



Friends of St. Helen's Catholic Primary School

FOSH Extraordinary Meeting

Friday 7th March 2025

Time: 9 am – 10 am

Present

Eilis Clark – Abdullah (Chair), Renata Gawlik (Secretary), Dominic Clark – Abdullah (Treasurer), Ailis Farrell, Ruby Smyth, Natsha Brodigan, Alison Greenwood, Jo Barnetson, Spyridon Moyratidis, Irene Solis – Marti, Bianca Gjeci

Absent

Welcome

Eilis Clark–Abdullah welcomed everyone to the meeting.

New trustee members

- The reason why do we need more trustees.

We're increasing our number of trustees from 3 to 5. Not only will this help distribute the workload, but it will also support our charitable status application. We've specifically been looking to appoint a Vice Chair and a Communications Officer.

- Presentation of candidates.

Ailis Farrell - self-nomination for Vice Chair - With 15 years of experience in the charity sector—10 of those in leadership roles and 5 as a trustee—alongside a background in the financial services industry.

Bianca Gjeci – self-nomination for Vice Chair – For the past 4 years was a school governor.

Ruby Smith - self-nomination for the FOSH Communications Officer role - She already worked closely with FOSH and the committee on comms activities (emails, newsletters, social media).

- Voting.

First, we decided to vote of Communications Officer role – Ruby was asked to leave the room. Ruby received all votes for yes (10), we invited her back to the room and Eilis announced Ruby as a Communications Officer.

Secondly, we asked both candidates for Vice Chair position to leave the room. Jo suggested that we could have two Vice Chairs. After short discussion we voted on this idea.

Seven (7) members voted for having just one Vice Chair, two (2) voted for having more than one Vice Chair.

After the decision of choosing one Vice chair, members voted on candidates. Bianca received 4 votes, Ailis received 5 votes making her Vice Chair.

Candidates were invited back to the room. Eilis presented results and congratulate Ailis on her new position as well as she offered Bianca position of Events Lead which has been accepted by Bianca.

Actions from 4th February 2025

- Year 1 Coffee Morning set up on 28th March

Eilis will send a message to the Y1 WhatsApp group to invite parents. Ruby will work on comms.

- Two offered dates for Year Group Coffee Morning are still unclaimed – 25th April and 23rd May –

Eilis will repost info about it on FOSH WhatsApp group that those dates are free to take by any of the Year Group Representatives with an explanation that this is a parents' meeting to know each other more with FOSH offering refreshments for them.

- Easter competition

FOSH members suggested that every Year Group will create their own Eater Bonnet, which one will be presented in the hall by teachers as in Easter Bonnet Parade. A special jury will decide who will receive a prize. More information to follow.

Update on fundraising.

- Disco summary.

We raised in this event £747 which give us big step in our target of £5000 to become a charity.

The feedback mostly was positive. We had some disappointment about not selling tickets at disco day but unfortunately we couldn't allow for that because we need to follow health and safety agreements, preparing refreshments as well as we gave plenty of time to purchase them.

- Bring & Buy Book sale with refreshment summary.

We need work out on better communication between school – FOSH – parents. Ruby will be on charge of any email about events. As we didn't sold out all refreshment we decided to set up stand just after school on 7th March. All not sold books will be used on our Summer Fayre.

- Total funds raised by FOSH £3030 without last event Bring & Buy Book.

Upcoming events:

- 14th March 2025 Flame Congress

It is the school's Jubilee event. FOSH will fund ribbon streamers as a part of supporting the school.

- 18th March 2025 SEND coffee morning – volunteer needed.

Jo offered her help with serving coffee at this event.

- 25th & 26th March 2025 Mother's Day

FOSH will support the school at this event. Our responsibility will be decorating.

FOSH members set up a provisionally budget for £400 – decided to buy branded FOSH bunting which can be used on different events. We will buy some fresh flowers. We need to ask parents for some small, empty jam jars.

We decided to buy some colourful backdrop for pictures which one will be located in the hall with ballon arch. Natasha offered to ask her friend to do ballon arch kit for us. Doors can be decorated by paper flowers made by kids.

On Tuesday 25 March, the whole school will bake cupcakes, supported by Mrs Butcher, school catering manager. The children will then decorate those cupcakes on the morning of Wednesday 26 March. School are inviting "mums," or any significant adult to come along for "afternoon tea" on Wednesday 26 March. Year 1, Year 2 and Year 3 classrooms will be set up as "tea rooms," and families will collect their cupcakes and drinks from the hall, then sit together in one of the "tea room" classrooms. We are planning to do this in houses so that "significant adults" can be with all the children in the same family.

Adults should arrive at school as follows:

- 1.30pm – St Andrew's (Gates open 1.20 and close 1.30)
- 1.50pm – St David's (Gates open 1.40 and close 1.50)
- 2.10pm – St George's (Gates open 2pm and close 2.10)
- 2.30pm – St Patrick's (Gates open 2.20 and close 2.30)

Adults should come to the playground **VIA THE CAR PARK** at the appointed time – gates will open 10 minutes beforehand and close promptly to ensure the smooth running of the event.

Teachers will take the children from that house onto the playground to meet their adult and families will enter the hall from the Year 1 outdoor entrance to the hall. There will be a one way system in the hall where families will collect their tea and cakes and then have a sit down

in one of the tea room classrooms. Children who do not have a significant adult who is able to attend will have tea and cakes with staff in different areas in the school and they will box up a cake or two to take home.

FOSH members suggested that adults would like to get their kids cupcakes so the best will be if they can bring their cupcakes to parents – we need talk about it with Liz.

- 11th & 12th June 2025 Father's Day

This event will be organized in similar way to Mother's Day – treat to be decided.

- 20th June 2025 Sing a long movie night

Bianca suggested that kids can do a poster competition for this event. Design some nice posters and winning one will be inviting for our event.

Because this will be our first sing-along movie night we need to find out about school hall capacity in case the weather will be not nice.

We should apply for the licenses which one will gave us rights to play movie and sell refreshment including an alcohol ones as a event will be outside from school hours.

We need to look into hiring screens

Proposed movie – Encanto.

- 11th July 2025 Summer Fayre & Inflatables

Eilis is looking into hiring inflatables with all health and safety measures to have them as a preheat for Summer Fayre. We would like to offer this opportunity to all kids.

Each Year Group will have their time on them free of charge during school hours as a gift from FOSH for all parents donations and support as well as a thank you for kids for their hard work.

After school hours, we would love to keep it on our Summer Fayre – considering a wristband option or pay-as-you-go. More details to follow.

Any Other Business

23rd April 2025 (Wednesday) help needed for running after-school club due to all school training – Eilis offered help, but we still need more volunteers otherwise there will be not a after school club at that day.

We need to check if any of volunteers for this occasion will need a DBS check. Also was suggested that more members of FOSH should have done it, especially those who are helping on most events.

Next meeting: Tuesday 1st April 2025 , time: 8pm – 9pm, online meeting