

Minutes of the FOBG Committee Meeting

Tuesday, 17 January 2023 @ 8pm in Bishop Gilpin staff room

Attendees:

Committee:	Members:
Scott Gallacher (Chair of meeting) Lisa Whyte (minutes) (Secretary) Francesca Wareing (Trustee & Treasurer) Leila Boyd (Trustee & Class Rep co-ordinator) Martine Clarke (Trustee) Hester Heard (Trustee) Uliana Khvorostyanova (Trustee) Victoria Parry (Trustee) Stephanie Papoutes (Trustee) Phil Carter (Governor)	Paula Carter Steve Conlon Arpad Kollanyi Aliza Marogy Alice McClelland

Item		Action
1	Welcome Everyone was welcomed. An FOBG activity overview was available to all present (available here).	
2	Apologies for Absence Matt Birch, Pip Dawes, Jazs Sahota, Katy Bell.	
3	Approval of minutes of the November 2022 committee meeting No comments were made; and the minutes were approved.	
4	School Update (Matt Birch) Matt Birch was not able to attend, but sent the following update by email: The school have had the go ahead for the accessibility project next phase which will result in the reception playground having some work done and additional pathway to access KS1 which. This will not only make that part of the school accessible but will also improve the pickup and drop off experience for the rest of the community.	
5	Governors Update (Phil Carter) No significant updates. At the next meeting Phil will bring draft booklet proposed for promotion of the BG Fund and FOBG, this will require input from FOBG.	
6	Treasurers Update (Francesca Wareing) Francesca provided a schedule of accounts to all attendees. Funds raised to date: The figures from the winter term fundraisers are currently being finalised, but stand at around £22,500. This includes funds raised from the Christmas fair; bingo event; teachers sponsorship event; Christmas cards, Christmas trees, tea towels; and calendars.	

	<p>Expenditure: for 2022/23 to date, £11,216 has been spent on pre-agreed items including the library, panto; art resources and year 6 leavers contributions (which covers costs for pupil premium students). There is remaining an amount of £11,218 ring-fenced for the library costs; workshops; remaining balance on the panto; and year 1 playground.</p> <p>Bank Account:</p> <p>At the current moment there is a total of £50,965 in the FOBG bank account of which:</p> <ul style="list-style-type: none"> - £11,216 is ringfenced for current 2022/23 commitments. - £20,200 is held 'in advance' for fixed costs associated with 2023/24 (library; workshops, panto etc). - Just over £8k is from the teacher's sponsored event, so will go to the ICT suite and new piano. - This leaves available funds currently at slightly over £8.5k. <p>EGM: Francesca hopes to get financial report finalised by end of this week (20 January) to go to the auditor. Once that happens and the auditor has confirmed the time frame which they will need (normally 2 weeks) the EGM will be called.</p>	Francesca
7	<p>Marketing Update (Pip Dawes)</p> <p>In Pip's absence, Lisa confirmed Pip is working on the following:</p> <ul style="list-style-type: none"> - A series of 'spotlights' on various committee members. - A potential library campaign – waiting for feedback from Sally. This is proposed to include an interview/spotlight on Sally; and a series of 'books of the month'. Aim is to publicise to parents/carers the support the FOBG gives to the library. <p>The school library website was discussed. Scott asked whether there was an affiliate for book purchased through the BG school library website. And in addition, whether the website could have a 'buy a book for the library' on it. Lisa will speak to Sally to see if the website can add this functionality.</p>	<p>Committee members</p> <p>Lisa, Pip</p> <p>Lisa</p>
8	<p>Class Rep Update (Leila Boyd)</p> <p>Parent/carers class social events were discussed, and it was noted that the engagement varies between year groups. For year groups where there is lower engagement the following was discussed:</p> <ul style="list-style-type: none"> - Use of doddle (or similar) to secure a best date/time - Use of local coffee shops (e.g. La Piola on Leopold rd), and whether it would be possible to obtain a discount for parents who attend. <p>It was agreed that Leila will arrange a rep/FOBG committee social event.</p>	Leila

9	<p>Committee Roles</p> <p>Treasurer – we have two individuals who have expressed an interest in this role. It was noted that these are early-stage discussions, so nothing is confirmed as yet; and in addition that the role could be shared.</p> <p>Lisa, Scott and Francesca will meet with the individuals next week.</p> <p>Secretary – It was noted that Lisa will step down from the Secretary role at the end of this academic year when her youngest child leaves the school. It was agreed that recruitment for this role would start once the Treasurer role has been filled.</p>	<p>Lisa, Scott, Francesca</p> <p>Lisa</p>
10	<p>Business recap / winter fundraisers</p> <p>Scott will arrange for a small group to get together to look at the FOBG fundraisers for this year; and agree on what will be retain/repeated in the Winter 2023 term.</p> <p>It was noted that the winter term has a lot of fundraisers; and requests for financial contributions to things such as raffle prizes, Fun Fridays, staff gifts etc puts a financial pressure on to parents/carers. The option of whether the FOBG should be asking parents to make a financial payment at the beginning of the term to cover all items for the term was discussed. It was felt that this would potentially be overstepping the FOBG's remit.</p> <p>It was further noted that all these contributions are voluntary.</p> <p>Rather, it was agreed that at the beginning of next Winter term, the FOBG would put a communication out to parents/carers to list all the items where they may be asked to contribute, and to include the FOBG fundraisers. This will help parents/carers budget as they see fit.</p> <p>The Christmas fair was briefly discussed; it was felt that the later December date (10th December) worked well as it – December date worked well, felt more "Christmassy". Lisa will speak to Katy in the school office about holding the same date for next year.</p>	<p>Scott</p> <p>All committee members</p> <p>Lisa</p>
11	<p>Update on fundraisers for Spring term (FOBG lead in brackets):</p> <p>a. Bag2School – 3rd Feb and 8th March. Stephanie may move the 8th March date as the dates are now quite close. Stephanie to discuss with the school the possibility of a clothes recycling bin on site. It was noted that there was some press recently about the environment impact of Bag2School – Martine will send the article to Stephanie so she can review this.</p> <p>b. Nearly-New Uniform Sales – 20th January. Hester asked about the possibility of obtaining a wheelie bin for uniform donations as they are cluttering up the school office. She will speak to the school about whether they are willing to host a bin.</p> <p>c. Pre-loved fancy dress – 22nd February.</p>	<p>Stephanie</p> <p>Martine</p> <p>Hester</p>

	<p>d. Fun Fridays – these are as follows. The 5 May theme has been changed to tie in with the coronation:</p> <ul style="list-style-type: none"> - 10 February “dress like a rock star”; - 31 March “Spring/yellow”; - 5 May “red/white/blue/wear a crown”; - 30 June “dress like your hero”. <p>e. History of BG re-print – Lisa to speak to Mr Birch about box of books that were found. Once we know how many we can decide how best to use them.</p> <p>f. Cookbook – Chrissy has been working on this, and Aliza and Pip are willing to help. Francesca to speak to Chrissy to see what help she needs.</p> <p>g. Easter event /sponsored hop. New idea, Martine/Hester to speak to Mr Birch in first instance to see if these school would accommodate this . [following the meeting Mr Birch has agreed in principle – date/format to be discussed and agreed].</p>	<p>Lisa</p> <p>Francesca</p> <p>Hester / Martine</p>
12	<p>Future events/fundraising – Summer term</p> <p>a. St Mary’s car boot sale - 13th May. FOBG to take a pitch. Leila and Lisa to co-ordinate.</p> <p>b. Ex-parent/alumni quiz – 5th or 19th May. Lisa to confirm date with Emily and school. Lisa will co-ordinate and is speaking with Ali McGrath and Cath Harrop.</p> <p>c. Summer Fair – 10th June. Lisa to check date with school.</p> <p>d. Parent social / Staff band – 30th June. Lisa to check date with school.</p> <p>e. Inflatable event at St Mary’s church field – new idea discussed. Martine to speak to St Mary’s about use of their field. If it goes ahead it would be preferable to hire staff with the inflatables for health & safety reasons. [subsequent to the meeting, Martine has spoken to Mr Birch who is in agreement with the event form the school perspective].</p>	<p>Lisa / Leila.</p> <p>Lisa</p> <p>Lisa</p> <p>Lisa</p> <p>Martine</p>
13	<p>Other Projects</p> <p>Playground project – call scheduled for 23rd January with Becky Cruise, Matt Birch plus FOBG sub-team. It was noted that this project is likely to be a 5-year project seeking over £100k. Arpad requested to be added to the team as he has some ideas for fundraising for this.</p> <p>Survey of parents – Aliza has a draft she will share with Lisa.</p> <p>Shareable calendar – Scott will move this forward.</p>	

	<p>Alumni Project – Lisa meeting with Ali McGrath, Cath Harrop plus FOBG team to discuss further.</p> <p>Approaching local business / discounts – Aliza noted that Katy (who was unable to attend the meeting) had done a significant amount of work to draft up some communication to go to local businesses regarding offering discounts to parents. Aliza/Katy will run this by the team before it goes out. Phil Carter noted that this could be included in the pamphlet he is preparing for the BG Fund.</p>	
14	<p>Any other business</p> <p>Pizza kits – pre-prepared kits which are sold to parent. potential idea for future.? Costs to be checked.</p> <p>Amazon Smile – Francesca highlighted that this is something we should be better promoting. It was raised that the system does not seem to work on some devices – Francesca will look into this.</p>	<p>Katy / Aliza</p> <p>Francesca</p>
15	<p>Date of next meeting</p> <p>Next Meeting: Tuesday, 28 February 2023 in the staff room.</p> <p>Future meetings: 25 April 2023; 13 June 2023</p>	
	The meeting ended at 9.30pm	