



Committee Meeting - Minutes

13th November - 7.30pm-9.00pm - Staff Room, Bowes Primary School

Attendees

Karen Mitchell – Nursery rep & Sponsorship Officer
Claire W – Laurel rep
Jane – Laurel rep
Gemma – Magnolia rep
Sarah L J – Laurel rep
Claire B – Cedar rep
Narciff – Cedar rep
Leena Patel – Cherry rep & Design & Promotion Team
Beth Neil – Cherry rep
Jenni Dodsworth – Cherry rep & Treasurer
Casper Corden – Cherry rep & Vice Chair
Lotte – Cedar rep
Rakhee Shah – Ash rep
Julie Harle – Spruce rep
Fabian Fausten – Spruce rep
Freya Powell – Rowan rep
Ana Rubio-Hakkanson – Vice Treasurer
Juliet Brind – Maple rep & Media Officer
Sarah P– Holly rep
Lucy – Holly rep
Kate Kuechel – Secretary & Elm rep
Benita Hexter – Co-Chair
Nessa Parkinson – Co-Chair
Gulev – Head of School

1. Apologies & Minutes of Last Meeting Approval

Parminda – Laurel rep
Katy Dan-Gur – Maple rep
Jim Clarke – Vice Chair
Abby Swiers – Rowan rep
Sarah & Rachel Magnolia reps
Tina Solari – Media Team

Minutes agreed as accurate record of meeting.

2. Clean and Green update

- Classroom plants - Looking for a school contact, the person we asked can't help.
Action - Gulev will look into it and get back to Benita.
- Classroom ventilation, particularly classrooms facing Bowes Rd. Benita is in contact with a professor at UCL, an expert on air purification. He is looking to visit the school, have a look & figure out what is required. We should then be able to get ventilation equipment at cost or less hopefully. When he comes back to us with his suggestions, we will

decide if we want to go with them. This is a positive development, it has been very hard to get advice from council etc. hopefully this is an avenue to explore.

- Green screen extension up Stanley Road, Enfield said the wall on Bowes Rd won't be improved by covering. The green wall went up yesterday. This has not cost the school anything & has been funded by the council. Benita applied pressure to Enfield council, with telling them what Paul was doing (with his Lands End to John O'Groats cycle ride), so another big thank you to him!
- Plan for lots of trees, Debbie will be looking for volunteers to plant.

3. Sponsorship update - Karen

Been signing up businesses for the new once a year sign up. How is it going. 5 businesses signed up for the Premium package - £150 for the year, one has signed for Standard package & someone has signed up for just the Winter fair. We have more than covered our costs for the year, hopefully there will be more to come. If anyone has any contacts, forward them to Karen. Action – Karen to give Nessa the ads for the Winter fair brochure by next week.

4. Yard sale – Fabian

We had lots of donations, but unfortunately no one came. Bounds Green had a near new sale on at the same time. They rented tables for £20 & were busy. Suggestion to open it up to more than toddler stuff, or advertise it differently. Thanks for trying Fabian!

5. Cake sales

Year 2 sale on 1st Nov. Went well, they sold out. But they didn't have many donations – possibly because it was the day after Halloween – maybe avoid that day in future.

Dates update – Year 3 being moved, to Fri 13th

Trying to front-load the dates this year, so classes have their funds ready for trips. The dates are set, but there is always a possibility to change if necessary, so please talk to Benita.

6. Christmas Cards update – Julie

They went today & are due back before the first week of December. Karen will help Julie with the sorting. 77 orders, approx. £700, similar to last year, slightly down. We will get 10% extra for ordering with them again, so should be about same money.

7. Christmas tree sales – Tina

Tina not here, but she has update Nessa. The Christmas tree man is on for them again this year. Wanting to sell them online, agreed that's a good idea. Poster ready to go. Will put a live link on FOB website, will send a whatsapp message. Will be selling them at winter fair too. Anyone can buy, not just parents at the school. It is happening a week later than last year, may mean less sales for those who like to put their tree up early. Can we advertise by tube? Claire W & Leena happy to leaflet local houses, hopefully this will increase numbers from outside the school & offset any potential lowering of sales due to late date. Action - Leena will print poster in A5 and have it ready for Claire.

8. Christmas Hampers – no update from Jim.

Need tickets & class rep communication. Every year each class creates a hamper, gets a cardboard box, get donations from parents in your class. They are created into hampers & raffled off. Ana will take on coordinating reps. Action - Jim do lottery license and raffle tickets. Date for the wrapping? Mon 16th Dec for wrapping and raffling. The office will need to be open – Action – Gulev put it in the diary & inform after school club. We will need

volunteers to help wrap the hampers in cellophane. Benita can be there & lots of volunteers put their hand up to help.

9. Disco

Action - Kate to book the DJ. Date confirmed as Tue 17th December (pending formal confirmation with our Father Christmas). Action – Gulev to give FOB a list of presents for the classes.

10. Book Fairs – Claire Reynolds (not present)

Date change, rather than starting on Thursday 14th, it will start Friday until Thur 21st. Claire R has all the volunteers she needs.

11. School Funds –

£2206 has been requested for nursery equipment, trikes etc. Email was sent to committee. Approved by all committee.

12. Alliance with Bowes Southgate Green

Gulev gave some background on the 2 schools. 5 years ago or so Bowes was approached by Enfield to set up school to cover a lack of school places in the Alderman's Hill area. The temporary site at Broomfield school was selected & a new school was to be built elsewhere. This fell through, but we still have a commitment to the families at Southgate Green. Currently we are trying to get a lease to stay at Broomfield, but things are up in the air politically at the moment. We are hoping for a longer lease, but may only be 5 years. We weren't going to intake for 2020 – however Enfield have said to us that they will support us, and we should get the children in for 2020, but still not sure for 2021. We see the schools as one, made the uniforms the same this year. We operate as one school. Currently have 2 PTAs.

Benita and Nessa were approached by Sarah, Chair of Bowes SGG, in the summer about the possibility of merging the 2 PTAs together. There was a meeting with the Chairs & school, where they spoke frankly about the idea. We are not against merging as such, however we don't want to dilute our efforts. We do want to be open and appreciate the fact that we are one school.

The Chairs are careful about making sure they don't speak for the whole FOB, but suggest that we could run the Summer Fair together. The question of funds came up in their meeting, and a few ideas were suggested, including counting how many children attend from both schools and dividing funds that way. However, that was felt to be tricky for several reasons & went against the idea that we are one school. The idea they were most keen on was looking at how much both fairs have made over the past few years, and working out in advance what percentage will go where. Very keen that whatever way of dividing funds is decided on, we should be clear before the event to avoid any ill feeling.

Meeting agreed that we should have a joint summer fair and see where things go from there.

13. Winter Fair – 4-6pm Sunday 8th December

- Stall allocations:
 - i. Nursery – Glowsticks
 - ii. Reception – Hot Dogs
 - iii. Year 1 – Christmas snacks
 - iv. Year 2 – Tombolla
 - v. Year 3 – Bar

- vi. Year 4 – Santa’s Grotto
 - vii. Year 5 – Hot Choc, Mulled wine & mince pies
 - viii. Year 6 – Christmas decorations & merch
 - ix. Fabian - Marshmallows
- Benita – will set up a WhatsApp group with 1 rep from each year and they will disseminate information to their groups.
 - Ipad – Tina has managed to secure an Ipad as a raffle prize. How can we maximize the impact? Karen is happy to sell tickets in the playground in the week leading up to the fair.
 - Crib sheets have been sent out to class reps
 - Bunting – we don’t have the time or resources to complete the fabric bunting in time for the fair. Rather than lots of laminating, it is decided that there won’t be any bunting this year.
 - Lights – we need a lighting team. A Message will be sent out to class reps to get volunteers to get all the fairy lights up in advance. Will need to source/borrow lots of outside lights. Speak to Ranelagh & Scout park. Will all need PAT testing in advance (although not battery operated ones).
If you are running a stall you will be responsible for your own lights. Fairy lights for decoration, but also camping lamps etc so that people can see what they are doing. You will need more than you think.
 - Glitter tattoos – Juliet asked where the glitter tattoos will be taking place. They could be in the queue for the grotto. But will need an indoor warm space for those not visiting Santa.
 - Action – Jim to do the TEN
 - Mark offered help to put up the big tent for the choir
 - Benita & Nessa will do the risk assessment.
 - Miranda has been asked about the school choir. & Jane has agreed to another sing-a-long
 - Is there anything in particular Gulev would like to do at the fair? Nothing in particular.

14. AOB

- There will be lots of communication coming up, about the fair, hampers etc. So thank you everyone for coming, and look out for the messages coming your way!
- Jane – An idea about organising presents for people who don’t have so much, based on what she has seen at a shopping centre, where you take a card off a tree & buy a present for the person on the card. Perhaps we could pair up with a charity that already do this, and they could be at the fair. The police do this. She will look into it.

15. Next Meeting Date – Not set.