

## Minutes of the FOBG Committee Meeting

Tuesday 18 September 2018, 8pm, Staff Room

### Attendees

Charlotte Edgar (Chair & Governor), Julie Kingsley (Staff), Debs Poulter, Lara Ward, Uliana Khvorostyanova, Cath Harrop, Lyndsey Duncan, Jo Whelan, Jaswir Sahota, Annabell Seeveratnam, Matthew Harrison-Harvey, Alexandra Chatzidaki, Leah Tian, Mieke Greenwood, Katherine Harris (minutes)

	Agenda item	Action
1.	<p><b>Apologies for absence</b> Ali Richardson and Elisse Thompson.</p>	
2.	<p><b>Approval of last minutes and matters arising</b> The minutes of the last meeting were approved.</p>	
3.	<p><b>Finance report</b> (Debs Poulter)</p> <p>Pre-expenses FOBG raised approx £54,000 in the last academic year. Approx £13,500 expenses were paid and Gift Aid of around £700 is being claimed but included in the raised amount. An additional £4,000 (approx.) from Friday Bake Sales given direct to classes should also be added. To give some context the average PTA in the UK raises approx £7,000 per year.</p> <p>Using reserves FOBG spent approx £56,000 last year. Over £40,000 was donated to the front of school redevelopment.</p> <p>There is currently £28,000 in the bank accounts. That amount includes approx £7,000 raised via the 'Mile a Day Marathon'.</p> <p>The committee confirmed the ring-fencing of the annual donations of £4,000 to the school Library and £1,000 for school workshops.</p> <p>FOBG aims to raise £35,000 this year in order to purchase a parent shelter, cycle storage and seating for the front of school.</p> <p>Corporate donations were particularly successful last year and parents are urged to enquire if their employers offer this scheme.</p> <p>Year 6 did not require the FOBG donation of £600 for their end of year activities. They have kindly donated their excess collections back to FOBG and have requested that it be spent on a specific area such as science or music. Julie Kingsley will ask Staff for suggestions so that a decision can be made by half term.</p> <p>Sally Le Marquand has provided a budget for the Library. All agreed that an advance of £300 should be given to the Library this term. Debs reminded everyone that one-off donations can be made to the Library via <a href="http://www.pta-events.co.uk/fobgilpin">www.pta-events.co.uk/fobgilpin</a>.</p> <p>As Sally Le Marquand will be leaving the school at Christmas there was discussion about succession planning for the Library and whether or not FOBG should consider providing funds to the school to enable employment of a part-time Library Assistant. Charlotte Edgar will make enquiries with school. Another suggestion was to enquire if any student librarians would be interested in a work placement. Julie confirmed that plans are in place for the Library to sustain itself in the immediate future.</p> <p>Debs confirmed that two additional payment card readers have been purchased for use at FOBG events.</p> <p>Julie Kingsley passed on thanks from Staff for the work done by FOBG in the last year</p>	<p>Julie Kingsley</p> <p>Debs Poulter</p> <p>Charlotte Edgar</p>

	<p>and mentioned the huge difference fundraising makes to Staff and children in the school.</p>	
4.	<p><b>Parent Governor Update</b> (Charlotte Edgar)</p> <p>Charlotte expressed thanks from Staff and Governors for FOBG's contribution to the front of school redevelopment. It was also noted that school are aware that fundraising for a parent shelter etc is the priority for FOBG this year.</p> <p><u>Coffee shop</u></p> <p>Since the three form 'bulge' year left BG two years ago there has been a vacant classroom in the front corridor. In connection with the re-organisation of the kitchen and catering facilities the school has decided that one corner of the classroom will become a coffee shop to generate income. It will be operated by kitchen staff although parents will be welcome to volunteer. Tea, coffee and healthy snacks will be on sale to parents and children. To avoid classes missing out on revenue from Friday Bake Sales it has been agreed that no food will be sold in the coffee shop on a Friday.</p> <p>There may be potential to hire the room out to community groups etc and money raised would go towards funding the kitchen and the Eat Real 4 Life project.</p> <p><u>Information Technology</u></p> <p>IT is a big focus for the school but there is limited budget. The School Fund contributes towards IT spend. The school has been discussing the possibility of KS2 iPads becoming part of a leasing scheme and wanted to get some early thoughts on this idea from parents. Parents would pay for the upkeep of their child's iPad and then have the option to buy it later. Most parents at the meeting felt that this was an unnecessary expense as iPads are not used all day by all pupils. In addition, the likelihood is that the iPads would be out of date by the time of the option to buy.</p> <p>The wireless network needs upgrading and the budget is already stretched. A request for a contribution may be made to FOBG after funding of the front of school items is complete.</p> <p><u>School lunches</u></p> <p>Raising the standards of lunches comes at a cost partly due to the hire of more experienced staff. There was discussion about asking for voluntary donations for EYFS and KS1 lunches which are currently free. Some parents at the meeting expressed that this could be a good idea. A school survey of parents in these year groups was suggested as a good next step.</p> <p>Cath Harrop mentioned that the new fence by the main gate has been moved and bent. Charlotte will raise this with school.</p>	<p>Charlotte Edgar</p> <p>Charlotte Edgar</p> <p>Charlotte Edgar</p>
5.	<p><b>Class Reps</b> (Jo Whelan)</p> <p>An email has been sent to Class Reps notifying them of new restrictions with class lists due to GDPR. All data must be kept in password protected files and Reps must delete any historical data.</p> <p>WhatsApp can be used as a social group for parents but must not be used for FOBG messages as it's not a GDPR compliant system. The main form of communication from a Class Rep must be email or in person. Nursery are currently without a Class Rep and so have not received this information.</p> <p>It was suggested that information about Class Reps and a link to the Reps web page be included in the FOBG newsletter.</p>	<p>Katherine Harris</p>

6.	<p><b>Friday Bake sales</b> (Katherine Harris on behalf of Ali Richardson)</p> <p>Dates for Autumn Term sales have been confirmed and Ali will circulate them to Class Reps in the next few days.</p>	Ali Richardson
7.	<p><b>Welcome coffee morning - Tuesday 25 September</b> (Katherine Harris)</p> <p>All parents who are new to the school are invited to a coffee morning in the school hall after drop off on Tuesday 25 September.</p> <p>Jo Whelan will confirm if she is available to give a brief talk. All other Committee Members are very welcome to come along to meet the new parents.</p>	Jo Whelan All
8.	<p><b>HAR-FEST - Saturday 29 September, 1-4pm</b> (Cath Harrop and Katherine Harris)</p> <p>Tickets are now on sale at <a href="http://www.pta-events.co.uk/fobgilpin">www.pta-events.co.uk/fobgilpin</a>. ParentMails will be sent with further details.</p> <p>It was suggested that people are made aware that card machines will be available at the event.</p>	Cath Harrop/Katherine Harris
9.	<p><b>Founders Day - Friday 5 October</b> (Katherine Harris)</p> <p>Ali Richardson has notified the ice cream man of the date. It was requested that the price be confirmed before the booking is finalised.</p> <p>Katherine Harris will liaise with Nursery regarding ice lollies for morning Nursery children.</p>	Ali Richardson Katherine Harris
10.	<p><b>AGM &amp; Quiz Night - Friday 12 October</b> (Jo Whelan)</p> <p>Tickets are available on PTA-Events and a ParentMail will be sent after HAR-FEST.</p> <p>Julie will ask staff if they are willing to do a shift on the bar and form a quiz team.</p> <p>The following volunteered to help set up on the evening - Jaswir Sahota, Lara Ward, Cath Harrop and Katherine Harris.</p> <p>Uliana Khvorostyanova volunteered to help clear away at the end of the evening. Other volunteers will be very much appreciated.</p> <p>Debs Poulter confirmed that some changes will be made to the FOBG Constitution at the AGM. Debs will send the proposed changes to the Committee this week.</p> <p>At the AGM the Committee will also be elected. There are up to ten places available. If anyone would like to be nominated they should submit a nomination form before Friday 28 September. Jaswir Sahota stated that she would like to stand for election.</p>	Julie Kingsley  Debs Poulter
11.	<p><b>Winter Fair - Saturday 24 November</b> (Katherine Harris)</p> <p>Jaswir Sahota and Annabell Seeveratnam kindly volunteered to organise the Fair, with help from Katherine Harris if needed.</p> <p>Miss B has kindly donated two tickets to the press night of the musical 'Come From Away' which will be raffled at the Fair. Julie Kingsley was asked to thank Miss B.</p>	Julie Kingsley
12.	<p><b>2019 fundraising events</b> (Cath Harrop)</p> <p>Following the success of last year's Bingo Night, Cath Harrop and Lara Ward offered to</p>	Cath Harrop & Lara

