



FRIENDS OF BINFIELD SCHOOL
REGISTERED CHARITY NUMBER 1079512
MINUTES OF FOBS MEETING - THURSDAY 16TH NOVEMBER 2017

PRESENT

Martin Alway
Rachel Norris
Darren Williams
Emma Pike

Julie Nixon
Hayley Hammond
Becky Tipper
Sarah Naxton

Claire Thomas
Jackie Rawes
Claire Turner
John Sutton

APOLOGIES

Alex Bartlam
Kirsty Sizeland
Purveen Hira

Clare Radford
Jenny Spender

Kelly Howes
Kate Hayes

MINUTES OF THE LAST COMMITTEE MEETING

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

PRESIDENT'S REPORT

John Sutton once again passed on a big thank you to FOBS from Suzie and all of the teaching staff for all of their continued hard work.

He also told the committee that he had been at a number of schools where they struggle to get a PTA together and when he arrived at Binfield he was astounded at what an amazing job that FOBS does and how lovely it is to see so many people getting involved.

Darren asked John to check that the beetle board for the BOLE has been purchased with the money that the school received from the grant that Lynne received.

CHAIRMAN'S REPORT

Vice Chair position - Becky has decided to step down as Vice Chair of FOBS with immediate effect. After a massive 6 & 1/2 years(!) she has decided; for personal reasons, she can no longer dedicate the time that this role takes up. Darren passed on a huge thank you on behalf of everyone for her dedication, time and effort which has been instrumental in so many successful FOBS events.

Darren had approached Jackie Rawes prior to the meeting to ask her if she would be willing to take on the role, to which she has agreed. Claire/Martin/Polly all seconded this decision. The committee thanked Jackie and wished her well in her new role.

Thank you cards - Darren passed cards around from the children thanking FOBS for all of their recent efforts in the BOLE.

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 mics. Quite often several microphones fail during just one performance or assembly. The funds are currently allocated by Julie so Darren is to go back to Suzie to relay that we will do further research ourselves, possibly with a Parentmail going out to request help from anyone within the parent body that may have expertise in this field.

IT equipment - Following the presentation of the IT project to members of the FOBS committee, Darren has confirmed FOBS is donating £7000 per year for the next 3 years. This is expected to begin soon and the money will be held by FOBS and ringfenced for this project. The current savings for FOBS allows us to ringfence the entire proposed £21,000, and avoids passing on a burden to the next Chair and committee members. By the end of the Spring term 2018 there should be a handheld device between every 2 children in the classrooms. This was a goal set by the school some time ago so to be able to agree to support it is a great moment for FOBS team. Well done.

Constitution/Binfield 10k - Our current 'generic' constitution needs changing to allow us to work with sub-committees and 3rd party committees. It is currently back with Darren for review pending the outcome of the Binfield 10k discussions. Jenny has contacted the Charities Commission asking questions regarding the legalities of this. Once a response has been received from them a decision can then be made.

Action - Darren/Jenny

TREASURER'S REPORT

Paypal reader - Julie raised that the paypal readers were currently half price until the end of the month (£35.) The committee discussed if it would be worth purchasing one of these for future events to enable us to take card payments, to increase revenue for the Bar/gift stalls etc. The decision was made that this would be beneficial and Julie was to go ahead and purchase it. Darren/Jackie seconded it.

Treasurer's Report

		FOBS Meeting	16th November	
Bank balance at		09-Nov	23,902	Main
				Paypal
Petty cash on hand		09-Nov	<u>885</u>	
	Available funds		<u>£24,787</u>	
			Allowed	Spent
Commitments	Xmas Week		£468	£432 £30 per class plus xmas lunch costs
	Teachers Floats		£1,157	£343 £100 per class
	Bank charges		£300	£60
	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>£11,425</u>	
	Further commitments for future years		£14,000	IT Upgrade 2018/19 & 2019/20
			-£638	
Events since last meeting				
In progress	(Funds in Paypal account)			
	Harrods Trip		£517	
	Santa / Fairy (Xmas Bazaar)		£124	
	Calendars		£208	
	Xmas Puddings		£194	
			£1,043	

CORRESPONDENCE

Onedrive/Domain - Kate has also 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)

Action - Kate Hayes

SUB-COMMITTEE DETAILS

Christmas Bazaar - The preparations for the Bazaar are going really well. The rodeo Reindeer has been booked, banners have been printed and put up. We still need to push on volunteer slots however as they are currently looking very low. Jackie to add in an incentive of a free drink and mince pie to everyone that volunteers throughout the day. Alex and Stacey to investigate the shed by Yr R for the Grotto to be set up? (TBC) A date has been put in for Saturday 18th November to clear rafters/shed (9-11am.) This will enable the new team of people to understand exactly where everything is and what we still need to buy ready for the Bazaar.

Action - Jackie Rawes/Sarah Naxton

30th Anniversary celebration/Fireworks celebration - Alex and Polly have managed to secure Easthampstead Park on Friday 16th March to hold the 30th anniversary celebration evening and have now paid the deposit. Welcome drinks/canapes and finger food to be included in the ticket price of around £35 per person. More details TBC. Polly is looking into sponsorship for the event, however we will be able to breakeven even without the sponsorship so the event can go ahead regardless. Polly to chase Purveen on a deal on the fireworks, but Darren also has a contact that he can pass on to Polly for this.

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.

Action -Rachel Norris/Hayley Hammond/Claire Turner/Jo Foster

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

Christmas lunches - The preparations for the Christmas lunch are going well. The volunteers letters are going out early next week in the book bags and they will be numbered as they are handed in. Julie and Claire will then confirm to everyone that is needed. The tables needed from Dolphin school will be picked up on Wednesday 6th December.

Action - Julie Nixon/Claire Thomas

Quiz night - Jackie confirmed that Chris would happily work alongside Neil for this event.
Action - Neil Fenn/Chris Rawes

ANY OTHER BUSINESS

Christmas newsletter - We received great feedback regarding the newsletter, how nice and clear it was. It was agreed to only print out the calendar to go with the raffle tickets next time, rather than the whole letter, as most people were happy to read the soft copy of this instead. This would then reduce printing time/costs. Jackie to send reminders for hamper donations/raffle prizes out on Parentmail.

Action - Jackie Rawes

Advertising - PTA events website advertising can be sold to local companies as another way of increasing revenue. Claire to send out a Parentmail to offer this to the whole school to see if any parents running their own businesses wish to take advantage of this.

Action - Claire Thomas

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

Dragons den trophy - It was discussed that a trophy should be purchased for the winners of Dragons Den each year and that it could be passed between the winning classes. It was agreed that we would spend up to £30 on this. Darren to look into.

Action - Darren Williams

Calendars - Last weeks shoot was very successful and finished just 5 mins before the bell! Printing 200 for preorders/sales on the day of the Bazaar and orders will then be taken once these have been sold and another print run for collection before the end of term. They will cost £10 each. Another Parentmail is being sent out Tuesday to promote sales and one example is to be left in the office for people to look at. Darren passed a huge thank you to Gary Glover for all of his time and efforts with the photography.

Action - Sarah Naxton

Tombola wheel - A new (bigger) Tombola wheel needs to be purchased prior to the Christmas bazaar, Julie will wait until the tidy up has been done to see if we find the old one first.

Action- Julie Nixon

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! It was decided that we would look at putting this into next year's calendar of events.

Action - Martin Alway/Darren Williams

EVENT DATES

23rd November 2017 - Harrods trip
2nd December 2017 - Christmas bazaar
8th December 2017 - Christmas lunches
11th January 2018 - FOBS meeting
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
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 Thursday 11th January at 7.30pm in the main hall. All are very welcome.