

FISA: Meeting Minutes



Date	25.4.2019	Venue	IVIS/IVJS
Timing	6:30pm-7:30pm	Date of Next Meeting	01.05.2019
Present	J Digweed, D Orr, H Nisco, B Pinkney, L Kemp, A Major, C Reynolds, A Burke, P Clifford, P Vinall,	Apologies	NRaher, KSibley, PKemp

Focus	Duration	What was Discussed?	Action To Be Taken (include by whom and when etc.)
Welcome	2 mins	Welcome completed	NA
Acknowledgement of existing chair's resignation and update on Governor involvement regarding this from school heads.	15 mins	<p>Existing chair, Rebecca Campbell unexpectedly stepped down after a threatening letter was sent to her home. The incident has been reported to the police. All FISA members would like to extend their thanks to Rebecca for the fantastic work she did as the chair of FISA. She coordinated many events which contributed to the excellent fund raising for both schools.</p> <p>IVJS – J Digweed met with R Campbell and then passed the concern over to the Chair of Governors. Information around how FISA is run will be sent out in the weekly bulletin to state that all FISA decisions are made as a committee. The school has also discussed GDPR with the Chair of Governors and have reminded staff about their obligation towards keeping confidentiality and being vigilant when handling sensitive and identifiable information. The governors have been very concerned about this incident and are very sad that Rebecca has resigned.</p> <p>Committee members feel worried about others being targeted, especially if they have specific roles within FISA. This incident has made them question their future with FISA.</p>	<p>Share any further concerns with school heads or governors.</p> <p>Minutes to be available to non-committee members and the wider school community on the website and FISA website.</p> <p>FISA members to discuss updating this site with Kathryn Pike.</p> <p>List of committee members and photos on schools' websites and FISA website.</p> <p>Upload minutes to website once minutes agreed by all.</p>

		<p>J Digweed asked if there was anything else FISA members felt should be done to address this issue. RP asked members to report any future concerns to either school.</p> <p>FISA members decided that minutes of meetings should be sent via email to elected members only and then minutes for non-elected members and the wider school community should be made available on the schools' websites and the FISA website. This will show the community that decision making is committee based and not led by one person. Websites should also have a section on FISA members with names and photos. Schools to continue to advertise dates of FISA meetings on the newsletters, website and messaging services.</p> <p>IVIS - As N Raher sent apologies, we are not aware of the Infants update regarding the concern and involvement of Governors. The concern has been shared with Governors but we do not know what the next steps or updates are.</p>	<p>Schools to continue to advertise dates of FISA meetings on the newsletters, website and messaging services.</p> <p>N Raher to update FISA on steps taken and any updates at the next meeting (01.05.2019).</p>
Election of interim chair until next AGM	10 mins	<p>Election by committee members took place. Anne-Mette nominated herself as a possible chair. No other members nominated themselves. It was a unanimous decision for Anne-Mette Burke to act as interim chair until the next AGM in the autumn term.</p>	<p>No further action.</p>
AOB	15 mins	<p>Summer Fayre It has been acknowledged that there are fewer members to organise and run the summer fayre this year. At the next meeting, ways to enable the fayre to go ahead smoothly will be discussed.</p> <p>Location of fayre. P Vinal asked if it is still feasible to hold the fayre at the infant school as she is aware storage is an issue. With less members, transporting items from infants to juniors could also be an issue.</p>	<p>Members to come with ideas that would support a smaller team.</p> <p>A Major to discuss this with N Raher and feedback at next meeting.</p>

		Bags2School Bags will be delivered to the Infants next week and collected on the morning of 22.05.2019. This time no stickers will be on bags so schools will need to ensure that parents and carers know the details via the school message boards and messaging services. - Date and time of collection - No school uniforms or work uniforms please	A major to help distribute bags between schools.
Date, time and location of next meeting	2 mins	Wednesday 1 st May 2019 6:30pm – 7:30pm Iver Village Infant School	Attendance and apologies to be confirmed ahead of the next meeting. Please be aware that the constitution states that members will be taken off the committee if three consecutive meetings are not attended without apologies being given.

FISA Members as of 25.04.2019			
Name	Responsibility	Updated	Attended/Apologies
At AGM (Elected Committee Members)		25/04/19	
Rebecca Campbell	Chair	Stepped down 28.03.2019	-
Pippa Vinall	Treasurer		Yes
Beccy Pinkney	Secretary		Yes
Heidi Nisco	Purchasing		Yes
Nicola Raher	Member/Head IVIS		No – apologies sent
Jill Digweed	Member/Head IVJS		Yes
Kate Sibley	Member/Infant Representative		No – apologies sent
Paul Clifford	Member/Junior Representative		Yes

Laura Kemp	Member		Yes
Anne-Mette Burke	Member	Interim Chair	Yes
Phil Kemp	Member		No – apologies sent
Debbie Orr	Member		Yes
Claire Clifford	Member		No – apologies sent
Alison Major	Member/Parent Governor		Yes
Claire Reynolds	Member		Yes
Total	15		
New Members since AGM		Last FISA Attended	Attended/Apologies
Amy J	Member	never	NA
Becca Haskett	Member	never	NA
Becca Starke/Paxman	Member	27.02.19	NA
Beth Fairchild	Member	never	NA
C Hill	Member	never	NA
Elaine Carrera	Member	never	NA
S Sharma	Member	None this year, left	NA
Kate Lawry	Member	never	NA
Lauren	Member	never	NA
Melissa Ryder	Member	never	NA
Rob Darvill	Member	never	NA
Sarah Goodall	Member	never	NA
Sharlie Horsted	Member	never	NA
Tara Witheridge	Member	never	NA
Ellie Druce	Member	27.2.19	NA

Vikki Rawlings	Member	never	NA
Nichola Brown	Member	27.2.19	NA
Rhonda Swift	Member	27.2.19	NA
Total	18		