

Minutes of FOW committee meeting - Monday 29th April 2019

Those present: Andrea Johnson, Noel Rainbird, Amanda Webb-Johnson, Katie Gray, Vicki Masey (minutes,) Amy Rowland, Katja Pasley, Emma Sandy, Linda Logan

Apologies: Siobhan Foley, Caroline Smith

1) Minutes from last meeting

Actions

Form reps: Linda Logan has volunteered as LT rep. It was agreed to wait until September to try to appoint a rep for the current Shell year.

Form rep emails – Andrea has advised that all emails should be sent via official FoW email. All reps who have not yet set this up to contact Justin on mon, tues and Thursdays to action this.

Funding requests – Andrea still seeking costings for replacement chairs. Noel suggested that photos of items purchased for the school could be useful to show staff, parents and girls how FoW has supported the school in the past.

The minutes were agreed and signed.

2) Appoint secretary for the meeting.

Vicki volunteered to write up the minutes, and to liaise with the Chair re agenda for the next meeting.

3) Feedback from the Fashion Show

Andrea extended thanks to Noel and the committee for organising such an enjoyable evening. The girls and the staff who attended all had a great time, and all commented on the sense of community this event generated. The wide age range was greatly appreciated, and the men who did not attend do not know what they missed! The committee expressed their thanks to all staff involved in the event, with a special mention to Mandy Constance for her work with the lighting and music

Approximate funds raised : £500.00 TBC

With regard to event set-up, it was recognised that it was difficult to complete all 'meet and greet' task, due to limited space in the hall. Set-up to accommodate these tasks to be considered for the next Fashion Show event.

Potential plan to hold this event again in 2 years' time.

It was suggested that there could be an opportunity to develop the girls' design talent further at school, since the girls obviously enjoyed the challenge. Andrea stated that there has been a fashion design club in the past. All club ideas are presented to the girls each year and voted for. Katja suggested that 50% of the profit from the Fashion Show could be contributed towards materials for the Fashion Design club.

Action: Andrea to mention potential funding when discussing clubs for the new academic year.

4) **Update on Wychwood 20 fundraising event – Amanda and Vicki:**

Amanda summarised the goals of the project –

- To celebrate the 20th anniversary of the FoW
- To raise awareness amongst the girls regarding the FoW contributions to the school
- to give the girls an opportunity to have more input in choosing the charity to support as well as making requests for items they would like to have at school.
- Aim for each girl to raise a minimum of £20.00 by June 20th 2019. (Shell students can raise funds by donating their uniform instead).

A poster was attached to the Wychwood Weekly at the end of last term – unfortunately the supporting statement directed at the parents was not added.

Action –

- Amanda to send an update and reminder about the project to be included in this weeks' Wychwood Weekly. Regular updates and reminders to be included over the next few weeks in both Wychwood Weekly and via form Reps.
- Amanda and / or Vicki to present at assembly regarding the project. Date TBC
- Andrea to contact Shell parents to remind re uniform donation.
- Vicki to liaise with Siobhan about identifying uniform donated by Shell girls to monitor funds raised.

We need support from the staff to encourage the girls to meet and exceed their fundraising goals, and to track progress.

Actions:

- Amanda and Vicki to speak with the staff at the next staff meeting on Monday 13th May.
- Andrea to arrange with Christa Menmuir (accounts assistant) for all money to be brought directly to the office – sealed envelope with name, form and amount raised to be written on the envelope.
- Vicki to design a fundraising 'thermometer' for each form to note progress.

5) **Someone to take on Christmas Fair planning – Friday 29th November 2019**

Volunteers needed for 5 key roles in organising the Christmas Fair:

- CEO – in charge of overall planning and organisation
- Social media / comms – sending information to Mike Holland and the Wychwood Association for inclusion on Twitter, Instagram and Facebook feeds plus Wychwood Weekly.
- External stall holder co-ordinator – this needs action before the summer holiday, to ensure sufficient bookings are made.
- Logistics / site planning – managing car parking on the day, liaise with Wendy and staff, ?volunteer rotas?

- Raffle co-ordinator. Organise prizes, raffle tickets and distribution to the girls etc.

All information regarding the fair organisation will be uploaded to the cloud to facilitate future planning.

6) Central online documentations/SIMS: update

Andrea will confirm with Justin where the FoW can store documents online for easy access, and how committee members will be able to access them.

7) Autumn choral project – Sat 19th October 2019 – Date TBC

As a further celebration to mark the FoW 20th Anniversary, and to bring the Wychwood community together an afternoon of choral work and African drumming has been proposed. This will be lead by Camilla Stephenson. All girls, parents, staff, governors etc are invited to join in, and those not participating will be invited to attend a performance at the end of the afternoon.

Whilst not a fundraising event, a donation bucket would be present.

Action: Andrea to confirm this date is free in the school calendar.

8) FoW relationship with the school.

Noel wished to discuss how FoW can be more supported by the staff, in order to ensure events generate more co-operation, fun and success. Andrea explained that all staff have several roles within the structure of the school, which limits time available for further activities. In order to help staff to support FoW, Andrea suggested that requests for help are clear and structured. She will also encourage staff to respond in a timely manner to emails regarding FoW activities.

9) Funding requests

Mrs Britten has asked for a Panther chameleon for the biology lab. Initial costings are approximately £800.00, but she is seeking further quotes. She assures the committee that it will be well looked after in the holidays, keeping her pet snake company at home

Action – Mrs Britten to supply further costings, and outline the potential benefits to the students.

Noel suggested that FoW should donate ice creams to the girls at Sports Day. There are 2 possible suppliers – one generic Mr Whippy style ice cream van, and the other supplying Italian gelato. We need to ensure a non-dairy alternative is available.

Action – Noel to liaise with both suppliers re cost and availability of non-dairy alternative.

As a ‘thankyou’ for the FoW donation towards The Great Gatsby Study Ball, the committee has been invited to join the guests for cocktails at 7 pm on Monday 24th June. Currently Amy, Amanda, Emma and Katja wish to attend. Please RSVP to Noel ASAP if anyone else would like to attend.

10) Transitional arrangements with change of FoW Officers

Not formally discussed. Tabled for the next agenda.

Date of next meeting - TBC