

**FRIENDS OF BINFIELD SCHOOL**  
**REGISTERED CHARITY NUMBER 1079512**  
**MINUTES OF FOBS MEETING - MONDAY 23<sup>rd</sup> MAY 2022**

**1. PRESENT**

Hayley Hammond	Claire Turner	Joanne Maher
Kate Hayes	Lorraine Parker	Karen Hardy
Debs Conneely	Charlotte Light	Kate Hayes
John Sutton	Briarley Jenvey	Nick Foster
Jessica Simpson	Amandine Painton	Vicky Lunn

**2. APOLOGIES**

Tania Chizlett	Martyna Gonzales	Nicola Jenkins
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**3. APPROVAL OF MINUTES FROM LAST MEETING (MARCH 2022)**

April 2022 minutes were approved as a true record by Kate & Claire.

**4. TREASURERS REPORT**

Bank balance	<b>22/05/2022</b>	£15,911.46		
Stripe account		£0.00		
Petty cash		£0.00		
Medal income (accrued for pending expenditure)		-£473.20		
<b>Available funds</b>		<b>£15,438.26</b>		
<b>Commitments</b>	<b>Agreed spend</b>	<b>Spent to date</b>	<b>Left to spend</b>	
Teachers Floats	£1,600.00	£1,237.30	£362.70	
Books	£1,500.00	£1,477.85	£22.15	
BOLE	£250.00	£116.13	£133.87	
Sports Week	£950.00		£950.00	
Contribution to Year 6 leavers	£300.00		£300.00	
Swimming pool	£3,000.00	£2,500.00	£500.00	
BOLE Canopy	£3,000.00		£3,000.00	
<b>Committed to Date</b>	<b>£10,600.00</b>	<b>£5,331.28</b>	<b>£5,268.72</b>	
<b>Available</b>	<b>£10,169.54</b>			
<b>Income since last meeting</b>			<b>Expenses since last meeting</b>	
Amazon Smile	£46.93		Napkins, Lunchboxes, Crisps	£177.17
Bag2School	£177.20		Prizes for the picnic	£12.00
BFC Lottery	£48.50		Circus	£1,200.00
2nd hand uniform	£48.00		Year 6 play	£200.00
BFC Lottery (ticket target)	£750.00			
Circus	£2,629.05			
Jubilee tea towels	£414.27			
<b>Total</b>	<b>£4,113.95</b>		<b>Total</b>	<b>£1,589.17</b>

Binfield Pre-school donation from the Egg hunt has been removed from figures. Invoice has also been received for the medals. Class budget, books and BOLE spend is going well. Awareness of sports budget to be shared with Katy Hughes.

Claire has paid final sum for circus and purchased napkins / crisps / lunch boxes for Jubilee picnic and prizes for Jubilee dressing up.

## **5. PRESIDENT'S REPORT**

John passed on thanks from all the teachers for the book budget as they very much enjoyed the recent book buying event at Waterstones. BOLE canopy will be installed by Pentagon Play over the summer break due to high demand at the suppliers.

- 5.1 Skipping ropes** : Jo to liaise with Katy Hughes for an update. It may be possible to use the sports class budget towards these.
- 5.2 Technology project** : Thorough checks between school and IT support company in progress, more details expected by the summer term. Grants also being considered.
- 5.3 Year 6 Play** : Due to time pressures, the core committee agreed to contribute £200 towards the 2022 year 6 play with the plan that the script & music can be reused in the future and that going forward an annual budget of £200 would be allocated towards the year 6 play.

## **6. ACTIONS ARISING FROM MINUTES OF LAST MEETING (April 2022)**

- 6.1 FOBS Coffee morning** – To be held at the Foxes Den on Friday 10<sup>th</sup> June after school drop off. Poster & advertising needed.
- 6.2 Mini Baker Magazine** – to revisit later.
- 6.3 Parish Council grant** – Claire is meeting with Ceri (Parish Clerk) on Friday about applying for a grant towards the swimming pool (subject to outside groups / private hire use). Claire will also be applying for a Lexicon grant (£5000 max) towards the BOLE canopy. Jo asked members to let the committee know if they hear about any other grant opportunities.
- 6.4 Gazebo audit** was carried out and items purchased for minor repairs.

## **7. CHAIR REPORT**

### **7.1 Upcoming events**

#### **7.1.1 Platinum jubilee Parish event (4<sup>th</sup> June)**

School have agreed we can collect tombola donations in exchange for a non-uniform day on Friday 27<sup>th</sup> May. We need to make it clear that items donated will be used at the parish event on 4<sup>th</sup> June with all funds raised coming to FOBS. Volunteers needed for item drop off on 27<sup>th</sup> May and for selling on 4<sup>th</sup> June. Dice will be used instead of individual tickets. Large posters need to be created and printed for the stall and a white board used for the rules.

#### **7.1.2 Platinum Jubilee Tea Towels**

54 x KS1 tea towels & 65 x KS2 tea towels currently ordered. Ideally need to sell at least 75 of each design to improve profit margin, advertising push needed before Friday 27<sup>th</sup> May order deadline. Committee agreed to buy 2 x tea towels for the school to keep as mementos. We may buy 100 of each design in case of additional late orders after order deadline.

#### **7.1.3 Summer term raffle**

Raffle to run 2 weeks before and 1 week after circus. Draw to be held by Suzie on Friday 1<sup>st</sup> July? Tickets to be printed asap but we can also take ticket requests online via pta events.

#### **7.1.4 Doughies Pizza & cookie kits (17<sup>th</sup> June)**

Vicky has asked Nicola to contact local companies for advertising flyers to go into bags (GolfPlex?). Event has been set up on PTA events with a link direct with Doughies, advertising push needed. Volunteers needed to pack bags and distribute to parents. Raffle tickets to be sold at same time?

### **7.1.5 Circus (25<sup>th</sup> June)**

Ticket price = £8 each earlybird (first 100 for each show) and £9 for next 100. Income so far = £2600, profit £1100. Circus will arrive at 8am, committee member needed to advise on set up locations. David Cliff gazebos to be used at event.

### **7.1.9 Party by the Pitch (2<sup>nd</sup> July)**

FOBS will be running a face glitter stall. Volunteers needed. PBTP committee need to know how many tickets we need reserving for volunteers.

**7.1.10 Krispy Kreme Doughnuts** – end of term? Minimum order? We will only be able to run this event if we have a volunteer to co-ordinate. Please email [fobs@friendsofbinfieldschool.co.uk](mailto:fobs@friendsofbinfieldschool.co.uk) if you would like further information.

### **7.1.11 New parents evening refreshments / 2<sup>nd</sup> hand uniform** (Thursday 9<sup>th</sup> June @ 6pm).

Volunteers needed to serve drinks and sell uniform (Martyna? Karen & Briarley are happy to help with the uniform) *Hayley to send an email to team@ asking for volunteers.*

**7.1.12 New starter picnic / 2<sup>nd</sup> hand uniform (Friday 8<sup>th</sup> July, 1:30pm)** : Volunteers needed (*Is Martyna available on this date?*)

**7.2 FOBS logo** – ongoing. Jo shared some designs for consideration. School would like to review the designs and then Jo will share designs with the team by email. Discussion held about potentially changing the name to Friends and Parent Teacher Association (FPTA). We also need a strapline under the logo to explain what we do. (raising money for Binfield School?). May be helpful to make the Facebook page an open page instead of a closed group so people can freely find info and make events more visible although all existing members will have to join the new page. Nick has offered to set up the new Facebook page to be launched when new logo has been agreed.

**7.3 End of term keyrings** (Crossfield-creations) – to be postponed

**7.4 AGM committee roles** – As usual all committee will step down at AGM in July 2022. Job specs are available on PTA events, Jo encouraged members to consider standing for a role. Jo would like to create a Q&A video for core roles to help with recruitment of new members. It was explained that of the core committee, only Nick has a child in KS1 and most of the core committee will be leaving the school in 1-2 years giving little time for shadowing / handover of core roles. Please email [fobs@friendsofbinfieldschool.co.uk](mailto:fobs@friendsofbinfieldschool.co.uk) or approach a committee member at any time if you know of anyone who might be interested in any of the core roles or in becoming a general member or bring them along to the next meeting. Comms plan needed prior to AGM.

**Committee can still run as an active charity to spend funds if we do not have an active committee however no events or fund raising will be possible which will have a significant impact on school life.**

## **8. ANY OTHER BUSINESS**

- Jess asked if school need help with the jubilee picnic, Jo advised that teachers will be covering this event but assistance is needed to put bunting up around school on Thursday afternoon, from 1:30pm? DBS card needed. *Jo to ask Mr Munden to take bunting down after Friday.*
- Lorraine advised the next Bag2School collection will be held on Wednesday 6<sup>th</sup> July and the Parish office meeting room has been booked so items can be delivered at school pick up on Tuesday 5<sup>th</sup> or at drop off on 6<sup>th</sup> July. Volunteers needed to help move items.
- Claire asked Vicky to confirm the Pre-school bank details so she can send payment before the end of term.

- Claire also asked if we will be issuing a communication on transaction fees via PTA events. We currently pay bank card and PTA event transaction fees unless this is voluntarily paid by purchasers (we are currently losing approx. £80 on the circus ticket fees). PTA events fees can be changed to compulsory. Need to consider including transaction fees when setting ticket prices for future events.
- Claire's mum would like to make something else with the unusable gingham dresses. Hair scrunchies & drawstring bags were suggested as these can be sold.
- Unfortunately, we are not eligible for the RE3 free compost scheme but we are benefiting from reduced prices and free supplies from Ashridge Manor Garden Centre.
- Reception parents have raised a sum of money (amount?) for the Reception garden area and the Reception teachers would like our help to receive and spend the money. Karen to find out how much they have raised. This has now been sorted.
- Kate suggested that we consider changing the constitution regarding general members and voting rights as currently only AGM attendees can vote for the whole year. Proposal is that members who attend 3 consecutive meeting can achieve voting rights and also that members who do not attend 3 consecutive meetings without giving apologies become general members without voting rights. Amendments will be proposed at the upcoming AGM.

**9. BINFIELD BEACON ADVERTISING (2<sup>nd</sup> Monday of month) next deadline = 13<sup>th</sup> June**

Bag2School collection on 6<sup>th</sup> July to be included.

**UPCOMING EVENT DATES**

Friday 27 <sup>th</sup> May 2022	- Non uniform day (Tombola donations)
Saturday 4 <sup>th</sup> June 2022	- Parish Jubilee event (FOBS Tombola)
Friday 17 <sup>th</sup> June 2022	- Doughies pizza & cookie kit sale - Raffle tickets on sale?
<u>Monday 20<sup>th</sup> June 2022, 8pm</u>	<u>- FOBS meeting</u>
Saturday 25 <sup>th</sup> June 2022	- Circus
Saturday 2 <sup>nd</sup> July 2022	- Party by the Pitch (Face Glitter stall)
Tuesday 5 <sup>th</sup> / Wednesday 6 <sup>th</sup> July 2022	- Bag2School Collection
Tuesday 12 <sup>th</sup> July 2022	- Junior Sports Day
Wednesday 13 <sup>th</sup> July 2022	- Infant Sports Day
<u>Thursday 14<sup>th</sup> July 2022, 8pm</u>	<u>- AGM</u>

**10. DATE OF NEXT MEETING – Monday 20<sup>th</sup> June 2022, 8pm. School ICT room & online : NOTE CHANGE OF DATE**