

Open Committee Meeting Minutes

Date: 10th January 2017

Location: Heyford Park Free School Officers Mess

Attendees

Adrian Law – Chair
Steve Gee – Treasurer
Kate Akkerman – Secretary,
Steph, Kerry, Heidi, George, Leigh, Richard, Shanna

Apologies: Anna, Richard

In attendance:

Corin Earland, Sam Daniels, Tia McGregor, Kylee Rankin, Chris Strong, Gerald Daniels, Remo Postma, Juliette Mulholland, Robert Cater

1. Accounts Overview

Attached as a separate document.

2. Donations

The issue with the donation of iPads is still being resolved by school. The money has been donated, however the iPads have not yet been purchased.

It was requested that there be clarification of how the wish list is produced to prevent future issues. It was suggested that all requests come through Karen to Friends.

DSLR cameras – these have never been ordered. The bundle offer is no longer available.

ACTION – SG to obtain new pricing

Football Goals - SG is arranging for them to be collected. £100 donation to be given to Launton School.

Outdoor Gym equipment: to be signed off by KH at next Premises Committee meeting (12/1).

Cherwell DC to amend planning app. **ACTION** – SW to follow up.

Sound System – one component not working, a part has been ordered at a cost of £30

ACTION - SMW to advise expenses costs

£350 committed funds may have to be claimed back if not required.

It was agreed that we should build up some more funds before making any further donations.

PTA (KA, SW) to met with KH to understand the wish list

ACTION – SW to organise date for meeting

RH asked for help with the decoration of the new Primary Entrance. It was suggested that student artwork be used. **ACTION** – SW to liaise with MMB & RH

3. Future Events

The event scheduled for this term for prospective parents has been cancelled

The next FoHPFS coffee afternoon has been scheduled for Tuesday 31st 14.00-15.00 **ACTION** KH to advertise date on FB, KA to include date on school newsletter.

The following agreed to help: SW, SMW, KH, SG, AL, JM, KA

The school disco dates suggested were Thursday 2nd or 9th February, Primary 17.00 – 19.00 and Years 7&8 19.30 – 21.30

ACTION SG to confirm date after speaking with Disco company.

SW and KA advised they are not available on the 9th.

JM suggested running a “Coin Drive” where pupils bring in their spare coins and make art, afterwards the coins are donated. **ACTION** – SW to suggest to RH

Jan and Chris Hartley have kindly offered to run a Quiz night in aid of Friends. This will be discussed at the next meeting.

Bake Sales – GH and KH to run a bake sale possibly at the next coffee afternoon. **ACTION** – KH to confirm

4. AOB:

DBS Checks – all information has been handed to Danielle to request checks.

Website Admin – KA to speak with JB to update Friends page on school website and request access rights – **ACTION KA**

Facebook Admin – GD to update FB post, KA & KH to continue to monitor posts

Email Admin – arrange for mail from friends@hpfs.org to be forwarded to KA – **ACTION RH**

Friends Newsletter – SMW to forward to KA for inclusion in next school Newsletter (13/1) – **ACTION – KA. ACTION - SMW to publish on FB**

Second Hand Uniform – GH & KR agreed to run second hand uniform sales. **ACTION – SW to confirm with KH.**

Next Meeting 21st February 2017 @ 7pm– Open Meeting

Agenda Items:

Pamper Night

Quiz Night / Race Night

Set date of AGM

Review Disco

Movie Night