

Minutes

Present: Alison Holland, Helen Crotty, Deb Thompson, Neil Cleaver, Pip Moore, Wendy Challis, Marie Carter-Murphy, Lisa Croke

Apologies: Alison Bratcher, Lisa Robins, Marie Holder, Debbie Sinclair, Julie Field, Amy Crotty

Lisa Croke: Progress Zone

Lisa set out her proposed plans for repurposing the café in the Skills Centre

Request is for a 50% funding contribution of £8,000.

- Potential to use and underused space
- Y10/11 initially
- Before school, break times, after school
- Staff use would be specific
- Supported, staffed space for students
- Independent Study Support
- Bank of laptops available
- 'Stations' at tables
- Large meeting table
- Multi-use...still used for conferences and exams at times
- Careers Corner
- Refreshments
- Michelle Cumming to oversee the Zone
- Use of room would be looked into to maximise use..possible reference library?
- Classes would use via a booking system
- Possibly some lunchtimes if staffing allowed
- LSAs could use space for SEN groups..Intervention staff also
- PM asked what about SEN children? Not just express stream.
- Intended that it will grow and be continually invested in
- Capacity? 26 stations...30 max
- WC asked how levels of students would be controlled? LC responded there would be priority groups first (Y11 nearer exams for example), some sort of system for shared use and sometimes for 'Referrals'
- Ground Rules would need to be established: introduce via assemblies re. use, rules, purpose.
- It would be flagged to more disengaged students
- Had a positive response so far
- Real focus on independent learning/study
- Not to be perceived as another homework club
- Different teachers brought in for specific teaching ie projects, subjects when necessary
- Could also be used for mini lectures, Masterclasses, Film shows etc
- Furniture not static so flexible for use.

-WC asked a question about ownership of the building/room.

-LC clarified its owned by school for any use it sees fit.

-WC said we need to know its definitely students who will use it and not just staff

-WC also asked if the school council can be engaged in discussions?

-WC requested we have a comprehensive breakdown of cost

- AH requested that the friends see copies of quotes and invoices for resourcing the Progress Zone
- LC suggested allocating someone from the Friends to be involved in the process to hear first hand how decisions are reached and the Progress Zone set up.
- Time Scale? Before current Y11s leave..get using the room asap.
  
- AH requested LC email all the figures and furniture designs to Friends.
  
- HC raised the question about Internet Safety and the software used on the computers in the Progress Zone...LC clarified it will be exactly the same as the rest of the school as on the network.
  
- HC raised issue of catering costs not included in financial plan and whether hot drinks near laptops is a good idea?
  
- Logistics need to be discussed. Maybe an area to sit with drinks?
- WC asked about disabled access? Response was that access to skills centre for disabled is in place.

### **Approval of last minutes**

- Mr Beck will rearrange to come and talk to us about anti-bullying badges
- All approved

### **Financial Report**

- 3/1/17 Current Account: £28,518.26
- Deposit Account: £2,543.53

Statements? Do we get them?

It appears we have no current ones so MH will be asked to request them

- HC said Fireworks contingency needs to be in deposit account. Figure will be calculated by AC
- HC requested £125 cheque for the insurance she paid for on our behalf
- No further Funding Requests
- Invoice for lights still needs to be sent
- PRS payment request from Nicky at RVCP..HC queried as nobody recognised this as a payment made in the past.
- Food stalls still need to make their payment to us
- Ticket money from RVCP now transferred to the Friends account

### **Matters Arising**

- PRS payment-AH suggested we speak to Bernie and ask whether he pays any royalties? Where does responsibility lie for this?
- Nicky at RVCP needs to clarify for us
- DT suggested a debrief with RVCP is needed asap
- HC asked DT to check with MH if the payment rings any bells? Have we paid it before? Is it on any statements?
- Need to question the increase in this payment...How do they know numbers present? How do they know what music was played?
- AH asked whether school have copyright licence? Can it be used for fireworks event? DT will speak to Mrs Holden and ask
- High Vis Jackets...more required. DT to source prices for next meeting
- AH, AC, DT arrange debrief with Nicky/RVCP

- Julie has resigned as treasurer. MH has agreed to step back in on a temporary basis while we advertise the role
- AH requested JW email the software she has been using. We questioned whether easier to go back to a simple ledger format? Excel spreadsheet?
- JW never received any statements
- AH will go to the bank and request 12 months of statements
- WC asked when were we last audited? AH to check previous minutes to see who previously audited our accounts
- Neil to liaise to get an email out to parents re Treasurer vacancy
- Need to ask previous chair Maria Hutchinson the contact details of our account auditor

### **Lighted Products**

- Stored in Friends cupboard: 3 x boxes of 96 Bunny Ears, 2 x boxes of 24 windmills
- Need to dispose of them, all ideas welcome
- WC will speak to Bursledon re Easter Fayre
- WC whole box of 96 on Gumtree
- PM will contact Netley Juniors and Infants...Can sell to schools at cost
- AC will send cost list out to all Friends

### **Night Out**

- Friday 20<sup>th</sup> cancelled
- New date options to be sent out by AH

### **AOB**

- Friends would like a meeting with the school council as previously requested, ASAP before any further funding requests are agreed.
- Prom 2017..school to advise date,venue and if any help required from the Friends
- Storage of Friends items to be discussed at next meeting