

Minutes of the FOBG Committee Meeting

Tuesday 16 January 2018, 8pm, Staff Room

Attendees

Jo Whelan (Chair), Charlotte Edgar (Parent Governor), Debs Poulter, Ben Santos-Stephens, Luisa Santos-Stephens, Uliana Khvorostyanova, Ali Richardson, Sarah Gadd, Lisa Whyte, Lara Ward, Sally Le Marquand, Cath Harrop, Kate Oppenheim, Alexey Sokolov, Jaswir Sahota, Katherine Harris (minutes)

	Agenda item	Action
1.	<p>Apologies for absence Lyndsey Duncan, Elisse Thompson, Kate Richford and Julie Kingsley (Staff).</p>	
2.	<p>Approval of last minutes and matters arising The minutes of the last meeting were approved. Jo Whelan welcomed everyone to the meeting, particularly those who have not attended before, and introductions were made.</p>	
3.	<p>Finance report (Debs Poulter) Approximately £11,000 was raised during December 2017.</p> <p>All agreed that the school library should receive an advance each term to cover their expenditure. Sally Le Marquand will keep a record of expenses.</p> <p>There was general discussion about continuity of library cover when the current parent helpers leave the school. Sally Le Marquand will put together a legacy arrangement document for the library. Kate Oppenheim was asked to produce a similar document for the Mabale charity.</p> <p>Since the meeting, Debs has confirmed that £14,390 was raised last term. We currently have approximately £15,000 ring fenced (for the Library, Front of School, Year 6 and workshops) and have an additional £34,000 at the bank.</p>	<p>Debs Poulter</p> <p>Sally Le Marquand Kate Oppenheim</p>
4.	<p>Parent Governor Update (Charlotte Edgar) <u>Front of School Redevelopment</u></p> <p>A document detailing the completion of Phase 1 and suggestions for Phase 2 was circulated. Charlotte passed on thanks from the Governors and Staff for the funding provided by FOBG for the Phase 1 fencing and planters.</p> <p>To complete Phase 1, the Governors are asking FOBG to consider providing £1,300 for low maintenance shrubs for the planters. All agreed that the following needs to be clarified before a decision is made:</p> <ul style="list-style-type: none"> • who will maintain the shrubs and planters? • can the plants have some educational value to children? • can parents with horticultural links be approached to quote for buying wholesale plants? All agreed that the quote of £1,300 seemed high. • the FOBG funded Eco-Garden has not been maintained and the Committee therefore has concerns about providing further plants to the school. <p>To support Phase 2, the Governors are asking FOBG for feedback on the plans. All agreed that a breakdown of the quote is needed so that FOBG can prioritise and, if necessary, make changes. Charlotte reiterated that the School Fund will also be contributing to the costs. Raising a substantial sum of money will take FOBG in the</p>	<p>Charlotte Edgar</p>

	<p>region of 18 months.</p> <p>All agreed that the priority for FOBG is completing the exterior of the front of school and that contributions for interior items, such as wall art, would only be made if sufficient funds remained after the exterior work was complete. In addition, those present felt that they would prefer to see children's artwork on the school walls rather than purchased designs.</p> <p>All agreed that the request to fund interior signage was the responsibility of the School Fund and not FOBG.</p> <p>Charlotte Edgar suggested representatives from FOBG attend a meeting with Mr Ball and Julie Kingsley before the next FOBG meeting. Cath Harrop and Katherine Harris volunteered to attend and provided Charlotte with suggestions of some items that FOBG may be willing to fund.</p>	Cath Harrop/Katherine Harris
5.	<p>Procedure for requesting funding from FOBG</p> <p>To ensure that FOBG acts within the rules of its Constitution and can plan for expenditure, it is felt that a Funding Request Policy is needed. A draft document was circulated and approved.</p> <p>Lisa Whyte suggested attaching a pro forma with the policy to ensure the required information is received for each funding request.</p> <p>Charlotte Edgar will share the policy and pro forma with the Senior Leadership Team before it is loaded onto the FOBG website.</p>	Charlotte Edgar
6.	<p>Date for the Summer Fair</p> <p>The suggested date for the Fair is Saturday 16 June 2018. Stagecoach have been asked if they can vacate the school hall on that date but are yet to confirm.</p> <p>Ali Richardson and Sally Le Marquand volunteered to co-ordinate the Fair. Nicola Sills has offered to help them.</p> <p>Lisa Whyte volunteered to take on the co-ordination of the Hamptons advertising boards from now on.</p>	Charlotte Edgar Lisa Whyte
7.	<p>Spring fundraiser, Harvest Festival and other fundraising ideas</p> <p>To support the Front of School redevelopment, a number of fundraising events will be needed this year. After discussion the following were agreed upon:</p> <ul style="list-style-type: none"> • Bingo Night - Charlotte Edgar will check with the school. Suggested dates are Friday 2 or Friday 9 March. Sally Le Marquand and Sarah Gadd offered to organise. Everyone present volunteered to help on the night. Debs Poulter will organise a TENS licence once the date has been confirmed. Jo Whelan will ask if Tom Hopkinson may be willing to be the bingo caller. • Summer Circus - Cath Harrop will speak to Ricards Lodge and also St. Mary's Church about the possibility of using either of their fields for this. • Summer Social - suggested date is Friday 6 or Saturday 7 July. This will be discussed at the next meeting. • Harvest Festival - suggested date is Saturday 29 September. There was discussion about having sufficient volunteers for this event and it was suggested that this may be something that Dad's would volunteer for. Cath Harrop and Katherine Harris will investigate possible venues. Charlotte Edgar 	Charlotte Edgar Sally Le Marquand/Sarah Gadd Debs Poulter Jo Whelan Cath Harrop Katherine Harris Cath Harrop/Katherine Harris Charlotte Edgar

	<p>will see if St. Mark's Church and garden are available.</p> <ul style="list-style-type: none"> • Quiz and AGM - will be on Friday 12 October. Jo Whelan will ask if Emily Jones would be kind enough to write the quiz again. • Christmas Fair - will be on Saturday 24 November. Charlotte Edgar will liaise with Stagecoach. • Pantomime - will be on Friday 7 December. • Friday cake sales - the sales raise a combined total of approximately £2,000 per term and the money goes directly to Teachers to spend on additional items for their class. Sales are currently only held in the Autumn and Spring terms. To raise funds for the Front of School, it was suggested that sales are also held in the Summer term with the proceeds of those sales going to FOBG. Charlotte Edgar will speak to Mr Ball. <p>Luisa Santos-Stephens mentioned that she has been approached by some Nursery and Reception parents who do not agree with cake sales. Luisa volunteered to compile a survey to gauge the majority view on cake sales and will provide a draft survey to Katherine Harris. If the results show that alternative types of sales would be preferred then FOBG would be very happy to receive suggestions.</p>	<p>Jo Whelan</p> <p>Charlotte Edgar</p> <p>Charlotte Edgar</p> <p>Luisa Santos-Stephens</p>
8.	<p>Bag2School dates for this term (Lara Ward)</p> <p>A ParentMail will be sent this week confirming the forthcoming collections on 30 January and 20 April.</p> <p>The last sale raised £136.</p>	
9.	<p>Second hand uniform sale dates for this term</p> <p>Sales will be at the front of school from 9.00-9.30am on 19 January, 2 March, 27 April and 8 June.</p>	
10.	<p>Alternative methods of fundraising (Luisa Santos-Stephens)</p> <p>Luisa suggested that other methods of fundraising be investigated to support the Front of School project and the following were raised:</p> <ul style="list-style-type: none"> • Luisa suggested that parents could give money directly towards initiatives they wish to support. • Cath Harrop suggested asking parents to buy a square of astro-turf. • Luisa suggested a trial of matching schemes, funded by either parents or companies • Uliana Khvorostyanova suggested making professional recordings of school nativity plays which could be sold to parents. <p>All of the above will be discussed further at the next meeting.</p> <p>It was noted that the PTA-Events website has the capability to facilitate the sale of astro-turf squares and also other 'wish list items'. An itemised list can be added and parents can buy from it using PayPal. Jo Whelan will investigate and come up with a plan for both the library and front of school items.</p> <p>Jo reminded everyone that Give As You Live is an existing way for parents to raise money for FOBG as is Match Funding by employers for time spent volunteering at school Fairs etc. Jo will send more GAYL information to Nursery and Reception</p>	<p>Katherine Harris</p> <p>Jo Whelan</p> <p>Jo Whelan</p>

	parents inviting them to register.	
11.	<p>Cake sale process (Luisa Santos-Stephens)</p> <p>See item 7.</p>	
12.	<p>Committee photo (Charlotte Edgar)</p> <p>All agreed that it may be helpful for parents if a photo of the Committee was available in the welcome area. A photo will be taken after the next Committee meeting.</p>	
13.	<p>Any other business</p> <p>Jo Whelan confirmed that the school website now links to the FOBG PTA-Events site. Information on that site will be updated in the next few weeks.</p> <p>Debs Poulter gave details on training courses relating to Trustees and running charities. Attendance may be useful for some Committee members and will be discussed at the next meeting. There was discussion about having a further meeting regarding GDPR which Lisa Whyte and Jo Whelan expressed interest in attending. Debs Poulter to arrange and notify the Committee of the date.</p>	<p>Katherine Harris</p> <p>Debs Poulter</p>
14.	<p>Date of next meeting</p> <p>The next meeting will be on Tuesday 27 February at 8pm, in the Staff Room. All parents and carers are welcome to attend.</p>	