



Minutes of Friends of Low Port (FLPPS) SCIO
Tuesday, 28 November 2023 at 7pm held online

Attendees

Carrie Reid (Chair), Rebecca Smallwood (Vice Chair), Karen Donaldson (Joint Treasurer), Michelle Fathi (Secretary), Kate O'Hara, Emma McGroarty, Gillian Reynolds, Ruth Forrester, Kate Sleight, Helen Wallace, Cheryl Hogg, Sarah Brownell, Rebecca Holmes, Cara Chavagneux, Rachel Colgan

Staff – Nicky Hocknull (Head Teacher)

Agenda Item/Notes	Action
<p>1. Welcome, Introductions and Apologies</p> <ul style="list-style-type: none"> ● CR welcomed everyone to the meeting ● Apologies received from Steve Rowntree, Sam Fraser, Rebecca Holmes, Lisa McGarry 	
<p>2. Minutes of Last Meeting Minutes were approved by Trustees at meeting</p>	
<p>3. Declaration of Interest None</p>	
<p>4. Treasurers Report</p> <p><u>Profit</u></p> <ul style="list-style-type: none"> ● £ 69 Easy Fundraising ● £ 658 Tea Towels ● £ 709 School Disco <p><u>Outgoings</u></p> <ul style="list-style-type: none"> ● £ 1114 Uniform Invoices ● £ 902 Camp Assistance ● £ 1375 Play Kitchen ● £ 291 3D Printer ● £ 119 Outdoor Speaker <p>Bank balance of £6854 which includes the reserve fund of £1000, P7 Camp places £2000. Available to spend £4289.</p> <p>NH said school might only need half the amount for camp assistance for the coming year.</p> <p>GR said that around £1000 for school uniform invoices are due.</p>	

<p>5. Spending</p> <ul style="list-style-type: none"> • <u>Role Play Furniture</u> - NH said that school have purchased a kitchen and a den for the infants and that they have also revamped existing scenery. She added that that the children were enjoying the new furniture. • <u>STEM Area</u> – NH said this is currently on hold as she requires discussing further with the teachers and the Out of School Club. 	<p>NH</p>
<p>6. Fundraising Events & Other Events</p> <ul style="list-style-type: none"> • <u>Christmas Cards and Tea Towels</u> HW said the estimated Commission made from the Christmas Cards is £532. However due to delay in getting packs back they missed out on extra Early Bird Commission. She suggested starting this in September next year to make use of the Early Bird. Due to a closing date on PTA Events only 135 Tea Towels have been sold. It was agreed to have a table at the Christmas Fayre as well as reopening the sale on PTA events. CR to include the link in School Newsletter. • <u>School Disco</u> CR said the disco raised £799 and gave thanks to everyone who helped out. Thanks was given to RH for organising and to GR for leading the last hour. • <u>Festival of Christmas Trees</u> Low Port's Tree is being decorated in celebration of its 50th Birthday. CR said they are looking for a volunteer to lead this next year since Lisa McGarry will no longer be a parent at the school. She will check with Lisa to see if she has enough volunteers to take down the decorations on Monday. • <u>Christmas Fayre - Teas and Coffees</u> CR said she has SF, CH and GR all down for helping with teas and coffees and asked for one of them to take the lead making sure there was plenty tea bags etc. • <u>Christmas Parties</u> All agreed to donate £300 towards snacks for Christmas parties. SB offered to help School with wrapping Santa gifts for the infants. • <u>Creating schedule of FLPPS events to share</u> <ul style="list-style-type: none"> <i>Quiz Night</i> – It was agreed to hold this in either Feb/Mar in the Rugby Club. KO, RF, KS all volunteered to organise. <i>Spring Fayre/Low Port's 50th Birthday</i> – A joint organisation with the School to be held during May. <i>School Disco</i> – To be held during May. <i>Swishing Event</i> – To be held around August/September. <p>CR to create a schedule to be shared with School community.</p>	<p>CR</p> <p>SF, CH & GR</p> <p>SB</p> <p>KO, RF & KS</p> <p>CR</p>
<p>7. PVG Checks for School Activities</p> <p>A reminder to the parents/carers who help out at the school discos or other school activities, if they could please consider applying/renewing a PVG check, the costs of which would be covered by the school.</p>	

<p>8. Secret Garden RF said that a few of the group did some tidying up of the secret garden, however it is very overgrown and there is quite a lot of work to do. They have set up a Whatsapp Group for anyone who wants to help and will arrange for some dates to be included within a forthcoming Newsletter and looking for more parent helpers. It was agreed that RF will liaise with Lauren Smith who will be guided by what children want in the secret garden. It was also agreed to organise a regular maintenance plan which would be easier to manage in the long run. NH gave thanks to everyone and said it was one of things they couldn't do without having the volunteers on board.</p>	<p>RF</p>
<p>9. Pre-Loved Uniform (Storage) GR said that WLC have provided the school with a bin which sits at front door to the school entrance for parents/carers to drop off any donations. She said that lost property needs managing. Following a discussion, NH will liaise directly with GR and she will also arrange for a video to be circulated.</p>	<p>NH & GR</p>
<p>10. Drinking Water NH said there was the possibility for children to fill up their water bottles within the school. They have a water fountain which has recently been turned back on along with a tap within the zone. NH to remind parents/carers that children should have a filled water bottle with them.</p>	<p>NH</p>
<p>11. EE2 Forms NH said this is currently being trialled on new Parent Portal and that the Parent Portal will make it much easier.</p>	
<p>12. Head Teacher's Report NH said they have chosen their new values for the school and they are Respect, Resilience, Inclusion and Integrity. She also said that Pupils from Low Port have made F1 National Regionals and these will be held in March.</p>	
<p>10. Easy Fundraising In the last 30 days we have earned £3.04. The overall total is now at £1073.86. There are 55 supporters however no new supporters for a while. There was a reminder to everyone that using the Easy Fundraising site is a great way to help raise funds for the school when shopping online. https://www.easyfundraising.org.uk/causes/lowportpta/</p>	
<p>11. Any Other Business None</p>	
<p>12. Date and Time of next Meeting Next Meeting to be held in person on Wednesday, 24th January at 7 pm.</p>	