

## Minutes of the FOBG Committee Meeting

Tuesday, 19 September 2023 @ 7pm in Bishop Gilpin staff room

### Attendees:

Committee:	Members:
Scott Gallacher (Chair of meeting) Lisa Whyte (minutes) (Secretary) Martine Clarke (Trustee) Hester Heard (Trustee) Paula Carter (co-opt Treasurer) Steve Conlon (co-opt treasurer) Pip Dawes (co-opt marketing) Francesca Wareing (Trustee & treasurer) Uliana Khvorostyanova (Trustee)	Anna Rekleiti Tiffany Walker Katy Bell Arpad Kollanyi

Item		Action
1	<b>Welcome</b>  Everyone was welcomed and introduced.	
2	<b>Apologies for Absence</b>  Matt Birch, Leila Boyd, Francesca Wareing, Phil Carter, Aliza Marogy	
3	<b>Approval of minutes</b>  There were no comments, and the minutes were approved.	
4	<b>School Update (Matt Birch)</b>  In Matt Birch's absence no full update was given.  He asked if anyone wanted to be trained to use the coffee shop. Pip Dawes and Hester Heard have volunteered. Initially this training would be offered to committee members – further volunteers may be sought from the wider school in due course.	
5	<b>Governors Update (Phil)</b>  In Phil Carter's absence no update was given.	
6	<b>Secretary Update (Lisa)</b>  It was noted that Lisa no longer has children at Bishop Gilpin. It was agreed that she remain as a co-opted Trustee/Secretary to support the FOBG up until the upcoming AGM/appointment of a new Secretary when she will stand down.  The meeting was reminded that the following Trustees terms are due to come to an end at the AGM: Lisa, Uliana, Stephanie, Victoria, and Leila. In addition, Francesca Wareing will be stepping down.	

	<p>There are therefore 4 Trustees whose term will automatically role into the 2023/24 academic year: Scott; Hester; Martine; Jazs.</p> <p>Once a date is set for the AGM, Lisa will circulate the notification to all FOBG members for nominations for new committee members. The committee that was reminded that currently the Secretary role will be vacant, and this role will need to be replaced in order for the running of the Charity.</p> <p>Finally, it was noted that Hester has offered to take over as Class Rep Co-ordinator. This was agreed by all present. The meeting thanks Leila for her work over the last year or so in this role.</p>	
7	<p><b>Treasurers (Paula, Scott)</b></p> <p>The FOBG credit card is up and running. Steve holds the card; Sally (library) is now set up with use of this for Amazon etc.</p> <p>Bank accounts showing £34,832; and £20,313.</p> <p>Current focus is clearing the backlog of accounts and consolidation. Lisa to send Steve contact details for Deb Boyce (ex-treasurer) for Stripe. Paula, Steve to work with Francesca to get this all tied up.</p> <p>Follow up with office etc for ring-fenced funds for the 2023/24 academic year. Expected circa £20k.</p> <p>Sumer fair, raised just under £9k. All agreed that the online raffle worked well and we should keep that format.</p> <p>Entrance was lower – need to be discussed how better to approach next year. (entry fee vs donations).</p> <p>Pricing for events – it was left too late; and difficult. Pricing needs to be planned better.</p> <p>A request was made for a policy on limits for spending, particularly around events.</p> <p>Lisa to add Steve and Paula on to Parentkind – there may be a policy for the expenses we can use.</p>	<p>Lisa Paula, Steve</p> <p>Lisa</p>
8	<p><b>Marketing Update</b></p> <p>Reception packs/leaflets went down well. Handed out to nursery and reception.</p> <p>Pip working on a marketing plan for the year.</p> <p>All events will be added to Weduc going forward. Recruitment of FOBG helpers (for events and so forth) were discussed; and how to better communicate to volunteers, what is needed from volunteers; timing etc.</p>	

9	<p><b>Class Rep Update</b></p> <p>There is one class (Rabbits) with no class rep; all others are updated on the FOBG website. Anna will speak to the parents in Rabbits to agree something.</p> <p>Weduc / class rep access – this is being worked on. The school want all WhatsApp groups to stop; including anything to do with FOBG.</p> <p>End of last academic year – thank you bottle of prosecco and card, which went down very well.</p> <p>Class coffee morning events are organised. Class rep get together to be done.</p>	
11	<p><b>Autumn term fundraisers:</b></p> <p><u>New parent coffee morning</u> – Friday, 22<sup>nd</sup> September.</p> <p><u>Uniform sale</u> – 29<sup>th</sup> September. Next one will be January (date TBC). Some new product – bookbags and beanies will be available. New uniform now coming in weekly.</p> <p><u>AGM</u> – 10<sup>th</sup> November. Possible event also, to be discussed separately. Lisa to prepare communication for members.</p> <p><u>Winter Fair</u> – 9<sup>th</sup> December. Hester will lead. Sub-committee – Pip, Scott, Martine. Raffle, should be on-line again – can we get a big prize?.</p> <p>Lisa to give Hester the contact for Hamptons.</p> <p><u>Sale items</u> -</p> <p><u>Cards</u>: Uliana happy to do again. Costs will be the largely the same. We can do Christmas mugs without Merry Christmas – all or none, needs to be the same; better for non-Christian parents. New items (wall calendar) – may interfere with our calendars. Uliana to find out if the calendar can be taken off as an option for our staff. Designs need to come back to Uliana by 1<sup>st</sup> week October. Aiming to get everything back to go out for parents by mid-November.</p> <p><u>Calendars</u>: in Jaz’s and Matt Birch’s absence no update was given.</p> <p><u>Christmas Trees</u>: Arpad has contacted last year’s supplier. Orders by 22<sup>nd</sup> November. Week before October half term. Delivered to school. Arpad to find out timings. Agreed we won’t do the wreaths this year. Trees were good quality.</p> <p><u>Wrapping paper sales</u>; needs to be eco-friendly. Tiffany will google.</p> <p><u>Fun Fridays</u> – Martine will circulate the dates.</p>	<p>Hester, Martine</p> <p>Lisa</p> <p>Hester</p> <p>Lisa</p> <p>Uliana</p> <p>Arpad</p> <p>Tiffany Martine</p>

	<p><b>School Fun</b></p> <p>There was a discussion about how the FOBG deals with raising funds for the School Fund from an accounting perspective. It was generally agreed that it would be better if the money raised was accounted for by the FOBG; and then the FOBG could make a donation to the School Fund.</p> <p>Two issues:</p> <p>1) constitution does not allow for donations to infrastructure type projects. This can be changed? – to be discussed further.</p> <p>2) resourcing of these events. Whilst the FOBG are happy to support any events that help the school, the number of events is increasing and putting considerable pressure on FOBG committee members. It is not felt possible to increase the amount that the FOBG currently does; and for the FOBG to take on full responsibility for the organisation and staffing of School Fund events is not sustainable.</p> <p>This needs to be discussed further with the school / Phil / governors. It was suggested that as these are school fund events, maybe the Governors (who manage the School Fund) could take on the overall management of the events; and the FOBG can support them.</p> <p>The next School Fund events is the Staff band fundraiser on Friday, 15<sup>th</sup> December. The school have requested the FOBG run this event, with funds going to the accessibility project.</p>	Scott
12	<p><b>Spring term fundraisers:</b></p> <p><u>Artwork show</u> – 26<sup>th</sup> march, to be discussed at next meeting.</p>	
13	<p><b>Summer term fundraisers:</b></p> <p>a) Summer Social – no dates yet.</p> <p>b) Summer Fair – no date yet.</p>	
13	<p><b>Other fundraising ideas:</b></p> <p>a) Cookbook (Pip) – no update.</p> <p>b) Playground project (Scott) – none of the architects have yet come back. Waiting. New architects?</p> <p>c) FOBG Survey of Parents (Aliza) – ready to go. To be sent out next week.</p> <p>d) Local businesses / discounts etc (Katy/Aliza) – app didn't launch because of lack of messaging to parents, so the project has stalled. Once Weduc has bedded in; we can look at rolling it out again.</p>	

