashup which allows parents to keep in touch, exchange relevant info and sign up for events. Getting parents to sign up for it would also enable us to abide by new data-protection laws in a hassle-free way, as Freedom Of Information is dealt with at point of signup.

- This will only be of benefit if everyone signs up
- It gets round all the GDPR Data Protection at source, and means we know parents have approved their details being shared for school business etc.
- Thanks to reps for getting all the class groups together this year. For some reps this has been a struggle, especially building new groups for the Reception classes!
- Request to Reps to be aware of being inclusive of parents who are not on certain channels of communication. Reps asked to use of a variety of platforms (email/Facebook/face-to-face) to try and include the widest group of parents who may want to be part of the class social communications.
- Feedback from Reps and other parents that they'd like some guidelines on how the class groups are administered. Sometimes the groups run away with chat and it becomes v tricky to extract relevant information

ACTION: Sarah will draft a quick statement to reps about using the class chat mechanisms.

- Feedback from Reception Reps that they've only just got sign-up from parents to the class emails and Facebook groups, and don't think they can now launch a whole new system – could we launch for reception parents next year and then progress through the school

ACTION: Sarah to plan for launch with Reception 2019 Parents, while gathering information this year

12. Next FHIS meeting date: Suggested for the week of 21st Jan

FHIS Events 2018-2019



Halloween Treasure Hunt

Sunday 21st October 2-4pm



FIREWORKS!!!

Friday 9th November



Christmas Fundraising Gifts

Order forms will be out after Oct half term



New Year Raffle

Tickets will be on sale in the New Year



Winter Disco

Friday early February – date TBC



Quiz & Curry Night

Parents only – Friday early March - date TBC



Easter Egg Hunt

Weekend late March – date TBC



May Fair

Weekend Mid May – date TBC



Summer Disco

Friday early July – date TBC



HELPERS NEEDED at ALL EVENTS

Please contact fhisinfo@gmail.com for further information