

# FORPS

## Minutes of Inaugural Annual General Meeting

held on

**Thursday 22 February 2024**

Attendees: Mr T Hutchinson (Principal, Rydal Penrhos School)  
Mrs G Hackman (parent)  
Ms R Leach (parent)  
Mrs V Peel (parent)  
Mrs H Skinner (parent and staff member)  
Mrs A Wallace (PA to Principal) – minute taker

Mr Hutchinson opened the meeting by welcoming attendees and thanking them for their time. It was noted that apologies had been received as below:

Mrs L Emery (parent)  
Mrs L Beamish (parent)  
Mr R Beamish (parent and staff member)  
Mr R McDuff (parent)

### **Election of Officers**

Chair: As no nominations had been received, it was agreed that the role of Chair would be covered as a 'rolling position'. Mr Hutchinson or a member of his senior team to chair until an appointment is made.

Vice-Chair: Mrs Hackman was elected as Vice-Chair

Secretary: Mrs Emery was elected as Secretary

Treasurer: Mrs L Spencer (School Finance Manager) was agreed as Treasurer

## **Initial Budget**

It was agreed that an initial budget of between £500 and £1000 would be available for FORPS to get started.

*Action: Mrs Spencer to set up bank facility for FORPS*

## **Events**

A number of good suggestions had been received at the FORPS Information Evening held on Tuesday 30 January. It was agreed at this stage to concentrate on organising a few events until the group had recruited more members.

### Coffee Morning / Meet 'n Mingle

Two dates will be arranged – one in the first half of the summer term and one in the second half. All parents will be invited and a special invitation will be sent to new parents. This event is designed to create a community spirit for all and should not be viewed as a forum at which to raise concerns about the school. All concerns should be directed separately to the Principal.

*Action: Dates to be agreed and circulated*

### Second Hand Uniform Shop

Mrs Hackman and a member of the school Admin team will organise a pop up second hand uniform sale before the end of the summer term. Further information to follow in due course.

*Action: Date to be agreed and circulated*

### Open Morning – 15 March 2024

FORPS to be present at the Open Morning and to have a table. A FORPS pop up banner will be required.

*Action: Mrs Wallace to liaise with Marketing to arrange design and purchase of banner.*

### Sports Day – summer 2024

FORPS to run stalls at Sports Day, eg. Pimms, soft drinks, strawberries & cream, home-made scones, picnic/barbecue. Suggested that local businesses could be encouraged to sponsor or donate items.

*Actions: Mr Hutchinson to investigate possibilities for school catering team to link in with FORPS.  
Ms Leach to communicate with local businesses.*



# RYDAL PENRHOS SCHOOL

## Buddy System

Mrs Peel mentioned, from personal experience, that it can be daunting for new parents when joining the school. A buddy system to be organised so that new parents are put in touch with another parent with a pupil in the same year group. It would be good to have one contact per year group and for emails to be shared. A school email account has already been set up for parents to contact FORPS ([FORPS@rydalpenrhos.com](mailto:FORPS@rydalpenrhos.com)) which will be managed by Mrs Skinner.

*Action: Mrs Skinner to set up buddy system – at least one parent per year group.*

## Other events

Other events were discussed and may be arranged once FORPS gains momentum and further volunteers join:

- Year 6 Prom (end of summer term)
- Halloween Bingo (October)
- Winter Ball (end of November)

## Communication

FORPS events to be included in the school calendar and promoted by the school Marketing team.