



UFC Meeting: Tuesday 12.11.2019

Agenda

Item	Notes / Documents needed
1. Review of outstanding action points	
2. Review Halloween Disco	
3. Secret Santa	
4. Jingle Bingo	
5. Bags2School	
6. Financial Update	
7. Future spends and commitments for school	
AOB Parent Council: What do UFC funds get spent on, and why can't these funds be used for curriculum resources?	

Minutes

Item	Action
<p>Attending: Sonya Champion, Michele Parrett, Sam McCann, Ruth Deacon, Alison Buckley, Ali Fitcher, Charlie Evans, Lucy Batty</p> <p>Apologies:</p>	
<p>1. Review of Action Points</p> <p>The group reviewed the actions from the last meeting. The following actions are still ongoing:</p> <p>EdSmart survey wording re: scooter disco, family photo and lottery to be drafted by AB and circulated to PS</p> <p>Request made to provide an update on the total amount of money raised in 2018-2019 and the activities that were funded in same period for inclusion within newsletter.</p> <p>Initiative to hire out UFC's stock of re-usable cups and plates.</p> <p>During the review of action points, AF shared some possible eco-friendly alternatives to Xmas crackers with the group. After a lengthy discussion the group felt that there wasn't a suitable cost-effective alternative to traditional Xmas crackers. Therefore, to support the reduction of plastic waste generated by crackers, these would not be offered as part of the Christmas lunch.</p>	<p>Survey postponed to January 2020.</p> <p>SM to pull together information for inclusion.</p> <p>CE to speak with MG in Office to set up this initiative.</p>



<p>2. Review of Halloween Disco</p> <p>AB informed the group that the disco had raised £583 profit with 185 tickets being sold.</p> <p>AB suggested that the deadline for online ticket sales be brought forward to Tuesday and cash ticket sales to Wednesday. This would enable adequate time to ensure dietary requirements could be accommodated and suitable pizza purchased. A few parents had still tried to buy tickets after the cut-off date and as a result the suggestion of keeping a handful of tickets back for “emergencies” had been put forward. This was, however, deemed to be unworkable.</p> <p>Feedback had been received prior to the meeting regarding the collection process for KS1. It appeared there had been some confusion between the roles of class monitors and teachers. It was agreed that teachers are at the disco in a non-supervisory capacity. It is the responsibility of the UFC parent class monitors to ensure that all children are checked in and out of the disco properly. To ensure no further confusion, it was proposed and agreed that a crib sheet be put together outlining the roles and responsibilities of both teachers and class monitors. The crib sheets would be handed to teachers and class monitors on the day of the disco for reference.</p> <p>Positive feedback received regarding the introduction of water bottles and re-usable plates and cups.</p>	<p>AB to draft crib sheet of roles for circulation and approval by the group.</p>
<p>3. Secret Santa</p> <p>AB updated group on progress for Secret Santa. All gifts purchased and being wrapped. A few more volunteers still required for sale itself although class reps had been asked to message their classes again. RD and MP confirmed they would be able to help. RD agreed to ensure children were returned safely to parents waiting outside of hall and that she would also showcase gifts at Tuesday’s assembly. Book-bag fliers to be given out on same day.</p> <p>CE confirmed the Christmas Jumper sale would be located in the hallway by the exit to the greenhouse. Parents would be invited to browse whilst children attended the Secret Santa sale.</p>	<p>CE to write comms for inclusion in newsletter re: Christmas Jumper Sale</p>
<p>4. Jingle Bingo</p> <p>SC and CE put forward their proposal for the forthcoming Jingle Bingo family evening on Friday 6 December. Format as follows:</p> <p>Doors open at 18:00; 18:00-18:30 arrive, buy drinks and possibly pizza, visit Father Christmas, get seated; 18:30-19:00 play a couple of games of bingo; 19:00-19:30 break for refreshments and pizza, continue with visits to Father Christmas;</p>	



<p>19:30-20:00 final session of bingo Evening concludes at 20:00</p> <p>Proposed ticket price £2.00 per adult / child to include bingo card for the night plus snacks/nibbles as per those provided at Uplands Has Talent. Pizza available to purchase at £1 per slice and sourced from Papa John's using the BOGOF offer. Visit to Santa's Grotto priced at £2.50 a child (to include a gift). No costs incurred for Grotto as using existing stock of books purchased for previous Xmas Fayres. Prizes potentially awarded for full-house and lines. Tickets sold online via Tucasi.</p> <p>The group felt all ticket prices were acceptable. After some discussion it was agreed, due to the hall's capacity to seat a maximum of 126 at tables, there needed to be a "cap" put on the number of tickets that could be sold. The "cap" was agreed to be 100 and all tickets would need to be purchased in advance of the event (not on the door). Music to be played during intervals.</p> <p>SC ran through an event check-list. SM confirmed licence already organised for event. Beverages and snacks to be purchased from Tesco using same process as per Summer Fayre. Launch comms to be ready for newsletter on Friday 22 November. On-line tickets available from Monday 25 November. Off-limit areas were classrooms and library. Year 3/4 and 5/6 toilets to be used plus staff toilet for adults.</p>	<p>CE to liaise with AL/MG re: Tucasi set-up and cut-off process.</p> <p>CE to catch up with MP re: Tesco ordering process. SC to provide details of beverages/snacks to be purchased.</p> <p>AB to write launch comms for newsletter to include volunteer activities.</p> <p>SM to provide floats for bar and Grotto.</p>
<p>5. Bags2School</p> <p>Date agreed for next Bags2School collection - 10 December 2019.</p>	<p>SC to confirm date with CR.</p> <p>CE to speak with CR re: use of existing supply of bags</p>
<p>6. Financial Update</p> <p>Current bank balance stands at £2,842.45. All payments now completed for Forest School equipment, Halloween Disco and re-usable cups/plates.</p> <p>Awaiting invoice from IQ Cards re: Christmas Card initiative.</p>	
<p>7. Future spends and commitments for school</p> <p>Deferred to next meeting.</p>	
<p>AOB</p> <p>Parent Council: What do UFC funds get spent on, and why can't these funds be used for curriculum resources?</p>	



<p>The above question had been included within the Minutes from the last Parent Council meeting. It was put to the group that a response from the UFC should be included within a future newsletter.</p> <p>RD explained that traditionally, the school has avoided using UFC funds for curriculum-based resources, instead using the monies to fund “extra provision” items such as laptops and I-pads. These items were seen by the group as essentials to the learning process and not “nice to haves”. The idea of the UFC sharing some of the cost of new design and technology resources was put forward for discussion at a future meeting.</p>	<p>AB and SC to work up a response for inclusion in future newsletter.</p>
<p>Date of next meeting: Thursday 16 January (08:50)</p>	

Meeting closed at 8.00 pm