

## Minutes of the FOBG Committee Meeting

Tuesday 12 June 2018, 8pm, Staff Room

### Attendees

Debs Poulter (Chair), Julie Kingsley (Staff), Charlotte Edgar (Governor), Sally Le Marquand, Lara Ward, Uliana Khvorostyanova, Lyndsey Duncan, Jo Whelan, Jazs Sahota, Katherine Harris (minutes)

	Agenda item	Action
1.	<p><b>Apologies for absence</b> Kate Oppenheim, Ali Richardson, Cath Harrop &amp; Elisse Thompson.</p>	
2.	<p><b>Approval of last minutes and matters arising</b> The minutes of the last meeting were approved.</p> <p>Julie Kingsley confirmed that the Nursery have offered the use of their freezer for storing ice pops for all children on Sports Day. Debs Poulter will purchase the ice pops.</p>	Debs Poulter
3.	<p><b>Finance report</b> (Debs Poulter) There is currently just over £43,500 in the FOBG accounts. After planned payments, ring-fenced funds, deposits etc, there will be just over £8,500 remaining.</p> <p>The 'Smarties Challenge' was very successful and raised nearly £1,700 before Gift Aid. Peter Lowery is due to make Gift Aid claims for the 'Smarties Challenge' and last year's Fairs which is expected to be in the region of £500.</p> <p>Mrs Kingsley mentioned that Mr Oliver will be making a request for workshop funding soon.</p> <p>All agreed that FOBG will fund circa £700 to purchase 15 African drums for the Music Room. Mrs Jones has arranged for an instructor to provide all Year 4 and Year 5 children with a year of tuition. The drums will also be used by other year groups, including the Year 6 production.</p>	
4.	<p><b>Parent Governor Update</b> (Charlotte Edgar)</p> <p><u>Summer Fair</u> - Katherine Harris will ask Reception, Year 1 and Year 2 Class Reps to ensure their classrooms are ready for Stagecoach.</p> <p><u>Front of School Redevelopment</u> - Merton Council are due to give a decision before 28 June on the request to remove two holly trees from the front of school. They have indicated that one tree will be approved but that further information on plans are needed before approval will be given for removal of the second tree. The cost of removing both trees will be £650. Removing one tree will cost in the region of £400.</p> <p>All agreed that removing both trees at the same time would be more cost effective and so details should be provided regarding the parent shelter we would like to position on the site of the second tree. Sally Le Marquand and Katherine Harris will provide details to the Premises Committee.</p> <p><u>Governors' Report</u> - Charlotte Edgar asked that any photographs of FOBG events, the library, other FOBG funding etc be emailed to her for inclusion in the Governors' Report.</p> <p><u>Welcome to new parents</u> - Charlotte Edgar and Katherine Harris offered to give a brief talk about the School Fund and FOBG at the open evening for new parents on</p>	<p>Katherine Harris</p> <p>Sally Le Marquand and Katherine Harris</p> <p>Charlotte Edgar and Katherine Harris</p>

	Tuesday 26 June at 6pm. Sally Le Marquand will provide Katherine with the FOBG introductory letter used last year.	Sally Le Marquand
5.	<p><b>FOBG Constitution</b> (Debs Poulter)</p> <p>It has been brought to our attention by a parent that there are some inconsistencies and lack of clarity in the Constitution. All agreed that Debs Poulter will review and make draft amendments to the Constitution.</p> <p>A membership vote will be required to pass the changes. An Extraordinary General Meeting will therefore be held at 7.30pm on Friday 6 July. Katherine Harris and Debs Poulter will finalise an EGM notice to be sent to all parents.</p>	<p>Debs Poulter</p> <p>Katherine Harris and Debs Poulter</p>
6.	<p><b>Summer Fair - 16 June</b> (Sally Le Marquand)</p> <p>Debs Poulter confirmed that floats will be prepared and ready for 11.30am.</p> <p>There was general discussion about the successful fundraising for the ongoing BG Marathon. Jo Whelan agreed to produce a certificate to be given to each child who takes part. Following discussion about FOBG providing medals or wristbands it was agreed that Julie Kingsley will discuss that with Mr Birch. All agreed that costs should be kept to a minimum.</p>	<p>Jo Whelan</p> <p>Julie Kingsley</p>
7.	<p><b>Summer Social - 6 July</b> (Jo Whelan, Debs Poulter &amp; Lyndsey Duncan)</p> <p>Jazs Sahota, Lara Ward, Charlotte Edgar, Sally Le Marquand, Lyndsey Duncan, Allan Duncan and Debs Poulter volunteered to help on the bar. A rota will be needed in due course.</p> <p>Lyndsey Duncan will contact the caterer to confirm numbers.</p>	<p>Jo Whelan</p> <p>Lyndsey Duncan</p>
8.	<p><b>Volunteers for Summer Ensemble Concert - 21 June</b></p> <p>Sally Le Marquand, Lara Ward, Charlotte Edgar and Katherine Harris will organise a bar. Ice, drinks for circa 200 people, plus lots of soft drinks for the children, will need to be ordered. Jo Whelan will send a price list to Katherine Harris.</p>	<p>Jo Whelan</p>
9.	<p><b>Funding for drums</b> (Jo Whelan)</p> <p>See item 3.</p>	
10.	<p><b>Maintenance of the FOBG Shed</b> (Sally Le Marquand)</p> <p>All expressed thanks to Pauline Bakker and Annabell Seevaratnam for tidying the FOBG shed. It was agreed that sorting the shed, and taking a stock take, should be factored into the clearing up process of every event.</p>	
11.	<p><b>Second-hand uniform shed</b> (Elisse Thompson)</p> <p>Elisse Thompson was unable to attend the meeting and so Katherine Harris explained that the shed has been damaged by a car and is no longer secure. Julie Kingsley suggested moving the contents to the MLES room in the interim.</p> <p>There was general discussion about potentially positioning a new shed at the front of school.</p>	
12.	<p><b>Welcome coffee morning for Reception parents - 25 September</b> (Katherine Harris)</p>	

	The date is in the school calendar.	
13.	<p><b>Any other business</b></p> <p>Christmas cards - payment will be made online this year.</p> <p>Christmas trees - someone will need to be recruited in September to take over this fundraising initiative from Sally Le Marquand. A delivery date needs to be confirmed to the tree provider by October Half Term.</p> <p>Christmas panettone - Jo Whelan will liase with Jane Long. It is intended that the panettone will be sold via PTA-Events in future.</p> <p>The Mabale charity - Jo Whelan will discuss with Kate Oppenheim how we can continue our links with Mabale.</p> <p>All agreed that Lyndsey Duncan and Katherine Harris should be added as signatories to the FOBG bank account.</p> <p>Kate Oppenheim has confirmed that she will be stepping down as a Committee Member at the next AGM. Sally Le Marquand will also step down as she will no longer have a child at Bishop Gilpin. All expressed thanks for the immeasurable input Sally and Kate have made to FOBG and life at Bishop Gilpin. They will be very much missed.</p>	<p>Jo Whelan</p> <p>Jo Whelan</p> <p>Debs Poulter</p>
16.	<p><b>Date of next meeting</b></p> <p>The next meeting will be held at 8pm on 18 September 2018, in the Staff Room. All parents are welcome to attend.</p>	