



**FRIENDS OF BINFIELD SCHOOL
REGISTERED CHARITY NUMBER 1079512
MINUTES OF FOBS MEETING - THURSDAY 11TH JANUARY 2018**

PRESENT

Hayley Hammond
Polly Phillips
Emma Pike
Darren Williams
Ollie Johnson

Kirsty Sizeland
Sarah Naxton
Clare Radford
Claire Turner

Julie Nixon
Alex Bartlam
Jackie Rawes
Jen Sandilands

APOLOGIES

Claire Thomas
Kate Hayes
Purveen Hira

Martin Alway
Kelly Howes
Jenny Spender

Rachel Norris
Becky Tipper

MINUTES OF THE LAST COMMITTEE MEETING

Minutes were reviewed and accepted as a true representation of proceedings.

PRESIDENT'S REPORT

Ollie Johnson thanked everyone for their efforts over the Christmas period, once again the Bazaar, Christmas lunch and the Panto were a huge success and well received by all of the children.

The Tech project has being approved by the Governing body and the school have set the ball rolling to implement the project ASAP. Darren to speak to Suzie for a more detailed update.

On Thursday 15th March the children will be celebrating the 30th anniversary of the School with a child led assembly. The Bishop will be visiting the School for the day. The children will also get to enjoy a celebratory lunch in the style of a picnic/street party. On Friday 16th March there will be guided tours of the School with examples of work done by the children on display, along with the artwork produced during this terms enrichment week.

Katy Hughes has asked if anyone has any contacts to help acquire a large presentation cheque for monies raised from the recent book sale (and future fundraisers.) Clare Radford to research.

Jackie Kelly is organising the Teachers team for the quiz this year.

Jen Sandilands spoke about her plans for this terms enrichment week, a week of Creative Arts. Tying in with the 30th celebration of the School the children will be learning about various creative

arts from China, Brazil and India. The funds of £950 set aside for the week will not quite cover everything and so it was agreed that the remaining funds of £300 from last terms enrichment week aswell as an additional £250 would be added this term in order to be able to provide the children with everything the School would like to cover throughout the week, giving them some fantastic experiences. Kirsty Sizeland to pass on details of Jonathon from Warfield art week to Jen Sandilands.

The beetle board for the BOLE has now been purchased with the grant money that the school received.

CHAIRMAN'S REPORT

Microphones - The school have decided that they will not be looking to replace the current microphones with the overhead system that FOBS proposed. The committee has decided not to give up on the new system as productions by the children are suffering as a consequence of the poor sound. Quite often several microphones fail during just one performance or assembly. The funds are currently allocated by Julie so Darren has gone back to Suzie to relay that we will do further research ourselves. Alex/Jackie to approach a few parents that they feel may be able to help to give us a quote and to organise a Parentmail to go out to request help from anyone else within the parent body that may have expertise in this field.

IT equipment - Darren to go back to Suzie for an update on this project now it has been signed off and approved. Timescales/spend - TBC.

Constitution/Binfield 10k - Darren to confirm back to Karen that we are unable to run the 10k in the same way this year. Our binding objective is that we are a charity raising funds to improve the children's learning environment within the School and we are therefore unable to give money away to any other charity or organisation. The 10k will need to be run as a charity in its own right, Karen has confirmed though that they are still happy for 50% of the profits to be donated to FOBS.

TREASURER'S REPORT

PayPal reader - Julie has now found a better solution with an 'izettle' machine. She is still doing some research, but hopes to have it in time for the quiz night. Sarah Naxton offered Julie a machine that she has and no longer uses, so Julie will also take a look at this to see if this would also work.

Fund matching - Julie confirmed that Anna Wozzley had managed to get fund matching from Vodafone of £300 towards the calendars, thank you Anna!

Bank signatures - Friends of Binfield School committee recognise that Santander Bank account reference number 09-07-20 03240940 is currently still operated using old signatories who have not been members of the committee for a number of years. These individuals would be difficult to trace, so the committee have agreed that the signatories on the above named bank account should be amended from Tina Higgins, Dawn Oakes-Dean, Lucilla Islip & Lorna Rivett to Julie Nixon and Claire Thomas.

TREASURER'S REPORT

Bank balance at	09-Nov	30,597	Main	
			Paypal	
Petty cash on hand	09-Nov	<u>693</u>		
Available funds		<u>£31,290</u>		
		Allowed	Spent	
Commitments	Xmas Week	£468	£432	Still some of xmas lunch to pay (hotplate hire to school)
	Teachers Floats	£1,087	£413	£100 per class
	Bank charges	£290	£70	
	Sports Week Summer Term	£950		
	Enrichment Week Spring Term	£950		
	Enrichment Week Autumn Term	£300	£650	
	Contribution to Year 6 leavers	£300		
	IT Upgrade (2017/18)	£7,000		agreed to fund £7k per year for 3 years
	Hall microphones			
	Committed to Date	<u>£11,345</u>		
	Further commitments for future years	£14,000		IT Upgrade 2018/19 & 2019/20
		£5,945		
Events since last meeting				
Harrods				
	Income	£558		
	Costs	<u>-£460</u>		
	Net Profit	<u>£98</u>		
Xmas Cards				
	Income	£1,580		
	Costs	<u>-£989</u>		
		<u>£591</u>		
Xmas Calendars				
	Income	£1,134		
	Costs	<u>-£45</u>		
		<u>£1,089</u>		
Xmas Puds				
	Income	£290		
	Costs	<u>-£223</u>		
		<u>£67</u>		
Xmas Bazaar				
	Income	£6,505		
	Costs	<u>-£1,663</u>		
		<u>£4,842</u>		

CORRESPONDENCE

Onedrive/Domain - Kate has been liaising with Nick Boulter and Shaun Woodward regarding the onedrive and domain name transfer. This is all currently underway and should be completed by the end of the year. (ONGOING)

Bank signatures - Julie to provide the 4 names that are on the old account so that Darren is able to sign the minutes and she can go ahead and get them removed.

Binfield 10k - Alex reported that the first meeting happened yesterday, everything is moving forward. Anyone keen to be involved should go along to the weekly meetings which are being held every Wednesday at 1.30pm. Registration opens on the 1st February.

Advertising - A parentmail has been sent out offering advertising banners on the FOBS website to local companies as another way of increasing our revenue stream.

Sponsorship - A parentmail has been sent out offering sponsorship opportunities for the 30th Anniversary celebration and/or future events.

Waitrose green token scheme - Polly confirmed that we received £282 from the Waitrose green token scheme.

SUB-COMMITTEE DETAILS

Christmas Bazaar - Another hugely successful event, thanks to everyone that volunteered. The event raised just under £5k which is just fantastic! A lot of people's feedback was that they loved the fact that there were new things going on on the day, so this will be taken into consideration for the Summer.

Christmas lunches - Thank you to everyone involved in making the Christmas lunch a success, a communication will be sent out to clarify the selection process for volunteers.

Infant/Junior discos - Kirsty confirmed that everything was on track, tickets are selling well and volunteer levels are not looking too bad at the moment. A large box of glowies has gone missing from the shed, potentially misplaced after the clear up? New order for more glowies being done this week along with a restock of sweets/chocolates/drinks etc.

Action - Jackie Rawes/Kirsty Sizeland/Claire Turner

Quiz night - Jackie confirmed that plans are going well, tickets are now on sale.

Action - Jackie Rawes/Neil Fenn/Chris Rawes

30th Anniversary celebration- Alex and Polly gave us an overview. They have managed to secure sponsorship for the event from Dignity, which will cover the Casino tables at the event which is great news. With more sponsorship meetings happening next week. Tickets will go on sale on the 22nd January. There will be an early bird offer at £30 until the 9th February when the tickets will go up to £35 (includes 2 welcome drinks/canapés/DJs/casino tables.)

The School will be asked if they have any historical details of old teachers/students etc. that could be invited along for the evening.

Action - Alex Bartlam/Polly Phillips

Recipe book - Research has begun into different publishers/photographers etc. that could be used for this project. Initial ideas were brought to the meeting with questions on - A4/A5/B&W/Colour, whether we want to make money on the concept or if it was more to celebrate the 30th anniversary? It was suggested that we could approach Art colleges, in addition

to looking around for other printing costs. Research will continue. It was decided that FOBS would announce the recipe book at the 30th celebration in March and it would be ready for sales at the Summer fete. (ONGOING)

Action -Rachel Norris/Hayley Hammond

30th Anniversary lunch - The Bishop of Reading will be visiting the school on Thursday 15th March, the day of the schools 30th anniversary, for a special assembly. Suzie has asked if FOBS could help to organise a special 'street party' style lunch for the children on that day. Sarah Naxton/Jo Maher were going to try and get hold of the original school song. (ONGOING)

Action - Julie Nixon/Claire Thomas/Claire Turner/Clare Radford

ANY OTHER BUSINESS

Commemorative tree - The School would like to plant a tree, as part of the 30th anniversary celebrations, in memory of David Fawcett. Darren has selected an appropriate tree and will be planting this in the BOLE, date - TBC. It was also raised whether the children would like to contribute towards some kind of time capsule to also mark the School's 30th year?

Action - Darren Williams

Summer Fete - Jackie asked for confirmation of the date that the Summer fete had been set at (30th June) and as to whether there was anyone willing to take the lead on running it this year?

BOLE - The date for the next BOLE tidy up has been set up Friday 23rd March.

Action - Jackie Rawes

Bowling alley - Jackie asked if the bowling alley in the shed, that was made for the Bazaar/Fete could be put back up into the rafters in the FOBS hall. Alex offered for it to be stored in her garage. Darren to look into moving this.

Action - Darren Williams

Borrowing items - Jackie asked if someone could keep a log of any items that are borrowed from the shed in future so that we know where to find them when we need them if they are not returned. Therefore it was decided that anyone wishing to borrow anything in the future is to email Claire so that she can keep a track.

Action - Claire Turner

Tombola wheel - A new (bigger) Tombola wheel needs to be purchased prior to the Summer fete as we sold so many tickets at the Christmas Bazaar we were unable to fit them all in the wheel we currently have and so had to resort to using a sack instead! Hayley to research prices for larger tombola wheels and Darren to speak to Martin about possibly making a new one.

Action- Hayley Hammond/Martin Alway

Donations- It was raised whether we were able to have a donations tab on the PTA website, where people were able to make one off donations to whatever their chosen value. Kate/Claire to look in to. (ONGOING)

Action - Kate Hayes/Claire Thomas

Movie night - Kate has done some further research into holding a movie night and has managed to find out that films can be shown as long as they -
Do not exceed 500 people, are within the age classification, not for profit (which is fine as we're a charity.) Therefore we are able to hold a movie night, but there are possible additional costs that we need to look into further. (ONGOING)

Action - Martin Alway/Darren Williams

EVENT DATES

19th January 2018 - Infant disco
26th January 2018 - Junior disco
3rd February 2018 - Quiz night
7th February 2018 - FOBS meeting
6th March 2018 - FOBS meeting
15th March 2018 - Bishop of Reading visit / School lunch
16th March 2018 - 30th anniversary celebration
23rd March 2018 - BOLE tidy up
19th April 2018 - FOBS meeting
17th May 2018 - FOBS meeting
20th May 2018 - Binfield 10k
15th June 2018 - Infant disco
19th June 2018 - FOBS meeting
22nd June 2018 - Junior disco
30th June 2018 - Summer fete
11th July 2018 - AGM

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 7th February at 7.30pm in the main hall. All are very welcome.