

Minutes of the FOBG Committee Meeting

Tuesday, 26 April 2022, 8pm, via Whereby

Attendees:

Francesca Wareing (Chair), Lisa Whyte (Minutes), Becky Cruise, Leila Boyd, Victoria Parry, Uliana Khvorostoyanova, Jasz Sahota, Phil Carter (parent governor); Claire Collier; Martine Clarke; Cath Harrop

| Item | | Action |
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| 1. | Welcome Francesca welcomed everyone and thanked them for joining the meeting. Claire Collier, Martine Clarke and Cath Harrop were welcomed and thanked for supporting the FOBG. | |
| 2. | Apologies for Absence Matt Birch | |
| 3. | Approval of minutes of the 1 March 2022 committee meeting There were no comments on the minutes of the last Committee meeting and the minutes were approved. | |
| 4. | Declarations of Interest No declarations of interest were declared. | |
| 5. | Year 1 playground A request has been received for a donation from the FOBG to cover the cost of soil for the planters (which were donated by parents in year 1). Francesca suggested putting out communication out to early years parents to see if anyone has any contacts where we could source discounted soil, however in light of the short timescale there is not enough time to do this for this project. An amount of no more than £250 was voted and agreed by the committee. The FOBG is anticipating additional requests with respect to the playground which will be considered separately and perhaps FOBG funding will be used for this instead if it is deemed more significant. | Francesca |
| 6. | Update on upcoming / planned events Lisa remarked that we had had a number of events recently with no clear person in charge, and that seemed to cause a bit of confusion. It was proposed that going forward we always have one or two committee members who are in charge of an event. If no one is willing to take on that | All Committee Members |

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| | <p>role for an event it was suggested that the event does not run. This will enable to the committee to focus on events where there is enough support.</p> <p>When we have non-committee member kindly stepping in to run events we must have an FOBG Committee member dedicated to support them.</p> <p>Given the workload involved in the Treasurer role, Francesca was going to need to step back from events. This will allow her to focus on the finances which are absolutely key to us being able to run the charity properly.</p> <p>Lisa will ask Matt Birch if we can use the staff room for future meetings.</p> <ul style="list-style-type: none"> • Bags2School (Stephanie) – Stephanie was not present. Lisa to check with her next dates for Bags2School. • Circus – 8 May 2022 (Claire & FOBG as below) <p>We have now broken even on ticket sales; all additional ticket sales and on day refreshment sales (less costs) will be on profit to the FOBG. Help was agreed for Claire as follows:</p> <ul style="list-style-type: none"> - Lisa – Pre-event purchase of refreshments; risk assessment; lost child procedures; - Leila – can help with pre-event (not available on the day). - Victoria – on day refreshment sales - Lucy – Lucy has offered to help; she was not present but will be asked if she will oversee the ticket checking on the day. - Francesca – setting up payment options including Bopp for stall payments; plus on the day float; preparing ticket scanning app; <p>Other options for fund raising were discussed, and it was agreed that if there are enough volunteers then stalls such as Splat-a-rat will be set up.</p> <p>Those helping will be added to the Circus WhatsApp Group.</p> <ul style="list-style-type: none"> • Summer Social – 10 June 2022 (Jazs, Leila) <p>Jazs and Leila to lead. Lisa can help on the night. Becky to help on marketing (not available on the 8th).</p> <p>Early bird tickets to be sold with minimum donation of £5. After that ticket price to be £7 minimum donation.</p> <ul style="list-style-type: none"> • Book Swap – 24 June 2022 (Lisa) <p>Plans are being finalised with Sally Le Marquardt. Sally raised the idea of holding an adult book swap at the same time - this would be a simple table at drop off. Waiting for Sally to get authorisation from Matt Birch re: their covid rules.</p> <p>Need 4 on-day volunteers. Currently Lisa, Victoria, Leila. Becky may be able to help also – she will check and revert.</p> <ul style="list-style-type: none"> • Summer Fair / raffle – 25 June 2022 (Lisa, Cath Harrop & Jasz) <p>Plans at an early stage, Cath Harrop has kindly agreed to help the FOBG run this event.</p> | <p>Lisa</p> <p>Lisa</p> <p>Lisa</p> <p>Leila Victoria</p> <p>Lucy</p> <p>Francesca</p> <p>Jazs, Leila</p> <p>Lisa</p> <p>Lisa, Jazs, Cath Harrop</p> |
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| | <ul style="list-style-type: none"> - We have received £1,000 sponsorship from Sheila Yipp's firm. - Jubilee theme (red; white; blue). - Displays of student work in the main hall, with silent auction for the calendar artwork – Matt Birch to confirm. - External entertainment being explored - animal show; donkey rides; punch & judy. Jasz exploring options / availability. - Year 2 have agreed to take on the raffle. - Year 1 (Martine) has agreed to take on a bouncy castle. - Cashless. - Leila agreed to take on the decorating for the school. - Victoria would be happy to oversee the catering stalls to ensure we are compliance with H&S requirements. We agreed to touch base separately to given guidance on what is required. - Phil Carter asked whether we would consider a Korean and/or Japanese food stall. He will put feelers out in the school community about who might be willing to take this on. - Class rep meeting to be held on 13th May and stalls allocated. Lisa to check availability of MLES room. <p>Various options for entertainment were discussed. These are being taken forward by the summer fair team.</p> <ul style="list-style-type: none"> • Fun Fridays (Leila) <p>Previously agreed in principle with the school. Dates to be agreed; plus themes. First theme, "Bring Sunshine to the Day".</p> <p>Leila to check dates with school, liaise over themes and co-ordinate with the class reps.</p> | <p>Matt</p> <p>Jasz</p> <p>Leila</p> <p>Victoria</p> <p>Phil</p> <p>Lisa, Cath</p> <p>Leila</p> |
| 7. | <p>Future events / Fundraising</p> <p><i>Winter 2022 term:</i></p> <p>Halloween event for children – Lisa</p> <p>Quiz/AGM – Lead TBC. Francesca checking Mrs Jones availability to be quiz master.</p> <p>Calendars – Jasz.</p> <p>Christmas Cards – Uliana (she would like some support in event she is too busy – person TBC).</p> | <p>Lisa</p> <p>TBC</p> <p>Jasz</p> <p>Uliana</p> |

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| | <p>Christmas trees - TBC</p> <p>Winter fair/raffle - TBC</p> <p>Vallebona Panettone - TBC</p> | <p>TBC</p> <p>TBC</p> <p>TBC</p> |
| 8. | <p>New parents September 2022 / FOBG welcome and publicity</p> <p>The option of sending out publicity to new parents was discussed, and it was agreed that we should tie this in with any communication going out from the school if we can. Lisa to speak to Dane. Cath Harrop will see if she can find what was sent previously.</p> <p>Phil will let us know if there is a new parents' event that the FOBG can attend.</p> | <p>Lisa, Cath</p> <p>Phil</p> |
| 9. | <p>New Fundraising Ideas</p> <p>Claire asked whether we would consider another bingo night. This will be considered for future events.</p> | |
| 10. | <p>Funding / Grant Applications</p> <p>The joint FOBG/School Fund Parentmail that went out did not get much response.</p> <ul style="list-style-type: none"> - Communication to be sent about volunteering/ match funding ahead of the fair. - Communication to be included in anything that is sent to new parents in September. - Lisa to check the FOBG website to see what (if anything) is included and to update. | <p>Lisa</p> |
| 11. | <p>Marketing Update</p> <p>Becky intends to step away from the marketing. Victoria said she may be interested in helping and will speak to Becky about what is involved.</p> <p>Lisa suggested a Parentmail to see if we can get a new parent volunteer to help with the marketing.</p> | <p>Becky, Victoria</p> <p>Lisa</p> |
| 12. | <p>Class Rep Update</p> <p>Leila to catch up with Annabell to get her input on the role.</p> <p>A WhatsApp group for reps was discussed. This would potentially make things easier for them as they can forward messages easily to class WhatsApp group. The implication of GDPR was discussed, and that these could be set up so they can not be replied to.</p> <p>Leila to get input from the class reps. She will join the fair rep meeting on 13th May and raise it then.</p> | <p>Leila</p> |

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| 13. | School Update (Matt Birch) Matt Birch was unable to attend; so no school update was provided. | |
| 14. | Treasurer's Update (Francesca) Francesca will circulate a full update later this week, but the FOBG currently has a surplus of more than £5,000 available. Fun Fridays Spring 2022 raised approx. £1,500 across the whole school which went directly to each year group for the teachers to spend on class resources. <u>Approximately £2,000 of funds were raised since last meeting:</u> £660 - Easter egg hunt. £85 – Easter egg decoration £200 - book sales [ring fenced for the library] £15 - give as you live. £121 – donuts. £1,000 donation from a previous Governor and family at BG Options for donations to the school was discussed, and it was agreed that this needed to be taken forward with Matt Birch depending on school requests. The funds can be carried forward to the next academic year. The committee discussed a need to be able to illustrate to parents where the funds were being spent; and also that fundraising is easier when there is specific item being fundraised for. | |
| 13. | Governors Update (Phil Carter) Good progress is being made with the OFSTED reading framework. The role that the library and librarian play in this is incredibly important, and Phil thanked the FOBG for their ongoing support with funding both of these. | |
| 14. | Any other business None | |
| 15. | Date of next meeting The next Committee Meeting will be held on Tuesday, 7 June. Future Meetings: 6 September, 1 November. | |