



Committee Meeting - Minutes

9th October - 7.30pm-9.00pm - Staff Room, Bowes Primary School

Attendees

Abby Swiers – Rowan rep
Benita Hexter – Co-Chair
Fabian Fausten – Spruce rep
Gulev – Head of School
Jenni Dodsworth – Treasurer
Jim Clarke – Vice Chair
Juliet Brind – Maple rep & Media Officer
Karen Mitchell – Sponsorship Officer
Katy Dan-Gur – Maple rep
Kate Kuechel – Secretary
Lucinda – Year 1 parent
Nessa Parkinson – Co-Chair
Paul – Elm parent
Rakhee Shah – Ash rep
Sarah Patterson
Tina Solari – Media Team

1. Apologies & Minutes of Last Meeting Approval

Ana Rubio-Hakkanson – Vice Treasurer
Caspar Corden – Vice Chair
Claire Reynolds
Eleni Stathi – Design & Promotion Team
Julie Harle – Spruce rep
Leena Patel – Design & Promotion Team

Minutes agreed as accurate record of meeting

2. Matters arising from last meeting

Raffle prizes – all handed out

3. New reps – Nessa

Great welcome evening.
Strong interest in reps from Magnolia class – Sarah Dann, Gemma Pownall, Parminda Rodgers & Rachel Fretwell
Some from Laurel too – Claire Walsh & Jane Delozy
Going to get them all in contact with each other.

Nursery – for AM, Karen Mitchell will be rep & Natalie (a teacher as well as nursery parent) will get involved. Nobody from pm so far – Jane is going to ask around

Newly re-formed Year 1 reps:
Cedar – Lotte, Narciff, Claire B

Cherry – Beth, Caspar, Leena, Jenni

All other reps sorted.

We will ask reps how many parents are on their networks to see if we are contacting all parents.

Nessa is very keen to have all reps attend the next FoB meeting – she is making it her mission.

4. Sponsorship – Karen

Last year when contacting people for the summer fair – getting lots of no's as people were fed up being approached by then. Looking into the idea of having 2 packages to offer so we are not approaching the same people all through the year.

- Premium £150 for the year = banner, advert on emails, full page in winter & summer fair
- Standard £100 = full page add in winter & summer fair brochure

Last year we had £890 sponsorship. Need to cover cost of website & printing costs - £450. So only made £440 in total. Karen will try to get 5 premium & 5 standard sponsors, so we could double last year's takings. Nessa, should we contact networks asking if they would like to advert? Paul – has lots of contacts. Yes, please contact people/companies you think would be interested in being a sponsor.

Jim – when we do the Calendar this year – rather than each child drawing a portrait, could there be a competition with each class to make a drawing for each month within a theme? & then whoever wins will have their drawing for that month.

5. Design & promotion

No one here from the team, but they are working on various things

Bunting – Nessa loved creating the laminated bunting for the summer fair from the children's drawings. However, it is not very environmentally friendly having so many laminated sheets. Nessa suggested getting the children to make drawings & then they could be projected on the walls during the winter fair.

Katy – what about making fabric bunting, children can get a triangle and decorate it themselves. That way they are involved, but it is more sustainable. Nessa & Katy will work on this, including sourcing triangles. Agreed this would be a great idea.

6. Event Plans

a. Cake Sales

This year we will get them all done before the last half term, so classes have a chance to spend their money.

Benita has checked the calendar and the dates for this school year's cake sales are:

- 1st November 2019 -Year 2
- 15th November 2019 -Year 1
- 6th December 2019 -Year 3
- 28th February 2020 –Nursery
- 13th March 2020 –Reception
- 27th March 2020 -Apple Class
- 24th April 2020 -Year 6
- 1st May 2020 -Year 5
- 15th May 2020 -Year 4

b. **Christmas Cards** – Julie has agreed to do them again this year & has got 10% off last years' fees. She will need help collecting in and giving out.

- c. **Christmas Trees** – Tina and Vicky. Tina emailed Mr Bennit, just waiting to hear back – Delivery be Fri 13 Dec & the home deliveries on Sat 14th.
- d. **Christmas Hampers** – Jim on it this year, will do letters and tickets at home. Needs help when the hampers arrive in the morning for organising. Last year it wasn't clear where people needed to go to drop off their hampers as it was a new system. Need to make it clearer this year. Hampers were kept in the office of the downstairs afterschool club area. Need to renew lottery license – Jim will look into it. Could we sell paperless tickets on the internet? Tina will look into it. Could do both – so as not to exclude people.
- e. **Winter Fair** – Nessa & Benita run it again. Juliet – should we do boards? We can do it, but will decide if we have the energy to organise. We proposed the 7th, can we move to Sunday 8th? All agree. Last year agreed to give a stall to every year group (rather than each class as in summer fair)
 - i. Bar – Year 3
 - ii. Hot dogs – Reception
 - iii. Decorations – Year 6
 - iv. Christmas snacks – Year 1
 - v. Santa's Grotto – Year 4 – Need to find a Santa & be elves. Will ask Lucy to do decorations again. We will not be doing photos this year, it is too complicated.
 - vi. Glow sticks – Nursery
 - vii. Christmas trees – Tina & Vicky
 - viii. Hot choc, mulled wine, mince pies – Year 5
 - ix. Tombolla – Year 2
 - x. Fabian – marshmallows again
 - Choir - Nessa will talk to Miranda
 - Raffle – Karen will organise, same as last year
 - Brochure – Nessa to do. List of prizes out early
 - Bunting – As mentioned above, Nessa & Katy to liaise on fabric bunting made by kids
 - Temporary event license - Jim to get
 - Katy, is it possible to rent stalls for people to sell stuff? We won't be doing that for various reasons; may be seen as unfair for some parents to make money from a school event when others volunteering, the winter fair with stalls we ran one year was very hectic & over crowded.
 - Gulev – who will make the risk assessment? Nessa & Benita, then they will share it with Gulev & Gabi
- f. **Musical Bingo** – spring term. Ingrid has agreed to do music, but needs a team to deliver the night.
- g. **Easter egg raffle** – Kate will run again
- h. **Kids quiz** – Benita & Debbi, 23rd & 24th April
- i. **Grown Up Quiz** – Debbie again, 2 potential dates 1st May or 5th June. Last year it was very hard selling tickets. Do we need to put it on pause? Should we not do the curry? Will discuss at a later date and decide.
- j. **Book Fairs** – Claire – See report. Nessa – does not like it when they sell things other than books – agreed the sellers can withhold the things they send that aren't books. Agreed we will go ahead with Scholastic this term.
- k. **Second Hand Uniform Sale** – Abby – dates (not doing phil the bag anymore, so don't need to time them before that). Abby will think about dates & get back. Should we have a uniform table at the fairs? With an honesty box, so it doesn't need manning. Agreed this could be a good idea.

l. **Summer Fair** – Nessa & Benita, **Sunday 28th June 2020** suggested date

m. **Whatever Fabian wants to do-**

- Fun run - Should we do the fun run again this year? It was very popular and a great event. Would like it not to clash with the Hackney half marathon, however that seems to be the best date. Suggested date **Sunday 17th May 2020**
- Early Years jumble sale - Other suggestion of a yard sale for toddler stuff – clothes, equipment etc. We will take the profit, but need to get rid of excess the stuff ourselves (as opposed to people paying to sell & they take the profit, but remove anything they didn't sell). Could do it this term, open school on Saturday to drop stuff off & sort. Then run the sale on Sunday.
- Subscription based support for FoB. People can do a direct debit payment. They won't do it off their own back, but if they are tied in they may. Jim keen on this idea to. He will propose this at the next meeting with plans of how it would work and we can vote on it. We will then put it to Gulev as the school were not keen in the past.

n. **Anything else?**

- i. Juliet, easy fundraising, needs pushing again. Needed another letter out or messages through reps. Jenni needs to look at the issue with Amazon, register with them as a charity. So people could give through Amazon, which could be a big revenue stream with Christmas shopping coming up.
- ii. Katy – ask companies who do matching fundraising. List of companies who do this, could put this out and tell people they can get matched fundraising if they work for these companies.
- iii. Christmas film night – a nice idea, but too much on prior to Christmas with fair etc.
- iv. Could maybe to summer one outside?

7. Spending Plans

- a. **Bank balance** – Jenni – we have £18k available now.
- b. **Requests for funding** – Effie has requested more money for early years. Nursery outdoor equipment, kitchen, trikes etc. We have recently funded early years outdoor equipment, for Reception. We haven't funded much early years in the past however. Don't have the exact break down at the moment. We would like to see a more complete breakdown before voting on it. Gulev will organise that.

8. Clean and Green at Bowes

- i. **Logo** – Leena working on it.
- ii. **Paul Reynolds** - Land's end to John O'Groats £1800+, amazing work!! **Huge thank you to him for his incredible hard work!**
- iii. **Terra cycle** – Juliet. The bin is there & people are putting crisp bags in it. Need to get something to weigh them with – to see if we are near the amount we need to send off.
- iv. **Green screen** – Benita chatting with Debbie, Debbie not aware that Enfield council had signed off extending the green screen. Ned said that Enfield will do it, after we pushed him. The school have also secured 1000 saplings. Sure we can get FoB to support the planting.
- v. **Classroom ventilation** – PHD student from UCL advising us on types of things we can do. Very hard to get the right advise. Andrew Wheelen – food recycling contact, Benita will send information to Gulev.

- vi. **Plants for indoors air purifying** – Christine is getting kids together to be monitors and helpers, watering etc. Benita waiting for Christine to get back to her.

9. AOB – N/A

10. Next meeting date –

Wednesday 13th November 7.30pm – 9pm Staff room