Minutes of the FOBG Committee Meeting

Tuesday, 14 June @ 8pm in Bishop Gilpin staff room

Attendees:

Committee:	Members:
Francesca Wareing (Chair)	Martine Clarke
Lisa Whyte	Cath Harrop
Uliana Khvorostyanova	
Leila Boyd	
Matt Birch (staff)	
Phil Carter (governor)	

Item		Action
1.	Welcome	
	Everyone was welcomed and thanked them for joining the meeting.	
2.	Apologies for Absence	
	Becky Cruise, Stephanie Papoutes, Victoria Parry, Lucy Hutchinson.	
3.	Approval of minutes of the 26 April 2022 committee meeting	
	Lisa noted that the dates of the upcoming committee meeting were incorrect in the last set of minutes. She confirmed meetings for next term as Tuesday, 13 September and Tuesday, 8 November 2022. She will circulate a full list of the 2022-23 meeting dates to all committee members for their diaries.	Lisa
4.	Declarations of Interest	
	No declarations of interest were declared.	
5.	Update on upcoming / planned events	
	• Book Swap – 24 June 2022 (Lisa)	
	Communication being sent out via the office by Sally (librarian).	Lico
	There will be a parent/carer books swap at the front of school at morning drop off. Some of the those present agreed to bring a small number of adult books for the adult book swap. Any remaining will be sold at the fair.	Lisa
	On day volunteers: Lisa, Victoria, Leila, Becky	
	Summer Fair / raffle – 25 June 2022 (Lisa, Cath Harrop & Jasz)	Lisa, Cath,
	 It was agreed that we should sell raffle tickets next week outside the school at drop off / pick up. Lisa will arrange a rota. Uliana is able to help on Thursday; Hester and Martine are able to help on Thursday and Friday morning. 	Jazs Lisa
	- Cash payments will be allowed for the raffle (on the day and pre).	
	- BG bucks – allow cash payment if individual can not pay by card.	
	 Cath, Lisa and Jazs will be at the school on Friday afternoon; and Saturday morning. 	

The main jobs for the Friday afternoon are clearing the room for the bouncy castle; and sorting out the main hall. We are expecting Hester Heard (year 1) to help clear the year 6 room; and Dany has also said he will help. Cath will prepare the sheet for Guess the Teacher. Cath FOBG Committee members are needed to help man the FOBG stand Francesca at the fair (which will cover the bank; plus oversee the naughty corgi trail). Tombola tickets – need to purchased them for the teachers mufti Uliana; Lisa crackers – Uliana to revert to Lisa as she may have some they can use. The school will be sending something re: round about how to make Matt Birch; a mufti cracker; and Cath to provide a picture. Leila will see if she can source left over decorations from Jubilee to enhance what we already have. S Leila, Uliana Leila is coordinating the decorations. Pupil decorated bunting will be strung together on Monday. Leila will make a cut out for the entrance if she has time. Uliana is speaking to a neighbour about borrowing one. Mr Birch will contact the Alexandra Pub to see if they have any left over decorations we can have. Matt Birch; Lisa made those at the meeting aware that taking into account cost of living crisis, we are offering some stalls for free- these include: Corgi Trail; Guess the Teacher. It was agreed that there would be a £1 entry for crafts. Nerf Gun Alley has been replaced by a new stall "The floor is lava". Lisa informed the committee that the fair has had to relinquish one room for a school club. So the floor plan was being moved around to accommodate that. The school is co-ordinating an offer of 1 x free BG Bucks card (worth £10) to all pupil premium children attending the fair. This will be Matt Birch; funded by the sponsorship from TrowerPrice. Remaining school input is: SLT at entrance (Mr Ball & Mr Birch) Mufti Cracker stall – school arranging. Guess the Teacher – school arranging. School Fund stand – Phil Carter arranging. Fun Fridays (Leila) Leila Francesca to email teachers asking how much made last time. One more this term: Friday, 1 July. Wimbledon colours / Tennis – purple, green & white. Leila to liaise with Matt Birch this term to set dates for the next

Heidi Klein Sample Sale:

term. We will stick to 3 per term.

 New idea from a parent (Rebecca Hicks), would need FOBG lead This would be of swim wear and summer goods, so would need to be

	held this term if it goes ahead. Good donated by St Matthews church, BG to sell and split profit with the church.	
	 Francesca to clarify what % of sales will go to the school; and check pricing and that there is enough 'decent' stock left to make it worthwhile. 	Francesca
	- If Rebecca Hicks was happy to run it; Leila offered to support it.	
	 Could be held in the MLES room after a morning drop off. Afternoons/evenings are difficult due to the school being used for clubs and other activities. There would be no access to changing area to try things on. 	Leila
	Bags2School – next collection is 13 July 2022.	Stephanie
7.	Future events / Fundraising	
	Winter 2022 term:	
	Bags2School – Suggested that one is booked for early September (to take advantage of those having had a clear out over Summer); and also early October to allow for second hand (no branded) uniform surplus.	Stephanie
	Stephanie was not present, but she is to be asked to discuss moving the collections later in the morning to allow people to drive / drop off, and that if that happens we may be able to tap into local grounds / street WhatsApp groups to increase the amounts donated.	
	Stephanie to be asked to co-ordinate.	
	Halloween event for children – Lisa will look into options. It was discussed whether we can link something to Divali, or hold a light party.	Lisa
	AGM/Quiz/Comedy night — Lisa & Francesca.	
	Will be held on Friday, 14 October. Matt Birch confirmed he will hold the date for us to use the hall etc.	Lisa / Francesca
	Lisa / Francesca will look at other options apart from a quiz night for a change.	
	Tea Towels – Martine.	Martine
	Martine speaking with different companies to get quotes. Hester and Claire Collier will help Martine. Tea towels likely to be done by year group / but options being looked into. Martine will aim to get the project ready for orders prior to half term. They will be available for pre-order only.	iviai tille
	Lisa offered to support by putting it up on PTA events.	
	Francesca will arrangement payments.	
	Martine to set up a WhatApp group for the project.	

	Calendars – Jazs.	
	School have already started work on this, and Jazs has previously agreed to lead.	Jazs
	School is arranging for the framed prints to be raffled off in class (one for each class) for a £1 suggest donation to enter.	
	Matt will check that the framed prints will be up in time for the fair so parents can purchase; and Francesca is arranging for QR codes.	
	Christmas Cards – Uliana.	Uliana
	Uliana aiming to get these out slightly earlier this term. She will liaise with Matt Birch over deadlines etc.	
	Christmas Trees – TBC	ТВС
	Need a confirmed lead on this before it can go ahead. A 'rent a tree' option was discussed also as a possible addition.	The
	Winter fair/raffle – As currently stands we will not hold a winter fair as we will do not have anyone to run it.	
	Winter Event – Matt Birch will arrange for the school to hold Saturday, 26 November 2022 for an FOBG Event – exact format to be decided. (see below); but the FOBG will not use the whole school. Likely the hall and canteen only.	Matt Birch
9.	New Fundraising Ideas	
	Other options discussed were:	
	 A burns night (end of January). Uliana getting quotes. A Face Painting event – possibly linked to the world cup? Wreath making event – Martine obtaining quotes. Leila suggested a re-print of the "History of BG" book with foreword from Mr Ball? Disco Day in place of a winter fair. Could be 3 x discos for different age groups through the day. Parents/carers would need to attend with their child (this would not be a supervised event). Francesca to 	Uliana Martine Francesca
	obtain a quote.	
	Martine emphasised the need to be mindful of costs to parents/carers; particular at that time of year with other financial pressures around Christmas.	
8.	New parents September 2022 / FOBG welcome and publicity	
	New parents afternoon on 28 th June:	Lisa,
	Matt Birch. To speak to Matt Ball re: other FOBG involvement – teas / short speech / second hand uniform.	Francesca

11.	Co-opting of new marketing team	
	Pip Dawes and Oliana Kouretas have volunteered to take on the marketing.	
	All present agreed to them being co-opted on to the Committee.	
12.	Class Rep Update	
	Leila will send a message to check everyone is in the new rep WhatsApp group that has been set up.	Leila
	Leila will arrange fresh list for September with the new reps.	
	Coffee morning to be arranged for the new school year for all reps. Date should be end September / early October (before half term). Leila to coordinate.	
14.	Treasurer's Update (Francesca)	
	Francesca provided update:	
	 Balance including ring-fenced funds is £35k. Approx £1,000 to go out for things that have just happened. If you removed ring-fenced items there is £4,300 available to spend today. Francesca asked for approval to change the treasury approach. Previously there used to always be a £4k reserve to allow for costs to be paid out from the account. Since lockdown the approach has been that the FOBG raise the annual commitment the years (£19,700); and only once that is raised does the FOBG start to commit to other things. This means the £4k reserve is not required as the account now has a running positive balance. All present agreed to this change in approach. Once the profit from the raffle and fair was accounted for there would be enough funds available to pay for the welly tree / puddle suits for reception. Matt Birch to confirm costs as this item will still need committee approval. Francesca asked Lisa to include some text in the next newsletter to 	Lisa
	let parents/carers know that the circus raised approx. £2,500; and the summer social raised £2,400. [updated since meeting to £2,500] - Mandatory fees for PTA events are being removed for all events going forward.	
	 Francesca is getting a quote to get the Quickbooks application to make the FOBG accounting less time consuming. All agreed in principle subject to cost. 	Francesca
	- Francesca requested a picture of the year 1 playground so we can	Matt Birch

13.	School Update (Matt Birch)	
	The pantomime has been booked for the children for next term. This will be a whole school event again, and this year is Cinderella	
	Delay on markings in the KS1 playground due to other work that may happen at that end of the school. Matt asked for the amount to continue to be ring-fenced and will revert ASAP.	
	Librarian key spend, and he thanked the FOBG for this continued support.	
13.	Governors Update (Phil Carter)	
	Phil talked about the BG Fund and doing a joint communication with FOBG, which was agreed in principle; and to focus on how money has been spent.	
	Input from Pip / Oliana to be sort; and all agreed that we need to communicate better with parents/carers regarding where money is spent.	
	Positive update on nursery admissions. All full time placements, which supports the financial picture.	
14.	Any other business	
	Lisa notified the committee that Lucy Hutchinson has resigned her role as a Trustee and Committee Member. Her resignation was effective today (14 June). Lucy is keen to remain involved by volunteering at events. On behalf of the committee, we would like to extend our thanks to Lucy for her prior (and continuing) involvement.	
15.	Date of next meeting	
	The next Committee Meeting will be held on Tuesday, 13 September 2022.	
	Future Meetings: 14 October 2022 (AGM); 8 November 2022.	
16.	The meeting ended at 10pm.	
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