



FRIENDS OF BINFIELD SCHOOL
REGISTERED CHARITY NUMBER 1079512
MINUTES OF FOBS MEETING – THURSDAY 20th APRIL 2023

1. PRESENT

| | | |
|-----------------|-----------------|---------------|
| Hayley Hammond | Charlotte Light | Joanne Maher |
| Jessica Simpson | Vicky Lunn | Rachel Parker |
| Nicola Jenkins | Lorraine Parker | Kate Hayes |
| Ali Melabie | Jackie Kelley | Kate Rabjohns |
| Tania Chizlett | | |

2. APOLOGIES

| | | |
|---------------|---------------|------------------|
| Claire Turner | Debs Conneely | Martyna Gonzales |
| Karen Hardy | | |

3. APPROVAL OF MINUTES FROM LAST MEETING (MARCH 2023)

March 2023 minutes were approved as a true record by Ali Melabie & Charlotte Light

4. TREASURERS REPORT

| | | | | | |
|------------------------|------------|-------------------|--|--|--|
| Bank balance | 20/04/2023 | £20,309.98 | | | |
| Stripe account | | £0.00 | | | |
| iZettle account | | £0.00 | | | |
| Petty cash | | £308.50 | | | |
| Available funds | | £20,618.48 | | | |

| | | Agreed spend | Spent to date | Left to spend | |
|-------------|--------------------------------|---------------------|----------------------|----------------------|------------------------------------|
| Commitments | Teachers Floats | £1,600.00 | £741.15 | £858.85 | |
| | Enrichment Week Spring Term | £950.00 | £493.38 | £150.00 | Still have Green screen to pay for |
| | Sports Week | £950.00 | | £950.00 | |
| | Books | £1,500.00 | £1,258.56 | £241.44 | |
| | BOLE | £250.00 | £25.80 | £224.20 | |
| | Swimming Pool (Sep 2023) | £3,000.00 | | £3,000.00 | |
| | School Plays | £200.00 | | £200.00 | |
| | Contribution to Year 6 leavers | £300.00 | | £300.00 | |
| | Committed to Date | £8,750.00 | £2,518.89 | £5,924.49 | |
| | Available | £14,693.99 | | | |

| Income since last meeting | | Expenses since last meeting | |
|---------------------------------------|------------------|------------------------------------|----------------|
| BFC lottery | £126.50 | Medals | £370.80 |
| Spring planters | £131.41 | | |
| 2nd hand uniform sale | £86.45 | | |
| CAF bank donation? | £50.00 | | |
| Egg Hunt (current total) | £2,971.62 | | |
| Coronation tea towels (current total) | £561.99 | | |
| Total | £3,927.97 | Total | £370.80 |

Nb: Egg Hunt total currently includes all cash sales (& expenses) that have been received

| | |
|--|------------------|
| Income still due in - | |
| Foxes Den till sales | 1201 |
| The Vic advertising | 75 |
| TOTAL once all funds have been received | £4,247.62 |

Need to remind teachers to spend the class budgets by year end. We need to do a year 6

leavers pen audit (including checking pens work) as there are currently 64/65 children in year 6.

5. PRESIDENT'S REPORT

John Sutton advised by email that he will remind staff by email about spending the class budgets.

5.1 Main hall sound system

Jackie has obtained 3 quotes (1. £19,917 (CGA – preferred option), 2. £23,952, 3. £24,331 (NOLT)). Quotes include maintenance package and complete equipment set up for a significant length of time. Installation fees cover weekend installation due to hall usage so this could be reduced slightly.

Can we look into setting up a GoFundme campaign to help support this? Unanimous vote in support of GoFundme campaign but Jo needs to check with Suzie about the governor contribution before we can set this up.

5.2 Coronation lunch

School have requested that FOBS obtain Pom Bear crisps and bread rolls. Jo to discuss what we can get via Aldi, Nicola to discuss getting Pom Bears with CO-OP (78 packs of 6 multipacks needed) although Aldi also offer an allergen free version.

5.3 Coronation volunteer day (Monday 8th May)

Request for volunteers was included in EOT newsletter, teachers are compiling a wish list (Jo to chase Louise?). Can we set up a table outside school to get volunteers for specific jobs then get them to join FOBS officially? Would the scouts / girl guiding groups be interested in joining us to support their badge work?

6. ACTIONS ARISING FROM MINUTES OF LAST MEETING (MARCH 2023)

6.1 Grants – Persimmon Community and BFC lottery contacts (Claire) : ONGOING.

6.2 PTA events contract change – Nicola & Jo to liaise re setting up advertising slots on PTA events and changing contract with PTA events. ONGOING

6.3 Christmas bazaar event records

Hayley to chase individual stall holders for outstanding event records.

6.4 Binfield Believes event record – (Jo & Vicky) ONGOING

6.5 Playground bench replacement – school would prefer composite benches as they are maintenance free (approx. £380-£600 vs £170-£280 for wood depending on size. We could ask local businesses or parents to sponsor a bench. To be reviewed after decision made on the sound system.

6.6.1 Summer fete

Jackie expressed disappointment that we will not be able to run the summer fete as this is a massive fundraising loss.

6.6.2 FOBS recruitment drive

FOBS recruitment drive needed to get more members. What can we do to encourage more members? Can we capture parents after sharing assemblies or stand by school gate at pick up time? Please try to spread the word in the playground about what FOBS do and get some new members to come along.

7. CHAIR REPORT

7.1 Previous events

7.1.1 **Spring planters** – £131 raised, thanks passed onto Martyna for co-ordinating

7.1.2 **2nd hand uniform sale** - £86 raised in torrential rain and wind so well done to all volunteers!

- 7.1.3 **Spring BOLE tidy** – thanks passed onto all volunteers, an area was cleared for wildflowers and leaf compost boxes were made from pallets. We have also been given some free compost by RE3. Need to take a picture of the compost in use in a poster to forward to RE3.
 - 7.1.4 **Binfield Egg hunt** – approx. 900 maps unsold. Some preparation planning needs to be improved for next year, well done to Nicola for the advertising income although we did have to pay for the map printing. £4,247 total income this year. Need to encourage more map sales by advertising the chocolate for every map and a prize draw for returned maps (via a postbox). Thanks passed onto Jess for holding a refreshment table.
 - 7.1.5 **Coronation medals** – have been distributed to purchasers and we will have a small residual income from these
 - 7.1.6 **Windsor Yards craft market** – thanks passed onto to Natalie for the £200 donated to FOBS and also £100 gift voucher from Daniels for the summer raffle
 - 7.1.7 **Ascot Raceday** - £37.50 to be paid in July from April race day
- 7.2 Upcoming Events**
- 8.2.1 **Coronation Tea Towels**
£561 in sales so far. Reminder for last chance sales to go out tomorrow. 74 F/KS1 and 64 KS2 ordered so far. Need to decide on final order quantity.
 - 8.2.2 **Krispy Kreme donut sale** – cancelled but Jo is currently in discussion with school
 - 8.2.3 **Coronation volunteer day : Monday 8th May**
Teachers wish list needed and sign up page on PTA events? Need to set a date for a recruitment table outside school. Need to contact local scout/girl guiding groups to see if they would be interested in joining.
 - 8.2.4 **Infant / Junior discos**
Nicola is slightly concerned about volunteer numbers, 3 discos now to be held on one evening in main hall. Provisional date of Friday 7th July tbc
 - 8.2.5 **Binfield 10K : 21st May, volunteer request**
Volunteer request email shared with team and Hayley to check if 10K committee wish to borrow our gazebos. Nicola will be marshalling on Terrace Road and suggested setting up a table advertising FOBS. Can we hand out FOBS flyers? Jo to check with 10K committee?
 - 8.2.6 **Bag2school collection : 25th May**
Lorraine has booked the parish rooms for collections on Wednesday 24th & Thursday 25th? Volunteers needed?
 - 8.2.7 **Refreshments / uniform at new parents evening : 8th June 5:30pm**
Volunteers welcome, please email fobs@friendsofbinfieldschool.com
 - 8.2.8 **New starter picnic & uniform sale : date TBC**
Vicky & Nicola happy to coordinate new starter picnic
 - 8.2.9 **Non uniform day :23rd June**
can we move this to May and join up with volunteer day / GoFundme?
 - 8.2.10 **Summer fete / family cinema night** : cancelled due to lack of event owner
 - 8.2.11 **PBTP Raffle & Silent auction : 1st July (sales in advance)**
Tania working on obtaining prizes. Already have Lego set, Legoland family voucher, Chobham adventure farm voucher, 2 x Queen Anne race day tickets for Ascot, Wokingham theatre voucher, The Real Greek voucher, £100 Daniels voucher. Raffle tickets to be ordered by 22nd May. Advertising poster needed for the June Binfield Beacon (deadline date 8th May) Jess??

8.2.12 Refreshments at Infant & Junior sports days : July 11th & 12th

Please send an email to fobs@friendsofbinfieldschool.co.uk if you are able to volunteer

8.3 FOBS logo launch / core committee / AGM publicity campaign

A number of the core committee members will not be standing again for nomination at the 2023 AGM (*Chair, Treasurer, Secretary, PTA events website*). A minimum of 4 core members are needed as trustees for Charities commission registration. Job descriptions are available on PTA events. Please feel free to approach any of the committee members for further information. A potential volunteer has come forward for helping with the Treasurer role but volunteers still needed for other roles. FOBS FB group to be changed to an open page to improve exposure although both groups / pages to run concurrently for a short time.

8.4 KS1 tech

School would like to improve KS1 technology in the future.

8.5 FOBS Hall ceiling

New access hatch is too small for Christmas tree so this is currently in the FOBS shed. Lorraine may be able to store the tree for a few months but a permanent solution is required. Matt has managed to get the remainder of the Christmas items back in the roof space. Jo is reviewing shipping container options for larger storage options.

8.6 Charities Aid Foundation – Thanks passed on for anonymous £50 donation

9 BINFIELD BEACON ADVERTISING (2nd Monday of month)

| Issue | Deadline for new content |
|---------------|--------------------------|
| Jun-23 | 08-May |
| Jul-23 | 12-Jun |
| Aug/Sept-23 | 10-Jul |
| Oct-23 | 11-Sep |
| Nov-23 | 09-Oct |
| Dec 23-Jan 24 | 13-Nov |

10 ANY OTHER BUSINESS

Lorraine asked about next Bag2School after May. This will be in September.

Vicky suggested potentially setting up a coin fundraiser. She will share photos at the next meeting.

UPCOMING EVENT DATES

Monday 15th May 2023, 8pm

Thursday 25th May 2023

Tuesday 13th June 2023, 8pm

Saturday 1st July 2023

July 2023

Wednesday 13th July 2023, 8pm

July

- FOBS meeting

- Bag2School collection

- FOBS meeting

- Party by the Pitch raffle & silent auction

- Infant / Junior / family disco?

- AGM (NOTE CHANGE OF DATE)

- Infant / Junior sports days

11 DATE OF NEXT MEETING : Monday 15th May 2023, 8pm. School ICT room & online