

Minutes of the FOBG Committee Meeting

Tuesday 27 February 2018, 8pm, Staff Room

Attendees

Kate Oppenheim (Chair), Charlotte Edgar (Parent Governor), Julie Kingsley (Staff), Debs Poulter, Elisse Thompson, Ali Richardson, Lyndsey Duncan, Uliana Khvorostyanova, Lara Ward, Cath Harrop, Sally Le Marquand, Jo Whelan, Jas Sahota, Katherine Harris (minutes)

	Agenda item	Action
1.	Apologies for absence Luisa Santos-Stephens.	
2.	Approval of last minutes and matters arising The minutes of the last meeting were approved.	
3.	Finance report (Debs Poulter) There is currently £33,600 in the bank. To date, FOBG has contributed £10,600 towards Phase 1 of the Front of School redevelopment. It was noted that an unexpected project management fee of 10% was added to all invoices and we should be aware of that for future payments. Lara Ward had received a request from a parent for FOBG's fundraising target to be included in meeting minutes. All agreed that this would help parents to understand what we are all working towards. Over the next 12 months, FOBG needs to raise £30,000 for Phase 2 of the Front of School redevelopment. Combined with current reserves, that figure will make a significant contribution to the cost of the work. Sally Le Marquand will circulate via email a budget for the library. Following a request from a parent, all agreed that the FOBG accounts will be added to our PTA-Events website. Debs Poulter will provide a PDF of the accounts to Charlotte Edgar.	Sally Le Marquand Debs Poulter
4.	Parent Governor Update (Charlotte Edgar) Stagecoach have confirmed that the main school area will be available on 16 June (Summer Fair) and 24 November (Christmas Fair). Following previous discussion about FOBG arranging for nativity plays to be recorded and sold to parents, School have advised that permission would be needed from everyone involved in the recording. This idea will therefore not be taken forward. Further to the discussion at the previous meeting about funding for plants for the new planters at the front of school, Julie Kingsley thought that classes would be keen to take that on and, for example, each class could be assigned a planter. All agreed that	

	<p>maintenance/watering is something that needs to be considered. Julie will speak to the Eco Council to make arrangements and will also discuss with them the possibility of installing a water butt at the front of school. FOBG is happy to help with the initial planting activity.</p> <p>Cath Harrop and Katherine Harris met with Mr Ball and Charlotte Edgar on 6 February to discuss how FOBG can support Phase 2 of the Front of School redevelopment. It was agreed that the area should be as practical as possible for parents and children and FOBG's request for a parent shelter, bike/scooter storage, bench seating around some of the trees and a wider path at the main gate to avoid congestion were noted. It is felt that Phase 2 should match the appearance of Phase 1 with the area being mainly covered with astro-turf, including the bank outside the Year 6 classrooms. A final quote is being produced and it is hoped that costs can be saved by Dany completing many of the tasks.</p> <p>A further meeting will take place following the next Premises Committee meeting. Most of the trees at the front of school are protected by a Tree Preservation Order and the possibility of requesting permission to remove some of the less important trees will be raised at that meeting.</p>	Julie Kingsley
5.	<p>Bingo Night - 9 March 2018 (Sally Le Marquand, Sarah Gadd, Lara Ward & Cath Harrop)</p> <p>82 tickets have been sold so far. It had been hoped that more would sell as the catering was budgeted on 140 people attending.</p> <p>Food will be served from 7.30pm until 8.20pm and the first bingo game will begin at 7.45pm.</p> <p>The following volunteered to help on the night:</p> <ul style="list-style-type: none"> • Set up from 3.30pm - Cath Harrop, Lara Ward, Sally Le Marquand and Katherine Harris. Uliana Khvorostyanova (available from 5pm). • Bar - all shifts to run the bar have been allocated. FOBG are very grateful to Mrs Dolan-Walsh and Mr Birch who have volunteered to do the first shift. • Clear up from 11pm - Jo Whelan, Debs Poulter, Cath Harrop, Lara Ward and Katherine Harris <p>Sally Le Marquand will confirm access arrangements for latecomers.</p>	Sally Le Marquand
6.	<p>Summer Fair - 16 June 2018 (Ali Richardson & Sally Le Marquand)</p> <p>The theme for the Fair will be The World Cup. An organisation meeting with Class Reps will be arranged prior to the Easter holiday.</p>	
7.	<p>Summer Social - 6 or 7 July 2018</p>	

	<p>The Committee voted that a disco should be held on Friday 6 July. Jo Whelan, Debs Poulter and Lyndsey Duncan volunteered to organise the event.</p> <p>Debs Poulter explained that one person can only be named on up to five TEN (Temporary Entertainment Notice) Licenses per year. Jo Whelan volunteered to be named on the License for the quiz, Cath Harrop for the panto and Lyndsey Duncan for the Summer Social.</p> <p>The AGM and Quiz are confirmed for Friday 12 October and the Panto is booked for Friday 7 December.</p>	Jo Whelan, Debs Poulter & Lyndsey Duncan
8.	<p>FOBG Newsletter (Sally Le Marquand & Cath Harrop)</p> <p>All agreed that increased communication from FOBG would be beneficial and that a brief newsletter would be the best way to do that. Everyone was grateful to Jas Sahota for volunteering to co-ordinate a Google based document, as per the Head Teacher's Newsletter, to be sent via ParentMail on the second Friday of each half term. The first issue will be sent on Friday 27 April and the content discussed at the next Committee meeting. Jas will investigate example newsletters before the next meeting.</p> <p>All agreed that advertising space should be sold at £20 for the rest of this academic year. From September, advertising will be £50 for the academic year or £10 per advert.</p>	Jas Sahota
9.	<p>Funding for STP 'Golden Padlock Competition' (Sally Le Marquand & Katherine Harris)</p> <p>To maintain the school's Gold Level 'School Travel Plan' various initiatives must be organised each year. Therefore last year's 'Green Travel Month' and 'Golden Padlock Competition' will be repeated in March 2018. All agreed to fund eight £10 prizes.</p> <p>The STP Working Party will consider an initiative for walkers.</p>	
10.	<p>Bar at the BG Summer Concert - 21 June 2018</p> <p>All agreed that, as per last year, FOBG should fund and run a bar at this year's concert. Jo Whelan and Katherine Harris volunteered to do this. Debs Poulter and Sally Le Marquand will check their availability. Jo Whelan will organise the drinks order.</p>	Debs Poulter & Sally Le Marquand Jo Whelan
11.	<p>Alternative methods of fundraising (Luisa Santos-Stephens)</p> <p>Luisa was unable to attend the meeting.</p>	
12.	<p>Any other business</p> <p>Jo Whelan confirmed that accounts currently cannot be deleted from PTA-Events. Therefore, when a parent leaves the school, we cannot remove their details from our site. WhatsApp is not covered by GDPR as people have opted to join that group and their details are not stored on there. FOBG will need to have something in place for September 2018 to advise Class Reps of what information they can and cannot</p>	

	<p>request from their classes and how they should store it. Debs Poulter and Jo Whelan will compile a procedure for the next meeting and draft an email to Class Reps.</p> <p>Cath Harrop mentioned that Amazon Smile will now donate to small charities. It will need to be decided if FOBG or the School Fund should be registered to receive 0.5% of net purchases on Amazon.</p> <p>The Committee is very grateful to Marion Rea for registering FOBG as a charity with our local Co-Op branches. As a result, we are due to receive £1,183.34 which is the first of four payments. All agreed that the money should be allocated to the school library.</p>	Debs Poulter and Jo Whelan
13.	<p>Date of next meeting</p> <p>The next meeting will be on Tuesday 24 April at 8pm, in the Staff Room. All parents are welcome to attend.</p>	