

Minutes of the FOBG Committee Meeting

Tuesday, 13 September 2022 @ 8pm in Bishop Gilpin staff room

Attendees:

Committee:	Members:
Francesca Wareing (Chair) (Treasurer) Lisa Whyte (Minutes) (Secretary) Uliana Khvorostyanova (Trustee) Leila Boyd (Trustee & Class Rep co-ordinator) Becky Cruise (Trustee) Stephanie Papoutes (Trustee) Pip Dawes (Co-opt member / marketing)	Martine Clarke Hester Heard Arpad Kollanyi Katy Bell Cath Harrop Scott Gallacher Aliza Marogy

Item		Action
1.	Welcome Everyone was welcomed and thanked them for joining the meeting, in particular those who were new to the FOBG. Everyone was introduced.	
2.	Apologies for Absence Phil Carter (governor), Matt Birch (staff), Jazs Sahota (trustee)	
3.	Declaration of Interest None.	
	Approval of minutes of the 14 June 2022 committee meeting It was noted that the Heidi Klein sample sale did not go ahead. No further comments were provided.	
	School Update (Matt Birch) In the absence of Matt Birch, he provided in advance the following email update: ***** We are still waiting for the yes/no for the accessibility project that is delaying the decision for the year one playground. We have not ordered the outdoor wear for Reception but are still keen to do this. We have purchased the Panto tickets for December so, as discussed at the last meeting we would like a contribution towards those to match previous years. Year 1 have made a request for a new rug in each classroom which cost £300 each. We would be really grateful if FOBG could possibly pay for those? *****	

	<p>The rugs were discussed; it was agreed to wait under decision on accessibility as this will affect the funds already committed to KS1 for playground markings, and as per the constitution the FOBG needs to ensure funding benefits the whole school. [subsequent to the meeting, Pip Dawes has arranged a targeted fundraiser with the year 1 parents which has raised the funds].</p> <p>The Trustees also wanted to get more information from the school on other requests that may be made for the year.</p>	
	<p>Governors Update (Phil Carter)</p> <p>In absence of Phil Carter, Becky provided an update.</p> <p>The Circus event (held last academic year) was a massive hit; and the governors were thrilled with the feedback and the funds raised. They were further thrilled with funds raised by the fair (£9k), and extended thanks to the FOBG for their efforts.</p> <p>Accessibility is a significant project for the school - this will benefit parents/carers with buggies as well as wheelchair users and others with mobility/access issues. A decision on the project is pending. If it goes ahead, this project will have a knock-on (positive) effect to the toilet facilities with disabled toilets being provided for, and the related works that will be required.</p>	
	<p>Treasurers Update (Francesca Wareing)</p> <p>For the benefit of those attending an FOBG meeting for the first time, Francesca outlined how funds have been previously spent, including the music pod (approx. £20,000); library has an annual funding (£11,500 per annum); front of school project; pirate ship; scooter racks.</p> <p>Francesca is finalising the accounts currently for the AGM, but for the 2021/22 academic year the FOBG raised approx. £34,000. There is currently £45,970 in the bank account. £19,500 of this is ringfenced for the library; workshop costs; year 6; panto; annual FOBG costs; Christmas tree (£60); year one playground soil; playground markings (not finalised). £8,815 is about to be paid out for various commitments, some outstanding from last year and £2,500 for art resources for this year.</p> <p>In addition, an amount of £19,700 needs to be held in advance for 2023-2024 commitments.</p> <p>Francesca reminded those present the agreed change in accounting procedure is to ensure the following academic year's commitments are accounted for before funds are released for other projects this year. This was changed when the pandemic highlighted how a change in fundraising patterns can occur very quickly.</p> <p>In order to cover next year's commitments, we need to raise an additional £2,100. Once that is raised, we will have further amounts to allocate.</p> <p>Katy Bell enquired about the process for the FOBG passing funds to the school, and it was explained that any payments from the FOBG require full itemised paperwork; and that the FOBG will explore with the school where savings can be made. For example, Dany (the caretaker) built the front of</p>	

	<p>school benches, meaning the costs are limited to materials only. It was also explained that sometimes the school are required to use particular contractors specified by the local authority.</p> <p>Francesca notified everyone present that Kesia York (BG parent and accountant) has agreed to audit the FOBG accounts again this year (at no charge).</p> <p>Francesca discussed certain projects should perhaps be funded with targeted fundraising. If a project is presented that is for a specific year group and it will not benefit the whole school then perhaps the year group could organise events or donation pools to raise the funds, and be supported by FOBG.</p>	
	<p>Marketing Update (Pip Dawes)</p> <p>Pip provided an update on the plans for FOBG around social media. The ultimate aim of this is to make the community more aware of what the FOBG is doing and how the funds raised benefit the school.</p> <p>She has begun a series of “FOBG spotlights” to provide snapshots / highlights on the committee. The plan is to extend this to parents; staff.</p> <p>She asked if Committee Members could provide information to her / and a picture, so she can continue her FOBG spotlights.</p> <p>Pip asked for any photos of FOBG events and/or funded projects to be sent to her.</p> <p>An FOBG Tik Tok account was discussed.</p> <p>It was agreed that there should be promotion of partner sites (in particular AmazonSmile and GiveAsYouLive) ahead of Christmas.</p>	Pip / FOBG Committee Members
	<p>Class Rep Update (Leila Boyd)</p> <p>There has been a delay in the school setting up the class rep emails; but this should hopefully happen shortly. Leila will then collate any outstanding numbers for the Class Rep Still in process of collating the class reps. Emails not been set up by school yet, should hopefully go out soon.</p> <p>Leila will organise a Class Rep get together for end of September.</p> <p>A new parents coffee morning was discussed – Martine & Hester will co-ordinate.</p>	<p>Leila</p> <p>Leila</p> <p>Hester/ Martine</p>
	<p>Children’s Book Project:</p> <p>Leila has volunteered to drive old/excess library books to the Children’s Book Project in Hammersmith. A charity that will distribute these books to those that need them.</p> <p>Leila to liaise with Sally in the library.</p> <p>[subsequent to the meeting, this was taken on my Stephanie instead].</p>	Leila / Stephanie

	<p>FOBG AGM – 14 October 2022</p> <p>Lisa confirmed that the AGM is planned for 14 October 2022. Francesca is finalising the accounts and preparing the presentation.</p> <p>Formal notification to all members will be sent out shortly by Lisa; plus information/paperwork for the upcoming elections.</p> <ul style="list-style-type: none"> - 6 of the current Committee Members/Trustees are mid-term. - 2 of the current Committee Members/Trustees terms are ending. - There are two further places available. 	<p>Lisa, Francesca</p>
	<p>Fundraising / events for Autumn term to be agreed.</p> <ul style="list-style-type: none"> • Parent social / Bingo night (after AGM) – 14 October 2022 (Francesca, Lisa, Claire Meyers). Meeting tomorrow to discuss. Cath suggests use of an app rather than using bingo balls. • Fun Fridays (Leila). Leila to liaise with Matt Birch over dates/themes. One Friday every half term. <p>[subsequent to the meeting, Martine arranged this with Mr Birch and has confirmed: 4 November (Silly/bright socks); TBC Dec (tied in with fair/christmas crackers); 10 Feb 2023 (Dess like a rock star); 31 Mar 2023 (Spring – yellow/bright colours); 5 May 2023 (Back to front day); 30 June 2023 (dress like your hero).</p> <ul style="list-style-type: none"> • Halloween event/fundraiser for the children. No one wants to take this on, so no event will go ahead unless someone in the school community has time to organise and run an event. • Christmas/Autumn term family event – 26 November 2022 discussed (Lead TBC). Leila would think about it / will make decision by end of this week; Stephanie and Katy Bell offered to assist, but not to lead. Final decision outstanding. <p>If goes ahead, format to be agreed and clarity needed from school as to what areas we can use.</p> <p>[Subsequent to meeting: Leila has confirmed she will lead, date is being changed due to issues using the school – date TBC).</p> <ul style="list-style-type: none"> • Winter Raffle. To be discussed further when we know what's happening about a Christmas/autumn term event. • Wreath making (Martine). Currently unable to find a provider that can do it at a reasonable price. Leila will speak to a contact. • Bags2School (Stephanie). 5 October; 7 December; 25 January 2023 and 18 March 2023. Stephanie to explore whether we could have a 'bin' on site and get periodically emptied. • Nearly new uniform sales (Martine) – 14 October 2022 a.m. Will try and do one every half term. 	<p>Francesca / Lisa / Claire Meyers</p> <p>Leila/ Martine</p> <p>n/a</p> <p>Leila, Stephanie, Katy</p> <p>Martine / Leila</p> <p>Stephanie</p> <p>Martine / Hester</p>

	<ul style="list-style-type: none"> Christmas Cards (Uliana) – given to Mr Birch. Artwork end September / orders should be before half term. Calendars (Jazs) – in absence of Jaz no update given. Lisa to follow up with Jazs separately for an update. [subsequent to meeting, Jazs confirmed this is going ahead, with artwork being finalised by 21 Oct – Jazs is liaising directly with Matt Birch]. Christmas trees. Thanks to Arpad who agreed to take this on this year. Uliana/Francesca to support/provide details and contacts from last year. Tea Towels (Martine). Hester and Claire Meyers will assist Martine. Hester to follow up with Mr Birch. Lisa can help load onto PTA events sales. Aim for it be ready for half term. Face painting event / world cup. Review in due course depending how England progress. Fancy Dress & Christmas Jumpers (Martine & Hester) – donations being requested from this week. Jumper sale 1 week before Christmas jumper day. Fancy dress around world book day, and other events etc. 	<p>Uliana</p> <p>Jazs</p> <p>Arpad/ Uliana / Francesca</p> <p>Martine / Hester / Claire Meyers</p> <p>Martine / Hester</p>
	<p>Future events/fundraising – spring term – ideas for discussion:</p> <ul style="list-style-type: none"> Burns night. Uliana received a quote that was too high. Katy Bell suggested we may be able to find parents within our community to form a Ceilidh band. Hester to speak to Andy (chef) re catering. Tentative date of 27 January 2023 History of BG reprint. Last printed 2010. Idea for future, not this term. Cookbook. Chrissie in Year 1 is willing to create this. Possibly use recipes from the school chef, plus from parents/carers. It was queried as to whether this would raise any money – Francesca to speak to Chrissie to see if she can look at costs etc. 	<p>Katy, Hester</p> <p>Francesca</p>
14.	<p>Any other business</p> <p>Coffees for harvest assembly? We have not had a request from the school. Lisa to follow up with school re: any upcoming requests such as this.</p>	Lisa
15.	<p>Date of next meeting</p> <p>Future meetings: 14 October 2022 (AGM); 8 November 2022 (committee meeting).</p>	
16.	<p>The meeting ended at 9.40pm.</p>	