

Friends of Falconbrook

Falconbrook Primary School FOF Meeting Minutes

Monday 2nd March 2020 9am – Dining Hall, Falconbrook Primary School

1. Welcome & Apologies

Apologies were received from Ms McNiesh and Ms Flatt.

2. Approval of minutes from previous meetings

Minutes from the last meeting were not available.

3. Matters arising

Minutes for this and future meetings will be distributed to the whole school community within one week of each meeting.

4. Appointment of Chairperson

Friends of Falconbrook would like to thank Mr Mulumba for his time as Chair of Friends of Falconbrook. Mr Mulumba left Falconbrook on 19th December 2019 vacating the role of Chair.

Warda Khan was nominated and seconded for the role of Chair and was duly elected. Koulhet Rahmourne was nominated and seconded for the role of Vice Chair and was duly elected.

5. Proposed events 2020

The following events were agreed;

- **SPRING BAKE SALE** – Thursday 26th March 3.30pm.
Baked donations to be requested directly from parents and through teachers and pupils.
- **INTERNATIONAL DAY** – Date TBA to be tied into curriculum activities.
- **SUMMER FAIR** – Thursday 9th July 3.30pm.
Working Group of volunteers required to each take responsibility for a stall. Ms McNiesh will be asked to provide an overview of how previous fairs have run.
- **WELCOME NURSEY AND RECEPTION PARENTS/CARES COFFEE MORNING** –
Monday 21st September 9am.
Opportunity to welcome new parents/carers and invite them to be involved in Friends of Falconbrook.

6. Finance

Current bank balance in the region of £4,500, Treasurer to report to next meeting. The committee agreed Friends of Falconbrook would use these monies to donate to the school for the following projects;

- **FRAME FOR CHILDREN'S MURAL** - £1000 previously pledged but not yet donated.

- **REFURBISHMENT OF CLASSROOM BOOK CORNERS** - £2,000 donation to be arranged asap.
- **KEY RINGS AND HOODIES FOR YEAR 6 LEAVERS** - £500 annually assuming funds available.

Signatories

The parents who had previously been signatories to the Friends of Falconbrook bank account are believed to have left the school. The committee agreed that the Chair and Vice Chair would become new signatories to the Friends of Falconbrook bank account. The school offered to contact the treasurer Cheryl Campbell to ask her to organize this change in signatories.

7. Communication

All members of the school community are automatically members of Friends of Falconbrook however, the committee would like to encourage more members to become involved on a regular basis, attending monthly meetings and helping with termly events. The following communication and engagement activities were agreed;

- **NOTICEBOARD** - A friends of Falconbrook noticeboard will positioned in the reception area or playground. Details of the key committee members will be displayed with photos to help other parents/carers recognize them. Meeting and events dates and how parents/carers can be involved will also be displayed.
- **WEBSITE** - The Friends of Falconbrook website page will also be updated with the above and a link to meeting minutes included.
- **NEWSLETTER UPDATES** - Regular updates of Friends of Falconbrook will feature in the school's weekly newsletter. Meetings and events will be listed in the important dates section and further reminders included the week before.
- **EMAILS** – Meeting minutes will be emailed to all parents/carers and school staff.
- **CLASS REPRESENTATIVES** - parents/carers and school staff to be asked to recommend a parent/carer from each class who could keep up to date with Friends of Falconbrook activities, disseminate information and invite others to become involved in events.
- **OTHER COMMUNICATION** - The committee discussed other ways to communicate with parents/carers including a Friends of Falconbrook Whatsapp group. This and alternative options will be explored further once the class representatives have been consulted.

8. Future Meeting Dates 2020

Monday 27th April 9am AGM

Monday 8th June 9am

Monday 6th July 9am

9. AOB

Nothing raised.