

Minutes of the FOBG Committee Meeting

Tuesday 9 November 2021, 8pm, via Zoom

Attendees: Phil Carter (Parent Governor), Mr Birch (Staff), Francesca Wareing, Annabell Seevaratnam, Uliana Khvorostoyanova, Stephanie Papoutes, Jaswir Sahota, Nicola Sills, Becky Cruise, Jiries Saadeh, Leila Boyd, Victoria Parry, Claire Meyers, Lucy Hutchinson and Katherine Harris (Chair & minutes)

Item	Details	Action
1.	Apologies for absence None.	
2.	Declarations of interest Nicola Sills declared that her husband is the Treasurer of the School Fund.	
3.	Approval of last minutes and matters arising Everyone was welcomed to the meeting. Those attending their first meeting were introduced and thanked for supporting FOBG. The minutes of the last meeting were approved. <u>BG calendar</u> : children's artwork is complete, has been photographed by the school photographer and is ready to submit to the printer. <u>Welcome event for Reception and Year One parents</u> : an in-person event is not possible due to concerns re Covid. Becky and Katherine will suggest a date for an online event and get plans in motion. <u>Class Rep coffee morning</u> : Annabell will organise this for the New Year. <u>Fun Fridays</u> : Annabell will email Class Reps. <u>End of Summer Social</u> : everyone expressed thanks to the Staff Band for creating such a wonderful evening. £2,400 was raised. <u>Halloween Trail</u> : thanks to Jazs for arranging this event which raised £164. <u>MLES Room hire</u> : Annabell will speak to the School Business Manager.	 Jaswir Sahota Becky Cruise & Katherine Harris Annabell Seevaratnam Annabell Seevaratnam Annabell Seevaratnam
4.	Finance report (Francesca Wareing) There is approximately £18,901 in the FOBG bank accounts. £16,457 is ringfenced. Including some deposits still to be accounted for there is approximately £3,191 available funds. The recent second-hand uniform sale raised £865. Thanks to Martine Clark and Hester Heard for co-ordinating the uniform sales. Thanks were given to Simon Jones who kindly completed the London Revolution Cycle Ride in aid of FOBG. Simon raised circa £1,170, including Gift Aid.	

	Since September, approximately £5,000 has been raised for FOBG.	
5.	<p>Parent Governor/Staff update (Phil Carter & Mr Birch)</p> <p>Mr Birch thanked those who helped with the End of Summer Social.</p> <p>Dany has started to build the retaining wall in the playground for which FOBG provided funding.</p> <p>For the benefit of new attendees Mr Birch explained that FOBG makes a considerable contribution to the running of the school by providing the 'nice to have' items for which the school budget cannot provide. The Staff and Governors are therefore very grateful to the parent community for supporting FOBG.</p> <p>Phil Carter added to that by feeding back from the first Governor's meeting of the year that finances are currently very challenging. Phil will report in due course as to how FOBG can support the school.</p>	
6.	<p>Update on AGM (Katherine Harris)</p> <p>All parents have been notified of the AGM via ParentMail. Nominations for election or re-election to the Committee should be made via the Google form by 12 November. As yet there have been no volunteers to take on the Secretary role. The FOBG Constitution requires the charity to have a Secretary and so everyone was asked to continue to advertise the need for this role to be filled.</p> <p>Francesca is compiling the AGM presentation.</p> <p>Katherine Harris gave her apologies for the AGM. Annabell has kindly agreed to take the minutes.</p>	<p>Francesca Wareing</p> <p>Annabell Seevaratnam</p>
7.	<p>Update on Quiz Night – 26 November (Nicola Sills)</p> <p>Annabell will complete the Temporary Event Notice application form asap.</p> <p>Becky will continue to advertise the Quiz on social media and compile a list of volunteers to help on the night.</p> <p>Katherine will place the Majestic order.</p> <p>Annabell volunteered to receive the Majestic order.</p> <p>It was agreed that a £10 corkage fee, payable on the door, will be available.</p> <p>FOBG has been gifted several photography session vouchers some of which will be raffled at the Quiz.</p>	<p>Annabell Seevaratnam</p> <p>Becky Cruise</p> <p>Katherine Harris</p> <p>Annabell Seevaratnam</p>
8.	<p>Update on Christmas raffle (Annabell Seevaratnam)</p> <p>Class Reps have been notified about the raffle and their allocated hamper.</p> <p>Francesca will confirm if raffle tickets can be sold via PTA-Events. As a possible alternative, Annabell will check if the reporting functions of PayPal.Me meet the needs of the raffle.</p>	<p>Francesca Wareing</p> <p>Annabell Seevaratnam</p>
9.	Update on Christmas card project (Uliana Khvorostoyanova)	

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