

AGENDA

1	Welcome & any introductions
2	Summer Term 2021 <ul style="list-style-type: none"> Discuss proposed events/activities up until end of term: <ul style="list-style-type: none"> Rusper Relay – sponsored activity – Update from Nick School sports day – Update from Nick School lottery – Update from Nikki Take away nights with Anna @WarrenWood – Update from Mina Uniform Sales – Update from Laura End of year Silent Disco – Update from Jo
3	Any other business <ul style="list-style-type: none"> succession planning class rep roles & communication strategy
4	Date of next meeting

Invited to attend:

FORPS post holders:

Chair: Nikki Rooney

Treasurer: Mina Gingell

Secretary: Lorna Prill

School Reps: Nick Avey & Clare Garabet

FORPS Contact Information:

Email: FORPS@rusper.w-sussex.sch.uk

Classlist: <https://login.classlist.com/#/register/find-school>

Deputy Chair: Jo Elsworthy

Class Reps:

KS1

YearR: Kayleigh Dench

Year1: Kerry Jordan & Lisa White

Year2: Laura Mott

KS2

Year3: Heather Smith **Year5:** Danni Jackson

Year4: Mel Bowden **Year6:** Jo Elsworthy

MINUTES

Zoom Meeting Opened: Wednesday 12th May 2021 @ 2pm by Nick Avey

Present: Mr Avey, Jo Elsworthy, Claire Garabet, Mina Gingell, Kerri Jordan, Laura Mott & Nikki Rooney.

Apologies: Mel Bowden, Kayleigh Dench, Danni Jackson, Lorna Prill, Heather Smith & Lisa White

Activity Planning Updates – Academic Year 2020/21

150th year celebrations – following the April meeting Nikki received an email from Margaret a local historian who informed us that the 1871 stone at the front of the school was in fact a plaque to commemorate the foundation stone being laid by the Broadwood family in that year. The school actually opened in September 1872. Mr Avey has taken the decision to postpone celebrating the schools 150th year anniversary until 2022.

Rusper Relay – in light of the above information no date was set for the Rusper Relay. This event is intended to be



a sponsored activity taking place during the school day and involving all staff and students at RPS. The aim is to accumulate complete laps of the school field equivalent to travelling 150 miles. It was suggested to delay this activity until the next academic year but upon discussion it was agreed that it could still go ahead towards the end of the Summer Term.

AP: Mr Avey to set date.

AP: Nikki to research and draft up a template sponsorship form with assistance from Mina.

Sports Day – ongoing restrictions mean that it is not possible to plan for a whole school sports day this year instead the event will be split into separate KS1 and KS2 events. The dates for these have now been set – KS1: Mon 5th July (postponed to Tues 6th July if adverse weather). KS2: Fri 9th July (will be postponed to the following week if adverse weather). FORPS will be in attendance to supply refreshments (drinks, cakes, ice creams) for spectators to purchase on the day. It has been agreed that KS2 reps will be asked to run the FORPS stall during the KS1 sports days and vice versa.

AP: Nikki to email all year reps to check availability to run the FORPS refreshment stall on the relevant dates.

Kayleigh, Kerry, Lisa & Laura on Fri 9th July. Heather, Mel, Danni & Jo on Mon 5th July. If there is not 3 reps available on each date reps will be requested to talk to other parents to see who else might be able to provide support.

AP: many of us in attendance had missed the schools communication of sports day dates so these will be circulated again via the school office (done 13/5/21).

School lottery – this has now been launched and the first draw will take place at 12 noon on Friday 28th May. Winners will be contacted and requested to collect their prize from the school office at pick on the day of the draw.

Lottery information in summary:

- Each month number 1-100 will be available for individuals to buy (first come first served) and included within a lottery draw at the end of the month (28 numbers currently entered in the draw, an updated list is available via the RPS families Facebook page).
- All numbers cost £4 (equivalent of £1 a week) and only numbers that have been paid for will be included in each draw.
- There will be 3 prizes: 1st – 25% of lottery pot (currently £28), 2nd – 15% of lottery pot (currently £16.80), 3rd – 10% of lottery pot (currently £11.20). Note – the size of the lottery pot will depend on how many numbers are bought by individuals each month but if all 100 numbers are sold (people can buy as many as they want) this would mean 1st prize is £100, 2nd prize is £60, 3rd prize is £40.

AP: All FORPS reps to promote awareness of the May lottery draw within their year groups.

Takeaway Nights – Mina has spoken with Anna Rixson at Warren Wood Catering and taste tested a proposed menu. To gauge interest a pilot 'finish at home' curry takeaway night is planned for Friday 11th June. The price of £10 per person includes: ONE main course curry (from a choice of 3), rice, a dal, a flatbread, poppadoms, mint raita, mango chutney and chillies (in case the curry needs spicing up to suit adult tastes). The choices of main

course are: Chicken Rogan Josh, Lamb Kofta Curry and Cauliflower, Spinach, Chickpea and Potato Curry.

Orders will need to be in and paid for via bank transfer or cash into the office by end of school on Tuesday 8th June. The orders will then be ready in named bags to collect at the end of school on Friday 11th June. Rice will need supplied in pouches for cooking and the rest will need re-heating.

AP: Mina & Nikki to put together a communication to go out to parents and set up a google order form.

Uniform Sale – Laura has run a KS1 and Hobbits uniform sale. The KS1 sale was well attended but the Hobbits sale was quiet. The Pegasus sale was postponed due to rain and will now take place on Thursday 20th May on the grass outside the door to Pegasus classroom.

AP: please can FORPS reps help remind parents of the uniform sales and let parents/guardians know that there is a healthy stock of uniform items. Any parents can contact her directly if they need uniform and she can let them know what is available.

Silent Discos – the equipment is available to hire during the last week of term, so Jo and Mina are contacting Alan to find out if/when he is available to run the disco.



Any Other Business

FORPS Rep roles and Communication Strategy

Every year group now has a confirmed FORPS rep who is requested to support communication of information within their year groups and help plan or action activities as required.

KS1

Year R: Kayleigh Dench

Year 1: Kerri Jordan & Lisa White

Year 2: Laura Mott

KS2

Year 3: Heather Smith

Year 4: Mel Bowden

Year 5: Danni Jackson

Year 6: Jo Elsworthy

Kerri & Lisa have set up a 'Whats App' group comprising all parents within Yr 1 and they find it a great way of engaging and communicating with the parents/guardians within their year group. The idea was discussed and all present agreed that it was worth all FORPS reps trying to set up a Whats App group for their year group (with the possible exception of Year 6 as they have limited time remaining at the school). Once set up these groups can then be updated and rolled over from year to year.

AP: Nikki to email all FORPS reps requesting that they set up a Whats App group including as many parents/guardians within their year groups as possible. Once set up these groups can then be used to enhance the communication of FORPS activities, answer questions and increase engagement.

AP: Kerri to check with Danni if she would be willing to resume supporting Nikki with the 'social media' communication.

Date of next MSTEams meeting – Monday 7th June @2pm

Meeting Ended: 15:03 Nikki Rooney thanked Nick for organising the MS Teams call and all for attending.