

FISA: Meeting Minutes



Date	01.05.2019	Venue	IVIS/IVJS
Timing	6:30pm-7:30pm	Date of Next Meeting	Thursday 18 th July @ Juniors 6:30pm – 7:30pm Changed to Wednesday 10 th July, 6:30 – 7:30pm @Infants
Present	PV, NB, AM, JD, GL, TW, DO, AB, RP	Apologies	NR, KS, CR, HN, PC, CC, RS, ED, RC, PK, LK

Item	Duration	What was Discussed?	Action To Be Taken (include by whom and when etc.)
1. Welcome Apologies	2 mins	Apologies sent – see attached sheet	NA
2. Approval of previous minutes.	5 mins	<p>Minutes were agreed by all who attended. Add thanks to Rebecca Campbell for all the work she has put into FISA as chair, which contributed to a significant amount of funds for each school.</p> <p>Nicola Raher has added the following to the minutes from the meeting for elected committee members on 25.04.2019</p> <p>Update via Infant reps: NR spoke to Mr & Mrs M at length. The C of G contacted RC directly after the incident. The FGB were informed. NR sent some flowers and a thank you card. IVIS agreed that in future all correspondence is to go through the school – maybe set up a FISA email FISA are happy with the schools acting as the contact for FISA members. A FISA email may be difficult to man at the moment.</p> <p>Suggestion that members are in the school playground to encourage parents to attend and help. FISA members are happy to do this. Classroom visit for</p>	<p>Who will upload last minutes onto the websites?</p> <p>Pippa and Becca are happy to do this on a Friday.</p>

		<p>reception. Coffee and cake session as an occasional update for people who cannot attend the meetings at 6:30pm.</p> <p>Suggestion that a meeting is also held at 2pm in the school so that other parents are able to attend.. Some families are not able to attend meetings in the evenings. Not feasible, Pippa and Becca can do this.</p> <p>Pippa – Infants classroom visit</p> <p>Anne-Mette, Becca and Laura – Juniors 3rd July.</p> <p>Decision to be made about how Chair is contacted – and these details need to be circulated. Via schools as agreed.</p> <p>IVIS will still be able to have the Summer Fayre at the school.</p> <p>Please give a list of equipment that needs to be stored. PV has not spoken to school staff about any storage issue so no one was aware of this</p> <p>IVIS will be responsible for the tombola so that this can still go ahead – see item 6</p>							
3. School Heads Comments and requests	5 mins	<p>£4,000 approx – Juniors</p> <p>Jill has asked if IVJS can spend it on laptops. The committee agreed to this with no opposition.</p>							
4. Treasurer's Report	5 mins	<p>Summer Fayre</p> <p>Raffle - £194</p> <p>Disco – £1156.24 disco</p> <p>Pippa advised that banks are now charging for a float.</p>							
5. Events Calendar	2 mins	<table border="1"> <tr> <td>Bags2School</td> <td>22.05.2019</td> </tr> <tr> <td>Summer Fayre</td> <td>Friday 21.06.2019</td> </tr> <tr> <td>Summer Disco</td> <td>Friday 12.07.2019</td> </tr> </table>	Bags2School	22.05.2019	Summer Fayre	Friday 21.06.2019	Summer Disco	Friday 12.07.2019	
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<p>6. Next Event</p>	<p>35 mins</p>	<p>Bags2School Have bags been delivered to both schools?</p> <p>Summer Fayre – Friday 21st June 3:00 – 5:30pm</p> <p>Thursday 20th June 5/6 people on Thursday to move things to IVJS</p> <p>Friday 21st June – 3:00 – 5:30pm</p> <p>Set up - 6 – 10 (in addition to FISA, people all day on Friday) Clearing up – 10 (people in addition to FISA) (with cars)</p> <p>Risk assessment for event to be created. Location – IVIS – pear tree room to store items Advertising – Boards, websites, Facebook, school apps. Programme – needed to thank companies for donating Transport - Alison and Pippa could arrange for vans to help with the clean up. Raffle Prizes – letters to local companies, donations will need to be collected. Bouncy Castles - £180 for two – Big Bounce Theory. Insurance to be shared with school. Non-Uniform Day – same days at both schools 14.06.2019. Children bring donations of bottles, new and unwanted toys and gifts, teddies – Monday 17th onwards. Confirmation of Yr6 Games – hook a duck, feed Hugo, lucky dip, splat the rat, plus one more. Different prizes for different games. Refreshments, Ice-cream, crisps, drinks, sweets, milk and sugar, tea coffee – Heidi as usual Stalls Entry Fee - £1 per adult Raffle - £1 per strip, tickets sold on the gate and drawn on the day. Raffle tickets can be sold at 9am and 12pm. RP and others here on the day can do this. Food – sausage and bacon rolls, chicken wrap, cheese and onion rolls, cold and hot drinks Lego build</p>	<p>Manning list to be sent to both schools so that we have enough man power to run the event.</p> <p>Alison to check that hall and kitchen can be booked in case it rains. Check that we can use the tables.</p> <p>RP to get copy of letter and list of companies. RP to get copies of the manning list and programme from Rebecca Campbell</p> <p>Heidi and Pippa to deliver letters. RP to help where needed. Create a manning list – Anne-Mette</p> <p>Check level of insurance and risk assessments for the bouncy castle. RP to check if bouncy castle is booked</p> <p>JD to share the risk assessment from the Xmas fayre with NR. NR to create risk assessment for the event.</p> <p>Schools to advertise on messaging apps and school boards. RP to contact Oakwood Estates about the boards.</p> <p>A Major to discuss supervised play in reception playground with NR</p> <p>Pippa to research sweets Pippa to provide face paints</p>
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		<p>Sweet bags/pick and mix stall/Haribo sweet bags</p> <p>Cake plates – donations to come in on Thursday 20th</p> <p>Tattoos and face painting – we need people to be able to do this.</p> <p>Fire/Police – Alison to look into this</p> <p>Coconut shy</p> <p>Beat the goalie</p> <p>Splat the teacher</p> <p>Singing – both schools. 2 songs per school. Songs from yr 2 concert is a possibility.</p> <p>Teddy Bear Bags – decide on whatever comes in</p> <p>Bottle tombola – donations from non-uniform day</p> <p>Children’s tombola – donations from non-uniform day</p> <p>Supervised play – reception playground</p>	<p>Heidi – hot dogs, chips, ice creams, crisps, drinks, sweets, milk and sugar, tea coffee – Heidi as usual</p>
7. AOB	2 mins	<p>Reminder on how minutes will be circulated from now on.</p> <p>RP to send minutes to AB. Then send out to members. Note approval of minutes at next FISA meeting. Once minutes are agreed, convert to PDF and send to Alison and Gemma to put links on website and newsletter.</p> <p>RP to write a summary so that members who are not attending know of the changes and how minutes can be obtained.</p>	
Date, time and location of next meeting	2 mins	<p>Thursday 18th July @ Juniors</p> <p>6:30pm – 7:30pm</p> <p>Changed to Wednesday 10th July, 6:30 – 7:30pm @Infants</p>	

FISA Members as of 25.04.2019			
Name	Responsibility	Last FISA Attended	Attended/Apologies
At AGM (Elected Committee Members)		25/04/19	
Anne-Mette Burke	Chair	1.5.2019	Yes

Pippa Vinall	Treasurer	1.5.2019	Yes
Beccy Pinkney	Secretary	1.5.2019	Yes
Heidi Nisco	Purchasing	25.4.2019	Apologies sent
Nicola Raher	Member/Head IVIS	30.01.2019	Apologies sent
Jill Digweed	Member/Head IVJS	1.5.2019	Yes
Kate Sibley	Member/Infant Representative	27.2.2019	Apologies sent
Paul Clifford	Member/Junior Representative	25.4.2019	Apologies sent
Laura Kemp	Member	25.4.2019	Apologies sent
Phil Kemp	Member		Apologies sent
Debbie Orr	Member	1.5.2019	Yes
Claire Clifford	Member		Apologies sent
Alison Major	Member/Parent Governor	1.5.2019	Yes
Claire Reynolds	Member	25.4.2019	Apologies sent
Rebecca Campbell	Member	27.02.2019	Apologies sent
Total	15		
New Members since AGM		Last FISA Attended	Attended/Apologies
Amy J	Member	never	DNA
Becca Haskett	Member	never	DNA
Becca Starke/Paxman	Member	27.02.19	DNA
Beth Fairchild	Member	never	DNA
C Hill	Member	never	DNA
Elaine Carrera	Member	never	DNA

Kate Lawry	Member	never	DNA
Lauren	Member	never	DNA
Melissa Ryder	Member	never	DNA
Rob Darvill	Member	never	DNA
Sarah Goodall	Member	never	DNA
Sharlie Horsted	Member	never	DNA
Tara Witheridge	Member	01.05.2019	Yes
Ellie Druce	Member	27.2.19	Apologies sent
Vikki Rawlings	Member	never	DNA
Nichola Brown	Member	27.2.19	Yes
Rhonda Swift	Member	27.2.19	Apologies sent
Total	17		