

Minutes of the FOBG Committee Meeting

Tuesday 29 October 2019, 8pm, Staff Room

Attendees

Debs Poulter (Chair), Charlotte Edgar (Parent Governor), Lyndsey Duncan, Uliana Khvorostyanova, Steph Papoutes, Ali Richardson, Jazs Sahota, Annabell Seevaratnam, Elisse Thompson, Jo Whelan, Katherine Harris (minutes)

	Agenda item	Action
1.	<p>Apologies for absence</p> <p>Mr Birch (Staff).</p>	
3.	<p>Approval of last minutes and matters arising</p> <p>The minutes of the last meeting were approved.</p> <p>There has been no update on the purchase of folding tables.</p> <p>Dany will build further tree seating and the cycle/scooter storage when his workload allows.</p> <p>The School Office has confirmed that the welcome pack for new parents, including the welcome from FOBG, is available under the 'Parents/Carers' dropdown menu on the school website. Reception parents were advised of this in the letter handed out at the open evening in June.</p> <p>The Quiz & Curry Night raised approximately £1,500. There was discussion about introducing a token system for meals at future events as food ran out at the quiz due to some people taking more than one portion.</p>	
3.	<p>Declaration of actual or potential conflicts of interest</p> <p>None.</p> <p>All agreed that both the Code of Conduct and the Conflict of Interest policies should be adopted to the committee with immediate effect. The policies will be put to the wider membership at an EGM or the next AGM, whichever is sooner.</p> <p>Katherine Harris will make contact with Committee Members to compile a Register of Interests.</p>	Katherine Harris
4.	<p>Finance report (Debs Poulter)</p> <p>After ringfencing, there is currently approximately £26,500 across all bank accounts.</p> <p>Debs noted that FOBG is now using Stripe for PTA-Events but still Paypal for card readers. There was discussion about getting new e-readers that work with wifi.</p>	Debs Poulter

8.	<p>Magic Show, Friday 6 December (Jo Whelan)</p> <p>The following volunteered to help organise – Annabell Seevaratnam, Debs Poulter, Lyndsey Duncan, Jazs Sahota, Charlotte Edgar (tbc) and Uliana Khvorostyanova (tbc). Assistance from other parents will be needed and volunteers should make contact with Jo Whelan.</p> <p>Katherine Harris volunteered to source items for snack bags with help from Ali Richardson and Elisse Thompson.</p>	Katherine Harris, Ali Richardson, Elisse Thompson
9.	<p>Any other business</p> <p>Christmas trees will be available to buy via PTA-Events from 1 November. Trees can be collected from school on Friday 6 December, 3-6pm. Money from each purchase will go to FOBG. At least 30 trees must be sold to make the scheme viable.</p> <p>Katherine Harris confirmed that the Panettone scheme with Vallebona raised £195.00 this year.</p> <p>Volunteers were confirmed to help with the school Christmas lunch on Wednesday 11 December.</p> <p>Debs Poulter volunteered to investigate if The Entertainer toy shop is organising its Big Toy Appeal in conjunction with The Salvation Army this year.</p> <p>With Cath Harrop having stepped down from the committee, there was a brief discussion as to who would/could be the new lead for the proposed Auction of Promises in March and if the event was still viable.</p> <p>Debs will liaise with the School Business Manager re the possibility of FOBG having a photocopying fob.</p> <p>Jo Whelan asked if anyone from the parent community would like to take over the organisation of the school's Give As You Live scheme. Katherine Harris will add this to the next FOBG newsletter.</p> <p>The fundraising initiative with Wall Circus Prints will run from 1 to 15 November. Ali and Katherine will arrange for samples to be on display outside school.</p> <p>Steph Papoutes confirmed Bag2School collections will be on 5 December and 26 February.</p> <p>All agreed that Debs Poulter and Jo Whelan will alternate the chairing of Committee Meetings.</p>	<p>Debs Poulter</p> <p>Debs Poulter</p> <p>Debs Poulter</p> <p>Katherine Harris</p>
10.	<p>Date of next meeting</p> <p>The next Committee meeting will be on Tuesday 14 January 2020 at 8pm in the Staff Room.</p>	