

FRIENDS OF BINFIELD SCHOOL
REGISTERED CHARITY NUMBER 1079512
MINUTES OF FOBS MEETING HELD REMOTELY VIA TEAMS – TUESDAY 7th MARCH 2023

1. PRESENT

Hayley Hammond
 Lorraine Parker
 Jess Simpson
 Ali Melabie
 Ifeanyi Osade

Charlotte Light
 Joanne Maher
 Tania Chizlett
 Jackie Kelley

Claire Turner
 Vicky Lunn
 Martyna Piatkowska
 Kate Hayes

2. APOLOGIES

Sam Daines
 Karen Hardy

Rachel Parker

Deborah Coneely

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

February 2023 minutes were approved as a true record by Vicky Lunn & Charlotte Light

4. TREASURERS REPORT

Bank balance	05.03.2023	£17,005.01				
Stripe account		£0.00				
iZettle account		£0.00				
Petty cash		£176.00				
Medal income (accrued for pending expenditure)		-£440.00				
Available funds		£16,741.01				
		Agreed spend	Spent to date	Left to spend		
Commitments	Teachers Floats	£1,600.00	£648.58	£951.42		
	Enrichment Week Spring Term	£950.00	£493.38	£456.62	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		£250.00		
	BOLE Canopy	£3,000.00	£3,000.00	£0.00		
	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	£11,750.00	£5,400.52	£6,349.48		
	Available	£10,391.53				
Income since last meeting				Expenses since last meeting		
BFC lottery		£66.00		Beacon advertising		£11.00
Easyfundraising		£29.09		Coronation pins		£291.29
2nd hand uniform		£30.00				
Total		£125.09		Total		£302.29

Claire advised that End of year accounts for September 2021 - August 2022 have been submitted to the Charities Commission.

5. PRESIDENT'S REPORT

Becky passed on thanks from school for the support in particular the technology purchases from Spring enrichment week, for the book budget and apple tree recently planted in the BOLE.

- As FOBS are the main beneficiary of the Binfield Egg Hunt now, Jo asked Becky to check with Kerry if school will be able to organize the Egg Hunt display.
- In school volunteer numbers, school desperately need more parents to volunteer with in class activities. Out of 820 parents, there are approx. 120 parents with the new style DBS badges but only around 20 parents regularly help with in class activities.
- BOLE canopy – complete and signed off
- Main hall sound system update – Jackie met with an electrician today and 2 quotes will be prepared by Monday 13th March. 1 for a basic system and 1 for extras which can be added at later dates. Jackie can get 3 alternative quotes for comparison. We are also waiting to hear if the Governors will also be able to support this request. The VAT can be claimed back if school pay invoices and FOBS make a direct contribution to school. We may also consider running a GoFundMe campaign if needed.
- Coronation celebrations – school are planning to hold a special lunch and a themed non uniform day and we are awaiting to hear if our support is needed.
- Coronation volunteer day – Jo asked Becky to remind teachers that they should let Suzie know if they have anything to add to the wish list.

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

- 6.1 Grants** – Persimmon Community and BFC lottery contacts (Claire) : ONGOING. FOBS have been successfully nominated as a beneficiary of a craft fair in Windsor. Jo is meeting with the parent tomorrow to get details.
- 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 FOBS meeting notifications**
- 6.3.1 Comms plan (Jess)** : Jo & Jess met over half term to discuss a new FOBS brochure and promo material. Comms calendar has been created.
- 6.3.2 Meeting list in OWLS** : Jo to place key for OWL noticeboards in the metal cupboard in FOBS shed for easier access.
- 6.4 Christmas bazaar event records**
Hayley to chase individual stall holders for outstanding event records.
- 6.5 Binfield Believes event record** – (Jo & Vicky) ONGOING
- 6.6 Lost property update** – Jo has discussed this with school as this is school responsibility not FOBS. Box location cannot be moved as it needs to be under cover. FOBS can push Easy2Name labelling as FOBS get commission. Lorraine advised she has recently received a promo poster. Lorraine and Jess to create a comms message. Martyna suggested including a labelling slip in 2nd hand uniform orders.

7. CHAIR REPORT

7.1 Previous events : None

7.2 Upcoming Events

7.2.1 Spring planter sale : 17th March

Order deadline is 10th March, 2 planter sizes available. Last year example planters were placed on display at school gate on the final day to encourage orders. Jo is happy to sort this for Friday.

7.2.2 Coronation Tea Towels

Lorraine has collected the drawing templates. Most teachers were missing and some missing templates from children so awaiting return of these before sending in. Lorraine suggested printing the proofs & displaying by the school gate to increase orders. Pre-orders to be taken via PTA events, sale price £4 each.

7.2.3 Binfield Egg Hunt : 2nd-10th April

25 Eggs registered so far, approx. 40-50 participants needed ideally. Entry closing date is 17th March. Jess to sort out a Promo push needed via schoolcomms, whatsapp and FB groups.

Jess to buy chocolate prizes in 1kg bags from Costco (approx. cost = £70) for every map sold.

The Sub committee have decided to buy a 40cm high chocolate Easter Bunny from John Lewis as a prize for completed maps returned. Jackie offered to buy via John Lewis as she gets a discount. Email to entrants will suggest offering snacks in return for a charity donation. Hayley to register school display.

7.2.4 Parish Council Coronation celebration : 7th May 12:30-5pm

Parish council will be running a community event similar to 2022 Jubilee event and have asked community groups to participate. Do FOBS want to run a stall or does it clash with the proposed community volunteer day on Monday 8th May. Or we could do a cake / donut sale on Friday 5th May? It was decided that FOBS would not participate in the parish event. Jackie offered to help with the donut sale.

7.2.5 Coronation volunteer day : Monday 8th May

It has been suggested that the extra bank holiday is used by people to volunteer in their communities. Jo would like people to come along in families with a picnic and enjoy the day. School are compiling a wish list. We may also have access to some volunteers from Microsoft.

7.2.6 Infant / Junior discos – update needed from Nicola. Date to be Friday 19th May after SATS?

7.2.7 Binfield 10K : 21st May, volunteer request

Hayley to share email with team and check if 10K committee wish to borrow our gazebos.

7.2.8 Summer fete / family cinema night *Event lead needed*

Provisional FOBS summer event date is 24th June but an event lead is needed otherwise we will not run a summer event. *Event to be cancelled in favour of PBTP.*

7.2.9 Party By the Pitch Raffle & Silent auction : 1st July

Tania will start looking at getting prizes organised but any help appreciated due to time constraints. Jackie offered to donate a Lego set. Tania to meet with Kate to discuss silent auction prizes and cricket club / scouts have offered to share a list of previous donars.

7.2.10 Infant & Junior sports days : July

7.3 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.

Announcement for new logo launch to go out 17th March, Jo asked committee to advise committee if they see anywhere with the old FOBS logo. Facebook page to be changed.

Jo & Jess have met to discuss creating a new FOBS promo brochure.

7.4 Sharon Guilding IT talk

Cost for each visit is £2k, and visits have to be budgeted / planned every 4-5 years due to cost. School have asked if FOBS can support some of this cost so visit frequency can be increased. FOBS can fund the class sessions but not the parent session so invoice will need to be split. This request will be added to the AGM agenda.

7.5 KS1 tech

School would like to improve KS1 technology in the future.

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

Issue	Deadline for new content
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

- Wooden benches are £150-£250 each and composite benches are approx. £400 each. 8 benches need replacing due to damage and school would prefer to have composite benches as these would be lower maintenance however we would need to stagger purchasing these due to cost. We need to decide what is the priority for spending. Claire advised the annual minimum spend to cover regular commitments is approx. £7k. Lorraine suggested asking parents for a contribution towards swimming pool cost however we wouldn't be able to ask year 4 parents to contribute. Could we run a GoFundMe campaign for the new sound system?
- Martyna to check stock of summer uniform before potential flash sale w/c 27th March. Comms plea needed for parents to send in 2nd hand uniform before this date.
- Year 4 urgently need help with preparing for the end of term production. School to send out a comms.

UPCOMING EVENT DATES

Friday 17 th March 2023	- Spring planters (<i>Martyna & Ali</i>)
2 nd -10 th April 2023	- Binfield Egg Hunt
Thursday 20th April 2023, 8pm	- FOBS meeting
Friday 5 th May 2023	- Donut & tea towel sale?
19 th May 2023	- Infant / Junior / family disco?
Monday 15th May 2023, 8pm	- FOBS meeting
Thursday 25 th May 2023	- Bag2School collection
Tuesday 13th June 2023, 8pm	- FOBS meeting
Saturday 24th June 2023	Summer Fete / family cinema night? Event cancelled
Saturday 1 st July 2023	- Party by the Pitch raffle & silent auction
Wednesday 13th July 2023, 8pm	- AGM (NOTE CHANGE OF DATE)
July	- Infant / Junior sports days

10. DATE OF NEXT MEETING : Thursday 20th April 2023, 8pm. School ICT room & online