Minutes of the FOBG Committee Meeting

Tuesday, 13 June 2023 @ 7pm in Bishop Gilpin staff room

Attendees:

Committee:	Members:
Scott Gallacher (Chair of meeting)	Katy Bell
Lisa Whyte (minutes) (Secretary)	Aliza Marogy
Martine Clarke (Trustee)	Arpad Kollanyi
Hester Heard (Trustee)	
Paula Carter (co-opt treasurer)	
Steve Conlon (co-opt treasurer)	
Matt Birch (staff)	
Phil Carter (governor)	
Pip Dawes (co-opt marketing)	
Francesca Wareing (Trustee & treasurer)	
Uliana Khvorostyanova (Trustee)	

Item		Action
1	Welcome	
	Everyone was welcomed.	
	An FOBG activity overview was available to all present (available here).	
2	Apologies for Absence	
	Victoria Parry, Jazs Sahota.	
3	Approval of minutes	
	There were no comments, and the minutes were approved.	
4	School Update (Matt Birch)	
	The school are requesting approximately £1,200 for Rainbow Day (waiting final costs). This is a whole school annual event).	
	FOBG need to ascertain if we have already used up the workshop budget, if not it can come from this commitment. If it is addition, the committee approved additional funding being made available.	Paula/ Steve
	As this is an annual event, there was a discussion as to whether budget an annual amount in the forecast year each.	
	Matt updated the FOBG on a BG Fund event being run by Stephanie Jones – "Salsa Access" on Friday, 14 th July. Funds raised will go to the Access Project. The FOBG will run the bar, volunteers include Matt Birch, Alize and Pip. The FOBG will also support the BG fund by using the FOBG website to sell tickets (it will be made clear that this is not an FOBG fundraiser). A decision needs to be made whether to use the FOBG or the school card readers. Lisa will apply for the TENs licence.	Lisa
	Matt updated the meeting on the Green Project – a bid for funding is being made for the reception mud kitchen. Cath Harrop is providing information.	

	Tickets have been ordered for the panto in December 2023. Ice creams are expensive, so will pre-purchase sweets ahead of. Ticket costs are the same as last year. The Committee approved this expenditure.	
5	Governors Update (Phil)	
	No significant updates of note. Accessibility project has raised just under £5k from the crowd funding. The governors hope to us this as a project to engage parents with regular donations (subscriptions).	
6	Secretary Update (Lisa)	
	Lisa updated the committee on the Committee Member's who's terms are due to come to an end at the AGM (Lisa, Uliana, Stephanie, Victoria, Leila). Stephanie has confirmed she will not re-stand for election. Lisa asked if other committee members were able to indicate – in due course – whether they intend to re-stand so the committee can start planning accordingly.	
	Scott confirmed that discussions about the Secretary role were ongoing, and thanked Lisa for her work over the last two years).	
7	Treasurers	
	Steve is now on the FOBG Barclays banking account. Paula has been approved, but access pending final registration.	Paula
	Credit card being finalised, will be in Steve's name. On receipt, will pass to Sally for library purchases. The card has a cap of £1,000 expenditure.	Steve
	Steve updated the meeting on Quickbooks – the FOBG cannot piggyback on school's account due to access issues. Can potentially offer a discount for 2 years (£20/month), then reverts to regular price (£35/month). Need to decide whether it's worth that or not.	Steve
	Committee confirmed they're happy to proceed with this or a similar system.	
8	Marketing Update	
	Pip updated the meeting. She is beginning to work towards next year, and engagement of new parents. A pack is being arranged for all new parents when they arrive (t-bag; biscuit; information about FOBG).	Pip
	Coffee morning arranged on 22 nd September in MLES. One pager being prepared with info on FOBG, BG Fund, who is who etc. Explanation of Class Rep role.	Pip/Scott
	Scott asked if the reps and/or FOBG can be put onto Weduc to see how it's working (this is the new system the school will be running from September which includes a parent communication facility). Matt Birch will speak to Katy regarding this.	Scott / Matt
9	Class Rep Update	
	In Leila's absence no update was provided.	

	The meeting discussed the importance of Year 6 / Year 5 handover. We can put the two together, Hester will move this forward. Reception reps to engage with new parents.	Hester
	The use of Parent Pay or PTA events was discussed for mufti days.	
10	Feedback on fundraisers this term.	
	Uniform Sales - went well. Just shy of £300.	
	Dane has approached us to see if we a uniform sale for the new intake on 27 th June. Matt Birch to check if someone from FOBG can speak at this event also, Scott agreed to speak on behalf of the FOBG.	Scott
	Coronation Pins – went down really well. Needs to be re-activated on PTA events. Will be on sale at the Summer Fair. Additional cards to be ordered by Pip.	Lisa, Pip
	Alumni Quiz – went down well. Waiting costs from Cath, but we expect funds raised to be approx. £1,800, which will go towards the new wellbeing room.	
	Pizza kits – made £221. Very easy fundraiser.	
11	Upcoming Fundraisers:	
	Fun Fridays – One left, dress as your hero.	
	Summer Social / Staff Band (30 June) – pupil premium parents/carers to be offered a free ticket – Paula to speak to Cindy.	Jazs, Paula
	Summer Fair – Friday, 7 th July – theme is tennis/summer. Mufti day for staff stall to be organised. Bouncy castle paid for/donated by a parent. Use of entire school minus Year 6. Emma Wells doing a tennis tournament. Ice cream van coming. Francesca confirmed raffle licence is in date.	Hester
12	Winter term fundraisers:	
	Martine has pulled together a calendar outline for next year which can be found here.	
	Calendars – yes in principle. Mr Birch talking to Ms Drew about whether she wants to run the artwork project again.	Matt Birch
	Cards/Mugs – Uliana has done for the last 4 years. Happy to do it if using the same provider and same process. Uliana will explore and revert back.	Uliana
	Christmas Trees – not discussed.	
	Artwork show – January/February 2024?	
13	Other fundraising ideas:	
	It was agreed that a Quiz would be a good idea for AGM event. Other items quiz, barn dance, comedy night. Matt Birch mentioned that an ex-parent	

	runs an annual barn dance so may be able to give guidance/help. He will reach out and put us in touch. Cookbook – maybe for Christmas.	Matt Birch.
	Playground project – ongoing. Survey – ready to go. Will go out next week.	
	Local business/discounts etc – Katy seeking input from the committee on the current draft. 10 businesses interested so far. To be launched presummer holidays. Pip will support the marketing.	Aliza/Scott Katy / Pip
14	Other business Bags2School – Lisa asked if, in light of Stephanie stepping down, anyone else wanted to pick this up. It was noted that there had been some publicity about Bags2School items ending up in landfill, so the committee was not keen to continue with this at this time.	
	Date of next meeting Tuesday, 19 th September 2023	