

Minutes of the FOBG Committee Meeting

Tuesday, 8 November 2022 @ 8pm in Bishop Gilpin staff room

Attendees:

Committee:	Members:
Scott Gallacher (Chair of meeting) Lisa Whyte (Minutes) (Secretary) Uliana Khvorostyanova (Trustee) Leila Boyd (Trustee & Class Rep co-ordinator) Pip Dawes (Co-opt member / marketing) Martine Clarke (trustee) Jazs Sahota (trustee) Phil Carter (governor), Matt Birch (staff),	Arpad Kollanyi Katy Bell Aliza Marogy

Item		Action
1.	<p>Welcome</p> <p>Everyone was welcomed.</p> <p>Scott explained voting arrangements – i.e. that it was only the elected committee members that had a formal vote on matters; but that everyone's input was welcomed.</p> <p>An FOBG activity overview was available to all present (available here).</p>	
2.	<p>Apologies for Absence</p> <p>Stephanie Papoutes, Francesca Wareing, Hester Heard, Victoria Parry</p>	
3.	<p>Declarations / Register of Interest</p> <p>Lisa confirmed that she had now received all forms in from the committee members.</p> <p>Victoria Parry has declared her baking business.</p>	
4.	<p>Approval of minutes of the 14 June 2022 committee meeting</p> <p>No comments were made; and the minutes were approved.</p>	
5.	<p>School Update (Matt Birch)</p> <p>The School is requesting £295 + VAT for the early year panto. This is a company that comes in house and does a performance on the same day as the Year 1-6 go to the panto at Wimbledon Theatre.</p> <p>As the FOBG already contribute to the Wimbledon Theatre trip, this additional contribution would mean every child will benefit.</p> <p>The committee voted and agreed to this amount.</p> <p>The meeting was briefed on the plans for a large-scale playground refurbishment. More details will follow on this, but it would require significant fundraising given the difficulty of building work on the site due to the slope at the back of the school.</p>	

	<p>The committee agreed that it would set up a sub committee to work with the school/governors on fundraising for this; which would likely be a 5-year plan. Lisa to make contact with Becky Cruise (Governor for premises).</p> <p>Lisa enquired about the school's views on legacy fundraising. Either for the playground project; and possibly also for the library. Mr Birch will speak with Mr Ball and revert to Lisa.</p> <p>Matt gave the meeting some background to the challenges financially for the school (including the difficulties securing grants/donations from external companies); and his vision for the school.</p> <p>The benefits of building up an alumni network were discussed. The committee confirmed it would be willing to support the school with this. Scott suggested that as this was a large topic, it would be sensible to set up a time outside of this meeting to explore further. Lisa will action.</p> <p>Matt confirmed that the school would be running an open evening for parents again, there was a discussion over the possible sharing of the school's teaching approach with parents so they can support children with homework etc. This could be done using the social media channels, and Pip offered to support the school with this.</p> <p>Matt informed the meeting that the coffee shop will be re-opening 2 mornings a week.</p> <p>They had also had a group of parents/grandparents that have volunteered to help with gardening around the site.</p>	<p>Lisa</p> <p>Matt</p> <p>Lisa</p> <p>Pip</p>
6.	<p>Governors Update (Phil Carter)</p> <p>Jorone Taylor-Lewis have been voted in as the new Chair; and Becky Cruise as the Vice Chair.</p> <p>As it is the beginning of the new year there has been a focus on annual documentation etc; and well as focusing on 'Ofsted readiness'. Nursery figures are outstanding, gives a boost to finances.</p> <p>Four governors attended the school on Friday, and were given a tour by Matt and the maths lead – Catherine Vickers. This was very impressive, and the engagement of the children was wonderful to see.</p>	
7.	<p>Treasurers Update (Francesca Wareing)</p> <p>Francesca was unable to attend, so no full update was given. Francesca has said she will circulate an update to the committee via email in the course of the next week.</p> <p>Lisa informed that committee that Francesca has asked her to let the meeting know that she would like to step down from the Treasury role. She is happy to remain in role while a replacement is found. She would like to remain as a Committee Member/Trustee.</p>	Francesca

	It was agreed that the committee would discuss how we approach replacing Francesca outside of this meeting.	All
8.	<p>Marketing Update (Pip Dawes)</p> <p>Once we get through Christmas, Pip would like to begin to make connections with local businesses and work on pushing parents/carers towards the FOBG social media platforms.</p> <p>Katy and Aliza offered to approach local shops/businesses for discounts etc. It was confirmed that we do not have a central database of what businesses have been approached recently; but Lisa suggested they speak with Francesca and Stephanie as they recently did some work on this to obtain prizes for the bingo night.</p> <p>Alumni – Lisa thinks there is a BG ex-pupil facebook page in existence, and she will see if she can locate it.</p> <p>Pip raised the option of putting up a notice board at the front of school to display messages. Whilst the benefits of this were noted; from experience they tend not to get updated; and then get weathered and have to be removed, so it was agreed this would not be pursued. Other options were discussed such as using QR codes at the coffee shop when it is re-opened.</p>	<p>Pip</p> <p>Katy/Aliza</p> <p>Lisa</p>
9.	<p>Class Rep Update (Leila Boyd)</p> <p>Leila held the first class rep meeting last week; and has arranged a coffee morning for Windmills this Friday.</p>	
10.	<p>Survey of Parents</p> <p>Aliza offered to lead on this. Lisa will support. This will gather feedback on what types of events parents/carers would like to see the FOBG run.</p>	Aliza/Lisa
11.	<p>Shareable Calendar</p> <p>This will be trialled by the FOBG.</p>	
12.	<p>Children's Book Project:</p> <p>Stephanie will be collecting the books from Sally for delivery to Children's Book Project in Hammersmith on 23rd November.</p>	Stephanie
13.	<p>Update on fundraisers for Autumn term (FOBG lead in brackets):</p> <ol style="list-style-type: none"> 1. Bingo night – report on funds raised and feedback. In absence of Francesca no figures were available; but feedback on the event had been positive, and Lisa said the funds raised should be in excess of £1,000 (subject to final accounts from Francesca). 2. Fun Fridays This has been picked up by Martine. She will continue to co-ordinate with the school. Matt B said it helped having the dates in the diary so far in advance. Martine confirmed she will liaise with Cindy to send reminders out to parents in advance of the days. 3. BG Winter Wonderland – 10 Dec 2022 (Leila + team). 	<p>Francesca</p> <p>Martine</p> <p>Leila</p>

	<p>i) No surf board style simulator as we can't find a class room big enough.</p> <p>ii) Dany has kindly agreed to be a judge at the bake off; and Mrs Jones is thinking about it.</p> <p>iii) Mr Birch confirmed the staff will run a mufti cracker stall, with the mufti day being 9th November – he will co-ordinate the communication to staff on this.</p> <p>iv) Donations can come into the MLES room from the Wednesday before the fair (so to arrive 7th-9th December).</p> <p>v) There will be a couple of people from the SLT at the main door to greet parents/children and hold the donation buckets.</p> <p>vi) Access to the kitchen should be fine, Leila to speak to Andy.</p> <p>vii) The committee voted and agreed to repeat the offer of £10 BG Bucks cards to the pupil premium children.</p> <p>viii) The reception team wanted to offer free ticket to the grotto to pupil premium children also – Lisa will pick this up with the nursery team.</p> <p>4. Winter Raffle – at BG Winter Wonderland fair.</p> <p>Martine and Hester have offered to take this on. It will be printed tickets (rather than online). Same format as previously, i.e. one hamper per class, plus additional prizes. Theme for hampers is colours.</p> <p>5. Wreath making (Martine/Pip)</p> <p>It was agreed to leave this for this year; revisit next winter.</p> <p>6. Bags2School (Stephanie)</p> <p>No update in absence of Stephanie.</p> <p>7. Newly-new uniform sales (Martine/Hester)</p> <p>No further uniform sales this term. Christmas jumper sale – Wednesday, 30th November. At morning drop off. Christmas jumper day is 7th December.</p> <p>Fancy dress sale for World book day – that will be March 2023.</p> <p>8. Christmas Cards (Uliana)</p> <p>Very popular fundraiser once again, and Uliana is currently processing the orders.</p> <p>9. Calendars (Jazs)</p> <p>Historic art themed calendar this year. Sophie Drew has taken the lead. Children really benefit from doing the artwork.</p> <p>Artwork has been done; Debra is organising the photos. Debra has said her printer may be able to help and will give us a discount. Jazs to follow up. her printer if she can help.</p> <p>Jazs to order extras so we have spares for late orders.</p>	<p>Martine / Hester</p> <p>Martine / Hester</p> <p>Uliana</p> <p>Jazs / Matt</p>
--	--	--

	<p>10. Staff 10k Run</p> <p>Date has been brought forward to 3 December. Staff targeting £8k for ICT equipment and the piano. Giving page has been set up and is due to go live tomorrow (once one amendment has been made).</p> <p>Pip agreed to assist with social media marketing. Matt to provide pictures, videos etc.</p> <p>11. Christmas trees (Arpad/Francesca/Uliana)</p> <p>This has been a massive success, and we have 59 trees currently on order. Aliza offered to run off some posters to go in shop windows on Leopold Rd/Arthur Road to see if we can get any further sales.</p> <p>12. Tea Towels (Martine/Hester)</p> <p>Sales currently stand at 130, with the tea towels only having been on sale for 24 hours so far, so promising so far.</p> <p>Lisa asked for the committee to agree that we can print the tea towels even if we don't reach the 'break even' point by next week (which is approx. 34 tea towels per style). There is a minimum order of 50 per 'style'. Delivery is prior to the Christmas fair, so they can be sold that day and we are confident based on current sales that they will go into profit. This was voted and agreed.</p> <p>13. Panettone (Stephanie)</p> <p>Due to be delivered next week. Stephanie will co-ordinate distribution etc.</p>	<p>Matt / Lisa / Pip</p> <p>Arpad / Aliza</p> <p>Martine / Hester</p> <p>Stephanie</p>
12	<p>Future events/fundraising – spring term:</p> <p>1. Burns night/Ceilidh (Katy Bell plus FOBG team)</p> <p>Katy Bell kindly agreed to lead on this with support from the team. It was agreed that to run something end of January might be too tight for ticket sales, so it will be run as a Ceilidh rather than burns night. Tentative date of Friday, 24th February (the week after half term).</p> <p>2. Quiz/event for ex-parents (proposed by Emily Jones)</p> <p>This may be a quiz or staff band (Matt confirmed the band were happy to play again, and Ms Douthwaite would come in for the event from her maternity leave).</p> <p>Lisa to follow up with Emily.</p> <p>3. History of BG reprint</p> <p>As Leila is busy with the fair, Lisa will pick this up and see if she can contact the publisher/copy right holder to discuss a possible re-print.</p> <p>4. Cookbook</p> <p>Aliza, happy to take lead; but after Christmas.</p>	<p>Katy</p> <p>Lisa</p> <p>Lisa</p> <p>Aliza.</p>

	<p>5. Staff band</p> <p>Matt confirmed that the staff band would be happy to perform at a summer fundraising event. The format of this was discussed, including the option of making it an outdoor 'festival' style – to be discussed/considered further in particular with respect to noise to the local residents and whether a licence would be required.</p>	
14.	<p>Any other business</p> <ol style="list-style-type: none"> 1. It was agreed meetings would continue in person (rather than via zoom). 2. Lisa raised that she had been contacted by a parent regarding selling Christmas PJ's as a fundraiser – it was agreed that it was too late in the year to add this now, but could be considered for next year. 3. Lisa had been contacted about using funds to clean the canopy – Matt confirmed that this was cleaned once a year but unfortunately due to its position under the tree got dirty very quickly. 4. Lisa had been contacted by a parent about organising an FOBG panto – the committee agreed that given we funded the panto trips this was not something to pursue at this time. 5. Matt has set up an fobg@bishopgilpin.org email address for use by the committee – Lisa to circulate details. 	Lisa
15.	<p>Date of next meeting</p> <p>Future meetings: 17 January 2023</p>	
16.	<p>The meeting ended at approx. 9.45pm.</p>	