

# Minutes of the Friends of Wychwood meeting held at Wychwood School on Monday 1 October 2018 at 7.30pm

**Present:** Noel Rainbird (chair), Andrea Johnson (head), Siobhan Foley (treasurer), Katie Gray (Remove rep, until 20:50), Vicky Masey (Remove rep), Amanda Webb-Johnson (Remove rep), Claudi Thomas (Inters rep), Caroline Smith (Inters rep, from 20:50), Amy Rowland (Study 2 rep, from 19:45)

**Apologies:** Sheryl Parker (LTs rep), Cazzie Haigh (UTs rep), Emma Sandy (Study 1 rep)

## Christmas Fair

Ideas for the Christmas Fair were discussed. The following points were raised.

- External stalls pay £30 per stall
- Raffle ticket printing was approved
- **Action: Caroline/Noel** to investigate licencing for the raffle
- It was agreed that the girls' stalls would not include food because we need to balance the amount on offer
- **Action: FoW (Amy and Amanda)** to approach form teachers with ideas for the girls' stalls, giving plenty of notice (approx. 6 weeks). Current ideas are:  
glitter tattoos, make up/hair, guess the name of a soft toy, face packs and hand massages (google recipes, but must keep track of ingredients and check for allergies), pin the nose on the reindeer, throwing balls into e.g. Father Christmas's mouth, fruit pinball (three sacks of fruit with three girls being the fruit machine), splat the rat in a Christmas hat, Christmas jumper competition, decorated glass tea lights, face painting/henna if we have a henna expert, golden cracker (insert extra tickets into cheap crackers, winners' tickets could be prizes, a cake from the cafe or a free go on other girls' stalls), running the jambola, photo booth run by Study girls.  
The girls should make posters (to go on curtain/wall or tables) to explain their stalls. Form teachers should help to organise this during form/lunch times.
- **Action: FoW (Siobhan)** to help finance the girls' stalls by providing £20 per form
- **Action: FoW (Amy and Vicky)** to run an assembly on Monday 15 October (tbc) to brief the girls about the plans for the Christmas Fair and to introduce the gingerbread house competition (using a Lakeland kit for a demo?)
- **Action: Siobhan** to buy approx. 50-60 gingerbread house kits from Ikea, to be sold to the girls well before the Christmas Fair. Completed houses to be brought back to the fair to be judged. The competition winner to get £10 to spend at the fair
- **Action: Vicky** to advertise gingerbread house competition with photo in Wychwood Weekly in early November
- **Action: Andrea** to contact Korky Paul to ask whether he will do sketching and sell his books
- **Action: anyone** with a **latte/hot chocolate machine** willing to lend it to the Christmas Fair Café, please contact Siobhan; whoever has got the **tombola drum**, please contact Noel
- The Café is hoping to offer baked potatoes and mulled wine alongside the cakes
- The bottle tombola and lucky dip should only be run if this can be done without subsidies, e.g. by making it a wine and water tombola in which bottles are covered by paper bags and parents donate small toys/pens etc for the lucky dip
- **Action: FoW (Noel** via form reps) to organise emails/reminders to parents to ask for donations for jambola, raffle gifts, bottle tombola and lucky dip
- **Action: FoW** to give 2-week notice to Richard and Wendy (for sandwiches)
- **Action: FoW** to recruit helpers for the fair
- An entrance fee of £1 for adults was agreed, with raffle tickets sold at the same desk. Also discussed were 'a pound in a bucket' and having a collection during the carol singing
- Having a Sherbet Piglet (traditional sweets) pop-up shop was also discussed, but this idea was dropped as it would compete with the jambola

### Storing FoW documents and FoW email accounts

- It was agreed to try Microsoft 365 for sharing files
- **Action: Sheridan** to give a training session for FoW committee members, **Justin** to set up email addresses for form reps. These FoW email accounts will be accessible to all FoW committee members, i.e. they will be shared
- **Action: form reps** to use BCC and FoW email address when emailing parents

### FoW Constitution and Role Definitions

- Use of simple majority voting was discussed. It was noted that voting was not usually required but that decisions were normally based on broad agreement
- **Action: Noel** to reorder the clauses on reaching broad agreement and voting
- The Constitution and Role Definitions were approved

### Funding requests

The funding requests from teachers were discussed: a large screen for the hall (the current one is damaged), iPads/tablets for Languages, sewing machines for Textiles and a request from ICT/Computing that had arrived a little late and for which the details could not be found.

- The large screen for the hall would need to be 10 m x 30 cm x 6 m, with a 22 cm drop, ties on top, hemmed, base weighted plus bar. The likely cost would be around £1500. The screen was approved, subject to the actual cost being in line with this estimate
- The iPads/tablets for the French department were not approved as FoW only recently funded 10 iPads for Science, which are available to be loaned out across the school. FoW is unaware of the loan system causing any issues
- While the request was for six new sewing machines to ensure that there's one machine per girl in the junior school, the cost was felt to be a bit too high. FoW agreed to fund three sewing machines at an approximate cost of £1100 incl. VAT
- The request from ICT/Computing could not be discussed as no details were available
- FoW would need to fund a shed for second-hand uniform and Christmas Fair equipment
- A request for a new piano is expected, but there are some complications to be sorted
- The plan for outside lockers was dropped as the cheapest of 3 quotes was £11,000 + VAT

The process of requesting funding was discussed and how the school contributes to more expensive items. Staff have budgets for their departments but they are not large, but the school always contributes to more expensive items.

- It was agreed that funding should be more strategic, looking ahead across the whole year
- **Action: Andrea** to ensure that requests are made earlier and details go to FoW committee members with the agenda for the relevant meeting; requests should come not just through teachers but also from the girls
- We need more transparency; parents need to be better aware of the link between FoW events and what they are funding

### FoW meetings

- It was agreed to rotate evenings for the FoW meetings as not everyone can do Mondays
- The FoW AGM will be at the next meeting, which will also include further discussions about the Christmas Fair and social media usage and campaigns
- **Action: FoW** to plan events for this coming year soon to get dates into diaries
- **Action: Noel** to liaise with Mike to get FoW dates/agendas/minutes into Wychwood Weekly

The meeting finished at 9.15pm

Minutes by Claudi Thomas

Date of next meeting: Tuesday 30 October 2018 at 7pm in the Music room