

Minutes of the FOBG Committee Meeting

Tuesday, 28 February 2023 @ 8pm in Bishop Gilpin staff room

Attendees:

Committee:	Members:
Scott Gallacher (Chair of meeting) Lisa Whyte (minutes) (Secretary) Leila Boyd (Trustee & Class Rep co-ordinator) Martine Clarke (Trustee) Hester Heard (Trustee) Uliana Khvorostyanova (Trustee) Paula Carter (co-opt treasurer) Steve Conlon (co-opt treasurer) Matt Birch Pip Dawes	Cath Harrop Ali McGrath Aliza Marogy Katy Bell

Item		Action
1	Welcome Everyone was welcomed. An FOBG activity overview was available to all present (available here).	
2	Apologies for Absence Victoria Parry, Francesca Wareing, Jazs Sahota, Phil Carter.	
3	Approval of minutes of the January 2023 committee meeting No comments were made; and the minutes were approved.	
4	School Update (Matt Birch) Mrs Jones will be purchasing piano shortly, which will come from the funds raised by the sponsored events the staff undertook. Funds will be requested soon; and will be in the region of £2,000. In the absence of Francesca, Lisa confirmed that she believed the funds had been received into the FOBG, excluding the Gift Aid element (circa £2k of the £8k raised) which would take a while long to obtain as it had yet to be claimed. BG has been asked to participate in an art installation in Cannizaro Park, and are requesting £500 for materials to be able to do this. The school considers that Year 3 is best placed to produce the artwork for the installation [subsequent to the meeting we were informed this is now likely to be a joint Year 3/Year 4 project]. A discussion was had as to whether the funding was aligned with the FOBG policy of funds being for the benefit of the whole school. It was agreed by the committee that going forward the new treasurers would keep a record of any funding that is aimed to a particular year/key stage and we will monitor this ongoing to ensure all year groups are benefiting. The request for the materials was agreed in principle, subject to final costs being sent through by Matt. Panto has been booked for December. Same contribution requested for this coming year; plus the sweets (purchased from Costco).	Matt

	<p>Matt to provide final costs on the above so that committee can approve.</p> <p>Alec Smail and Matt Birch have a new fundraising idea of walking from BG to Brighton. Idea is in early stages; Matt will update in due course.</p>	
5	<p>Governors Update (Phil Carter)</p> <p>Phil was unable to attend the meeting.</p>	
6	<p>Treasurers Update (Francesca Wareing)</p> <p>Francesca was not present, so no formal update was given. Scott confirmed that Francesca had circulated a final update, which can be found here.</p> <p>It was confirmed that Steve Conlon and Paula Carter had been co-opted to be the new FOBG Treasurers.</p> <p>It was confirmed that the 2021/22 accounts were due to be sent to the auditor shortly. Paula will reach out to the current auditor (Kezia), and let her know about the transition to the new Treasurers.</p> <p>Lisa will speak to Francesca to get a date for next week for Steve/Paula (depending on availability) to begin handover process.</p>	<p>Paula</p> <p>Lisa</p>
7	<p>Marketing Update (Pip Dawes)</p> <p>Pip suggested engaging with the local press for any good news stories. She has done this successfully in the past. She will keep an eye out for anything appropriate.</p>	Pip
8	<p>Class Rep Update (Leila Boyd)</p> <p>The Dog & Fox pub (in the village) is booked on 24th March for class reps, parents (aimed at year 2 and reception). Leila will send out a communication.</p> <p>Hester has spoken to the manager at La Piola, and they are happy to allow BG to use their premises for coffee mornings.</p>	Leila
9	<p>Committee Roles</p> <p><i>Chair</i></p> <p>A vote was held regarding Scott's appointment as Chair. This was passed unanimously, and those present extended their thanks to Scott.</p>	
10	<p>Feedback on Spring term fundraisers</p> <p>There has been limited activity so far for this term. Fun Friday's rock star theme went down very well. The fancy dress sale (for pre-loved outfits) went down well.</p>	

11	<p>Update on fundraisers for Spring term (FOBG lead in brackets):</p> <p>a. Bag2School – Stephanie. Stephanie was not present. I was noted there is a Bag2School in the diary for next week. Lisa to check with Stephanie that this is going ahead.</p> <p>b. Nearly-New Uniform The school does not want to host a ‘bin’ for pre-loved uniform donations; donations will continue to be collected by the school office.</p> <p>c. Fun Fridays – Martine No specific update, next dates are: <ul style="list-style-type: none"> - 31 March “Spring/yellow”; - 5 May “red/white/blue/wear a crown”; - 30 June “dress like your hero”. </p> <p>d. Easter hop / sponsored event - Martine To be done in-school. All children will get a prize. Lisa to help Martine with getting the fundraising platform set up. It is proposed to use Peoples Fundraiser again; and be able to collect the Gift Aid. The committee agreed that any funds raised could go towards PE equipment, Martine will speak to Mr Smail and ask him to provide a list to Mr Birch.</p> <p>e. Pancake sale - Uliana Uliana has the contact for someone who can do this – pre-orders of pancakes, to be collected at afternoon pick up. After discussion it was agreed that we were not sure how popular this would be. It was agreed that we will look again next year; or possibly for a future fair.</p>	<p>Lisa</p> <p>Martine / Lisa</p>
12	<p>Future events/fundraising – Summer term</p> <p>a. St Mary’s car boot sale - 13th May. Leila no longer able to do this date. Lisa and Leila to discuss further to see if we will go ahead or not.</p> <p>b. Ex-parent/alumni quiz – 19th May confirmed. Emily has kindly agreed to be the quiz master. Cath Harrop / Ali McGrath have offered to do the food, which will be a cheese style grazing board. Lisa to arrange tickets and bar/rota. Leila offered to help organise. Tickets to be £20/head. Initially we will put 120 tickets on sale; and potentially increase to 140 if sales go well. It was agreed that to maximise the evening it would need a circa £2k project to fund – possible for sports or music. Matt Birch to come back on this.</p> <p>c. Summer Fair – Issue over obtaining a June date due to Stagecoach. May not really possible due to the 3 bank holidays. If June definitely not possible (waiting to hear from the school office), then we are looking at 8 or 9 July. We could potentially put a screen up for viewing Wimbledon tennis. Paula will speak to a contact at Ofcom</p>	<p>Lisa / Leila</p> <p>Cath Harrop, Ali McGrath, Lisa, Leila</p> <p>Matt</p> <p>Lisa, Paula</p>

	<p>to see if we need a licence to do this. Lisa to follow up with Katy re dates.</p> <p>d. Parent social / Staff band – 30th June confirmed. Jazs has agreed to organise, but needs some help.</p> <p>e. Cookbook – Pip has spoken to Chrissy, who has started preliminary work on a cookbook, but this has a slightly different focus and will be recipes by the school chef only.</p> <p>It was agreed that even if this goes ahead, we can still do a community cook book. Pip will talk to Chrissy again.</p> <p>f. Winter fair – WhatsApp group to be set up for anyone interested in being involved with, or having an input into both the winter and summer fairs. It was agreed that we should try and get a wider cross section of BG communities involved.</p>	<p>Pip</p> <p>Lisa</p>
13	<p>Other Projects</p> <p>Hamptons Referral Scheme - Lisa £500 referral fee for homes sold through Hamptons; £250 for lettings. Hamptons are preparing leaflets for the book bags. Matt Birch agreed that the school will circulate on receipt. Lisa to follow up with Hamptons.</p> <p>Coronation Coins - Hester Hester has sourced some for 69p per badge. The Committee agreed to purchasing 1 x free coin for each child at the school, with additional coins to be sold (e.g. for siblings). The cost would be around £400; less any profit from sales. The Committee agreed in principal to order 600. If they are popular we can look to do a re-print. Hester to obtain a sample to ensure quality is OK; and we can then decide on price.</p> <p>New PE t-shirts / jumpers Hester/Martine in contact with the school supplier (Schoolwear). If we can give an idea of numbers we will be able to get costs. Need to be careful because of the school contracts – Hester speaking with Katy Collins.</p> <p>Playground project – Matt and Scott met with two reception parents that are architects/designers. They are going to help the school by drawing up a 'mood board' for the project. Measurements are being taken shortly for drawings to be drawing up. It is a long-term project. Looking at having a 3D model which will help with fundraising/advertising around the school. Positive meeting held between FOBG and governor responsible. Early stages but moving forward.</p> <p>Visual representation key before we can approach potential donors.</p> <p>Survey of parents – draft has been prepared. It will be sent out via Parentmail; with a covering note from Scott (as new Chair).</p> <p>Shareable calendar – not working properly; Scott working on it.</p>	<p>Lisa</p> <p>Hester</p> <p>Hester / Martine</p> <p>Scott, Aliza</p> <p>Scott</p>

	<p>Approaching local business / discounts –wording being finalised for communication to local businesses. Aliza and Katy Bell discussing further.</p> <p>Alumni Network – in conjunction with the alumni quiz mentioned above, we are putting feelers out to build up an alumni committee, consisting of both ex-students and parents. This is at early stages, and initial steps will seek views via a survey. It is planned that this will go out in next 3 weeks.</p>	<p>Katy, Aliza</p> <p>Lisa, Cath, Ali</p>
14	<p>Any other business</p> <p>It was agreed to start future meetings at 7pm.</p>	
15	<p>Date of next meeting</p> <p>Next Meeting: Tuesday, 25 April 2023.</p> <p>Future meetings: 13 June 2023, 12 September 2023</p>	
	<p>The meeting ended at 9.50pm</p>	