



Friends of St. Helen's Catholic Primary School

FOSH meeting

Monday 14th October 2024

Present

Liz Keeble (Headteacher) Eilis Clark – Abdullah (Chair), Renata Gawlik (Secretary), Dominic Clark – Abdullah (Treasurer), Jo Barnetson, Ruby Smith, Thelma Doboeye, Hayley Crouch, Frenzie Lawrence, David Galbally, Natasha Curtis – Igho, Alison Greenwood – Kyett, Ifeoma Udem.

Online

Irene Solis – Marti, Alba Pintos, Ailis Farrell, David Moroto, Adora Ogbueli, Aga Foys

Absent

Welcome

Eilis Clark – Abdullah welcomed everyone to the meeting. The new committee introduced themselves.

Actions from 8th October 2024

- Liz Keeble set up a new email that represents the new name FOSH. The old email stayed open, and all messages were forwarded to the new one.
- Banking account – update from Sue Watkins (old treasurer). She took forms from the Bank. Old Chair Izzy King needs to sign them to step down from the account. After that, we can change the name and put the new committee in charge.
- Social media – Jo Barnetson will chat about it with Liz Keeble to follow all GDPR rules.

Goals for FOSH

- All the members agreed that the main goal should be making sure that kids are having fun, and that all events are good experiences for children.
- Also raising funds through events to support kids' education projects and school needs put to us by the School Council.

Events

Reception coffee mornings

- It is a good start to getting more people involved in FOSH activities and allowing them to meet other parents.
- Ailis, Natasha, and Thelma will be leading this event with the support of Irene and David.
- An email should be created by the Comms team to invite reception parents to this event.
- The start date is to be discussed and set up after half term.

Quiz Night

- Planned for the 15th November.
- After discussion, all members decided to move this event after New Year to focus on the more important Christmas Fayre.
- Date for New Year will be set following Christmas meeting.

Disco

- Due to the huge significance of Christmas, this event has also been postponed until after New Year.
- The date is to be confirmed by Eilis and Liz.

Christmas Fayre

- Planned day Friday, 6th December 2024.
- On Wednesday 4th December 2024 school has planned the Santa Magical Christmas Workshop. It will be all craft day without lessons.
- Every class to prepare different crafts which we will use to sell at the Christmas Fayre – what do we need to buy to support it? Ask teachers for ideas.
- Kids split up into 4 houses. 2 teams (siblings together) on every floor.
- Liz proposed to do two Santa grottos. We will have two sledges to use to create magic. One Grotto would be set up inside and one outside with some inflatables.
- Event ticket – what should be included? We talk about including in-price photos with Santa. Renia and William were happy to help with the photos.
- We need two Santas. Members agreed on two options. Firstly, to look for someone from parents or the parish of St Helen Church to volunteer and buy good quality costumes with a makeup artist if needed. Secondly, Eilis is to look for hiring or borrow someone from for example: Scott's at Southend.
- Eilis to ask businesses around for tree donations.
- We talk about what we can do to make people busy during the queuing before the Santa Experience. Members proposed cookies or muffin decorations, face painting, and tree decorations.
- Gift for children. This year FOSH agreed to not buy chocolate selection boxes but instead choose between books or tree decorations. Also, Renia proposed to prepare a Letter from Santa that every child will receive with gift. Ailis was happy to help with it.

- Ailis proposed that Christmas Fayre should have games for kids where they can collect tickets and exchange them for gifts.
- We should ask parents if they want to have their stall in the Christmas Fayre to support their business and school.
- Teddy Tombola and Sweet Tombola were some of the bestselling from previous years so we will prepare them also this year.
- Liz agreed to do this at the end of November – Calendar - for all planned Events for December.
- FOSH also agreed that we should be publicising events more often – to allow parents to get to know them and get more volunteers.
- Ruby will contact businesses about prize donations to our Christmas Raffle.
- Volunteer poster and donation for Christmas fayre need to be created ASAP.

Plan for the rest of the school year 2024/2025, what events can we arrange?

- Instead of Quiz Night FOSH decided to do non – uniform day. Using the date of Planned on 15th November Quiz Night.
- Kids can wear something Christmasy or just non-uniform clothes. In exchange for organizing it, FOSH would like to ask parents for donations for the Christmas Fayre.
- The Rainbow Raffle was a good idea from the past year. Changes – instead of getting things in specific colours, each year will have a specific product pinned to donate for example Reception – coffee or tea, Year 1 – chocolates etc.
- Members to think about what things we would like to have in the Christmas Hamper.
- Ruby and Renia to create a new poster to go out ASAP.

New communications plan – Ruby Smyth (Communications)

- Rebrand
After showing the initial design of Renia and Ruby logos members showed interest in combining them. Renia and Ruby to upgrade them with chosen colours and graphics.
- Website
Needed new GDPR rules – Liz to investigate it.
- Social media
FOSH members decided to go into both platforms Facebook and Instagram. Jo to have a chat with Ruby about it.

Sub-committees and year-group representatives

- Without parents' support and opinions about what events they would like to have prepared will be a hard job for FOSH to achieve their goals so it is important to have a year group representative to spread information about all planned events and things that FOSH would like to organize.
- Each year should have their own WhatsApp group. To get parents to those groups QR code should be created, printed, and put into kids' books bags or attached by teachers to yellow books (reading records)
- Reception Representatives – Natasha, Thelma, Ailis
- Year 1 Representatives – Ruby and Frenzie

- Year 2 Representatives – Hayley and David
- Year 3 Representatives – Renata

Banking update – Dominic Clark- Abdullah

- Dominic proposed to go contactless.
- All other matters were discussed with Jo.

AOB

- FOSH discussed a target of £ 5,000 to qualify for charitable status.

Committee headshots – Renata Gawlik (secretary)

- Renia took photo shots of the new committee and some pictures of members to use in the future.
- Need to pass also them to Ruby to create the FOSH board.

Next meeting: Monday, 21st November 2024.

Meetings are scheduled on every second Monday of the month, but Christmas is the most important event, so members decided to organize meetings earlier than planned for Monday, 11th November 2024.