

FRIENDS OF BINFIELD SCHOOL
REGISTERED CHARITY NUMBER 1079512
MINUTES OF FOBS MEETING – WEDNESDAY 11th JANUARY 2023

1. PRESENT

Hayley Hammond	Charlotte Light	Sam Daines
Lorraine Parker	Joanne Maher	Nicola Jenkins
Vicky Lunn	Debs Conneely	Jess Simpson
Rachel Parker	Simone Tissot	Jackie Kelley
Kate Hayes	Martyna Piatkowska	

2. APOLOGIES

Tania Chizlett	Claire Turner	Karen Hardy
Ali Melabie		

3. APPROVAL OF MINUTES FROM LAST MEETING (NOVEMBER 2022)

November 2022 minutes were approved as a true record by Charlotte Light and Jo Maher.

4. TREASURERS REPORT

Bank balance	08/01/2023	£19,898.08		
Stripe account		£0.00		
Petty cash		£0.00		
Available funds		£19,898.08		
		Agreed spend	Spent to date	Left to spend
Commitments	Teachers Floats	£1,600.00	£365.00	£1,235.00
	Enrichment Week Autumn Term	£764.51	£185.49	£0.00
	Christmas Week	£950.00	£1,004.87	£54.87
	Enrichment Week Spring Term	£950.00		£950.00
	Sports Week	£950.00		£950.00
	Books	£1,500.00	£1,258.56	£241.44
	BOLE	£250.00		£250.00
	BOLE Canopy	£3,000.00		£3,000.00
	School Plays	£200.00		£200.00
	Contribution to Year 6 leavers	£300.00		£300.00
	Committed to Date	£10,464.51	£2,813.92	£7,071.57
	Available	£12,826.51		
Income since last meeting			Expenses since last meeting	
	BFC Lottery	£179.50		Beacon advertising
	Collection boxes	£42.78		£70.00
	Doughies	£144.00		First aid supplies
	Easyfundraising	£29.15		£43.26
	Stock purchase (water)	£20.00		
	Christmas market raffle	£65.00		
	Bazaar	£5,007.55		
	Binfield Believes/RR/Bells sales	£659.45		
	Total	£6,147.43	Total	£113.26

Charlotte asked Miss Tissot to remind teachers to spend their class budgets.

Hayley to share Christmas bazaar stall income/costs breakdown spreadsheet with team.

5. PRESIDENT'S REPORT

Simone advised that school are interested in upgrading the main hall sound system. Jackie advised that she has just been reviewing the current sound and lighting system and how best to upgrade it to suit school needs fully with an external lighting contractor friend. Main problem is the location of the current speakers. A detailed specification and quote for the top wish list will be shared shortly. Note a tower system will be needed for installation. Nicola also advised that she knows of an exhibition company who are willing to quote and they would be happy provide a tower system.

Simone asked if FOBS would be able to support some of the cost of the visiting swimming pool in September again (£3000 was budgeted for September 2022 but only £2500 deposit was paid by FOBS). Jo advised we are currently awaiting the updated cost from Nicol before we can commit. School would also like to have parent helpers during sessions this time.

6. ACTIONS ARISING FROM MINUTES OF LAST MEETING (NOVEMBER 2022)

- 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 Remote meeting access** – Zoom for unlimited meeting length costs £15 per month and Jo has now cancelled the contract as she was paying for it herself. Teams Pro without time limit costs £3 / month or we continue using a Jess / FOBS member accounts? Google Meet up to 60 minutes is free. Jess advised she is happy to send out a teams link for the time being.
- 6.4 FOBS meeting notifications**
 - 6.4.1 Comms plan (Jess)** : Jess advised that she has been working on a annual comms calendar covering all FOBS events. Jess also asked for clarification on the process for creating event posters and event advertising as people seem to do their own posters in Canva currently.
 - 6.4.2 Meeting list in OWLS** : Jo to place key for OWL noticeboards in the metal cupboard in FOBS shed for easier access.

7. CHAIR REPORT

7.1 Previous events

7.1.1 Doughies Kit sale (November)

Double the amount of sales this time due to better event promotion and also time of year (autumn).

7.1.2 Christmas bazaar (December)

7.1.2.1 Event records : Please could all stall holders complete their event records asap after events so there is an accurate record for events to run smoothly going forward. Please include what you did, what you would do differently and if there is any information you would have liked to know in advance. *Hayley to re-share event record sheet with stall holders again*

7.1.2.2 Survey Monkey : Survey Link to be reshared with parents and total final income (Jess & Jo)

7.1.3 Binfield Believes

Challenging to organise this year due to several factors but still worthwhile. Timing due to football and the weather was against us this year and some people were unhappy by the long wait. Poles need repainting and new sleigh needs to be constructed and painted in the summer. Can we use a tracking app next time?
Event record needed from Jo and Vicky.

7.2 Upcoming Events

7.2.1 **Bag2School Sale 26th 1-4pm & 27th January 8-9am (Lorraine)**

All in hand, collection van will arrive at 8am and leave at 9am. Side room in Parish office to be used for storage on 26th January 1-4pm. Lorraine to organise signage. Vicky has a child's easel we can use for direction signs. Lorraine happy to manage on 26th but volunteers welcome on 27th if anyone is free. Lorraine has asked for advertising leaflets to hand out to parents.

7.2.2 **Quiz Night 4th February (Hayley & Rachel)**

School have asked if the hall can be clear by 10pm which is not going to work. Can FOBS pay the extra security company fee or can we hire St Marks Church? Hayley to discuss with school.

7.2.3 **Spring planter sale 17th March**

Martyna is interested in organising / Ali might want to help as well? Ashridge would probably give us some deals on pots / plants / soil. Need to investigate pricing / stock now.

7.2.4 **Binfield Egg Hunt**

Dates likely to be 2nd-10th April, Vicky will organise the Gantt chart and share at the next meeting. Any helpers to join the sub committee would be welcome, please email fobs@.friendsofbinfieldschoool.co.uk. Nicola is happy to help set up adverts for the map. Egg donations needed and also volunteers for the Easter Bunny outfit.

7.2.5 **Summer fete / family cinema night** *Event lead needed*, to be discussed later

7.2.6 **Spring term discos 24th February?**

May be postponed to May as sub committee have not worked on planning due to bazaar. Nicola to discuss timing and planning with Kirsty.

7.3 **Kings Coronation Medal**

Same company who provided the Queens jubilee medals have contacted us to offer a coronation medal for £2.99 each + VAT and shipping. Pre orders needed by 31st January. It was agreed to offer for sale at £5 each + PTA fees.

7.4 **Core committee roles / AGM**

A number of the core committee members will not be standing again for nomination at the AGM (Chair, Treasurer, Secretary, PTA events). A minimum of 4 core members are needed as trustees for Charities commission registration. Job descriptions are available on PTA events and Jo will be doing a FOBS promotion video shortly. Please feel free to approach any of the committee members for further information.

7.5 **FOBS logo launch**

New logo was shared with everyone, Jo needs to finalise a few tweaks and initiate launch.

8. **BINFIELD BEACON ADVERTISING (2nd Monday of month)**

Issue	Deadline for new content
Feb-23	09-Jan
Mar-23	13-Feb
Apr-23	13-Mar
May-23	10-Apr
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

9. ANY OTHER BUSINESS

Jackie asked if Jo could send her the main hall floor plan for the sound & lighting. Jackie also advised that we will not need to pay VAT if we include a hearing loop. (Post meeting note : Claire advised that an alternative way of not paying VAT is for school to pay the full amount to the supplier and FOBS to reimburse school the net amount. Jackie is aware that Wellington College Drama department loan out their sound and lighting equipment to local schools as this was purchased using a National Lottery grant. Jackie believes Wooden Hill school received a grant from The National Lottery towards sound equipment so we could ask them for advice on grant applications.

As admin of the Binfield Bazaar FB group, Jackie has received a request for permission to sell Binfield school uniform online. Originally the page was set up with an informal rule against selling uniform due to conflict with FOBS however in the current economic climate, some parents may need to be able to sell uniform in order to purchase new uniform. It was agreed that we need to communicate the FOBS 2nd hand uniform sales process better (online orders via PTA events and purchase via donation or no fee for families in need) however the committee agreed that we cannot dictate what happens out on social media although this will likely have a negative impact on donations towards FOBS 2nd hand uniform stock.

Hayley suggested that we might want to offer a Coronation tea towel for sale (similar to Jubilee where the children draw a picture in school and then pictures are submitted to print company). Event co-ordinator needed, please email fobs@friendsofbinfieldschool.co.uk if you are interested in helping.

UPCOMING EVENT DATES

Thursday 26 th & Friday 27 th January	- Bag2School collection
Saturday 4 th February 2023	- Adults Quiz night?
Monday 6th February 2023, 8pm	- FOBS meeting
Friday 24 th February 2023	- provisional disco date
Tuesday 7th March 2023, 8pm	- FOBS meeting
Friday 17 th March 2023	- Spring planters Event lead needed
April 2023	- Binfield Egg Hunt
Thursday 20th April 2023, 8pm	- FOBS meeting
May	- Infant / Junior / family disco?
Monday 15th May 2023, 8pm	- FOBS meeting
Friday 19 th May 2023	- Bag2School collection
Tuesday 13th June 2023, 8pm	- FOBS meeting
Saturday 24 th June 2023	- Summer Fete / family cinema night? Event lead needed
Wednesday 13th July 2023, 8pm	- AGM (NOTE CHANGE OF DATE)
July	- Infant / Junior sports days

10. DATE OF NEXT MEETING : Monday 6th February 2023, 8pm. School ICT room & online