

**Friends of Crowland(FROC)/PTA**  
**Minutes of Meeting and Action Points**

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**Date: 2<sup>nd</sup> October 2018 ( Tuesday)    Time: 9:10am – 10:30am    Venue: Crowland Primary School**

<b>Members</b>	
	Present Y/N
MrWinnard	N
Mrs Dyer	N
Anushka(Chair)	Y
Marie ( Co Chair)	Y
Tamicka	N
Halima	Y
Maria	N
Leah	Y
Nina	N
Mrs Reynolds	N
Sammie	Y
Gillian ( School Administrator)	Y

Simone and Gulsah have left the PTA FROC as they are now staff members at the school.

Item	Minute	Action	By
<p><b>Review and Evaluate Summer Fair</b></p>	<p>Great feedback on the summer fair. Parents were happy and enjoyed it.</p> <p>Money raise: £980</p> <p>Food: Catering was good. We discussed the reason why we had to choose a catering company rather doing ourselves: it was not possible to use the school kitchen and the school kitchen staff were not able to help with catering. However, we are aware that if we provide food ourselves we would be able to raise money, but we need to be mindful of our capacity. We can look into help from parents in cooking.</p> <p>External vendors: we have struggled to find the best way we could charge external vendors. It hasn't been easy. We need to think this through better. For parents that are interested in selling second hand items we could have a <b>Spring Car boot sale</b>.</p> <p>Suggestion on how we could save and organise food and drinks better:</p> <p>Creating a Cosco Account, Halima)</p> <p>Asking factories for end of stock.</p> <p>Companies that donate food. Local markets.</p> <p>Sponsors: Sainsbury or others.</p>		

	<p>Payment methods: everyone agrees that having cash only would be more feasible. We could give vouchers to those families that might need some help.</p> <p>Cake sales are always very successful and we have many parents that are good with baking.</p> <p>Coordination between school and FROC essential for a fairs' success.</p> <p>How do we want to spend the money raised:</p> <p>Ask the school where are the areas in which we can contribute, Reading scheme ( get more information from the school).</p> <p><b>Theatre tickets:</b> we would like children to see more Theatre shows, liase with the school to see the yearly plan of possible shows and then decide.</p> <p><b>Scooter/Bike place:</b> We would like to improve the area where scooters and bikes are kept. Liase with the school if they are planning to do and if we can contribute towards it. Look into other ways money can be raised towards this project for example: <b>Smarter Travel Team Haringey.</b> Anushka to look into this.</p> <p>Swimming Pool: we would like to help fixing the swimming pool, However, we are not aware of the actual problem. Liase with the school first. Leah</p>	Anushka	
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<b>Bank Account</b>	<p>We have now a total of £ 3216.91.</p> <p>Money in the school safe, Gillian is in charge of handling this money for now.</p> <p>Need to open a bank account: Look into most Ethics banks: Coop etc.</p>	<b>Leah will contact Santander for information.</b>	
<b>Halloween Disco</b>	<p>We would like to organise a Halloween disco for the children:</p> <p><b>Set date</b> (ask school for best date), Draft poster (Leah); see if we need to sell snacks and drinks and who is willing to help.</p> <p>Give enough notice to parents.</p>		
<b>PTA FROC Promotion and recruitment</b>	<p>We discussed ways to advertise FROC and have more parents involved:</p> <p>Create a Facebook Page: Ask the school if this fine. (Leah)</p> <p>Create a Twitter Account</p> <p>PTA FROC website more visible in the School Home page: If it would be possible to have a direct link on the Home page?</p> <p>Meeting timing: if necessary to change time of the meetings ( evening meetings or early mornings) or do Skype meetings.</p>		

	<p>How parents are not able to come to the meeting can still contribute. A suggestion box. Facilitate parents that would like to come to the meeting but have childcare issues.</p> <p>Think of incentives to parents that join the PTA FROC: for example advertise more <b>Easyfundraising</b> link (see if it see possible to send a text and include this in the flyer about the PTA FROC).</p> <p>Invest on a board to be put on the playground. Liase with the school.</p> <p>It would be important to advertise what the PTA actually do, how the money raised in spent, reach out to parents/carers that have language barrier. <b>Create a Flyer</b></p> <p>Cake Sales: More cake sale to fundraise and promote PTA FROC: see when.</p>		
<b>FROC Website and Email</b>	<p>The email is <a href="mailto:froc@crowland.haringey.sch.uk">froc@crowland.haringey.sch.uk</a></p> <p>Anushka has sent pics to be added to the website.</p> <p>Help the school advertise all the activities and good initiatives in the school website.</p> <p>The idea of a Newspaper club was also introduced by Mr. Winnard and Leah is happy to help with that too.</p>		
<b>Storage for FROC items</b>	<p>We urgently need a storage space: buy storage but first with school where we could put the storage.</p>		

<p><b>Christmas Fair</b></p>	<p>We would like to keep the Christmas Fair simple but more quality and entertainment.</p> <p>Christmas cards: Marie has received material from the company she had contacted. Mr. Winnard has contacted the company and asked teacher to help towards this project. By the 9<sup>th</sup> of October all material should be sent.</p> <p>Raffles</p> <p>Food and drinks: Hot Chocolate, Mouled wine.</p> <p>Chocolate fountain.</p> <p>Puppet Show (Sammie).</p> <p>Snow man (Marie – Sammie).</p> <p>Other entertainment.</p> <p>Christmas Carols: liase with Mr. Elvy (Anushka).</p> <p>Do we need to invest in a Popcorn machine? Also for the Halloween Party?</p>		
<p><b>Cinema Club</b></p>	<p>To be discussed further.</p> <p>Leah has volunteered to help with the cinema club. Ms Dyer has advised liaising with Mr Thomas in terms of the organisation of this club. This will also be promoting at the next coffee morning with a view to recruit parents to volunteer. All agreed once a</p>	<p>To be followed up at next meeting. Marie to give details of the cost of the popcorn maker at next meeting.</p>	

	<p>month would be good to begin with and the 3<sup>rd</sup> Monday after the Easter holidays is the aim for the first one.</p> <p>Marie volunteered to look into the cost of purchasing a popcorn maker. Details of the cost was sent on the whatsapp group.</p>	<p>Update on this item.</p> <p>Marie has sent information about one popcorn maker. Cost</p>	
<b>Gardening club</b>	<p>Gardening poster done and circulated in classes.</p> <p>Leah has shown interest in being involved in the gardening club.</p> <p>Gardening club was discussed also with Mr Winnard. He seemed very enthusiastic about the idea. Mrs Reynoldd is willing to help with this project.</p> <p>We need to locate the spaces available in the school where we can start the gardening as well as finding one member of staff that would like to be involved. Moreover, that Haringey council has given Crowland Primary the field in front of Gladsmore school; that will be a great place to do gardening.</p> <p>Tree Project: see Leah</p>	<p>Marie sent gardening posters. Posters were put in classes.</p> <p>We need member of staff volunteer and more parents.</p>	<p>Leah Anushka  Mrs Reynolds</p>
<b>AGM Meeting</b>	To be discussed.		
	Safety in the park was also discussed. As it was observed that at times there motobikes going very fast in the park. Moreover, it would be great it funds could be found to improve the playground in the park.		

<p><b>School communication with parents</b></p>	<p>Ways to improve communication:</p> <p>More texts if possible. Notify events on time</p> <p>Sexual education: We have discussed about the fact there should be collaboration and cooperation between the school and parents concerning sexual education. We are aware of cultural sensitivities around this issue and how delicate this issue can be. It will be good to discuss together how better we can help our children understand sexual education.</p> <p>We could organise Assemblies where relevant speakers can address parents and children.</p>		
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**Action Points to be followed up**

FROC Promotion website page, noticeboard, Facebook account (Leah and Marie to follow up)

Christmas card fundraiser (Marie to follow up with Mr Winnard)

FROC storage (Anushka)

Santander bank account (Leah to give feedback)

Halloween poster (Leah)

Gardening club – to be followed up

Theatre ticket (Anushka will look into details)

Cinema club to be discussed further

Christmas/Winter fair to be discussed further