**FOBS Committee Meeting – Thursday 4th November 2021**

**MINUTES**

**Present**

Sarah Dudley (co-Chair)

Alex McAlpine (co-Chair)

Rachel Earl (Vice Chair)

Caroline Auld (Acting Secretary)

Marion Barton (Vice Secretary)

Sharon Buckley (Acting Treasurer)

Carla Benjamin (Parents Events Coordinator)

Jo Venables (Nearly New Uniform)

Madeleine Tebbett

Emma Heron-Maxwell

Ash Low *(late)* (Volunteer Coordinator)

**1. Apologies for absence.**

Louise

Katinka

Talitha

Vicki

**2. Approval of previous minutes of meeting held on Thursday 7th October.**

Approved

**3. Introduction of attendees.**

All attendees introduced themselves.

**4. Financial update.**

The sale of pantomime tickets has made £543 profit

Calendar - £80 taken so far

Uniform - £201.45

Joke Book - £204 taken

Pumpkin Trail - £21

Afternoon Tea with Santa - £483.04 taken

Mufti Day - £342.41 taken, 50% of this to go to Roman’s Eyes charity fund. **SD** to contact them to see if we can transfer the amount directly to avoid paying platform fees on Justgiving.

Cake Sale - £15.85 taken so far

Christmas Decorations - £36 taken so far

Online donations - £14.85

**5. Feedback of FOBS events and products since previous meeting:**

**a. Lottery Alex Ongoing**

Ongoing. We have 74 ticket sales per week

**b. Happy Bags Alex Thursday 21st October**

Another collection is booked for March. The amount the company pays has gone down, but so have our donations. We had very high numbers of donations around lockdown.

**c. Mufti for FOBS/Crazy Hair Day TBC Thursday 21st October**

School feedback on the day was good. Perhaps too many excited bucket shakers, so suggest fewer next time. Two at each entrance.

**d. Pumpkin Trail Sarah Sunday 31st October**

This was a successful event. Thank you to **SD**  for hand drawing the map of Bisley which we can now use for future events. Suggestion to do a Christmas window/decorations/Christmas lights trail. Possibly as a competition: Each entrant pays a small amount to register their home, they are given a number for their trail and then those who walk the trail vote on which numbered house they would like to win the prize. No volunteers to organise it at the meeting so **SD** to share the idea on Whatapp to see if we will get any volunteers.

**6. Future FOBS events and dates for discussion:**

**a. Foreign Currency Vicky S**

Ongoing

**b. Hats and Caps Ash**

A few sold. The company do not do scarves. **AL** to check to see if they have any ideas of other companies who might.

**c. Grants/EBay Rachel**

No new grants awarded, we did not get the co-op donations this year. **CB** suggested applying to the Surrey Heath Community Fund, but the grant needs to be for a specific purpose. **CB** to email Mrs McConnell to ask for suggestions (and CC in **SD, RE** & **AM**)

**d. Nearly New/Online Uniform Jo/Talitha**

We have had a few more donations and sales. Costume sales are ongoing and have totalled approx. £30, including money from coat sales. Christmas jumpers/items/costumes to go on sale next week. More sales have also been made by **JV** advertising on gumtree and Next Door.

**e. Bisley Wildlife Calendar Alex**

Sales hopefully will increase in the run up to Christmas

**f. Bisley Joke Book Carla**

**CB** is in the final stages of submitting the draft, just a couple of edits left hopefully. Thanks to **CB** for all her hard work. We hope to receive the copies in early December. We have sold 58 copies but ordered 100 so the remaining copies can be sold on PTA events. We have included an advert for Eikon the mental health charity in the back of the book.

**g. Year 6 Cake Sale Jo Friday 5th November**

We will implement a 2 queue system for those who have donated online so they get cakes. So far 28 sold online, to close at midnight.
Reception and Foxcubs do not customarily walk around the back of school (if they do not have older siblings) so **AM/SD** to ask the Reception teachers to put a board out to direct parents to the cake sale at the back of school. We will sell 2 cakes for £1, limit of one bag per child so we don’t run out.
A Year 6 parent has donated 300 brown paper bags. We need to also remind parents to bring a box for their purchases.
**SD** to herd parents to the correct queue and do Sum Up Machine.

**h. AGM/Election of Committee Roles Alex/Sarah Thursday 18th November 2.30pm**We need a new Chair/Chairs and a Vice Chair. If we do not have any volunteers for these posts then committee members will need to agree on the Chair rotating between members, otherwise we must contact Companies House and dissolve the organisation. **SD & AM** intend to be around to help the new Chair/s where they can
Some committee members cannot attend the AGM.

Apologies given by **MB** who will stand in absentia for Vice Secretary.

Agenda to include: Financial Update (this year), Target amount to be raised (the coming year), Election of Committee Members.

We need non-committee members attending to number twice the number of committee members present at the meeting.

Teachers have also been invited as we are still looking for a new teacher liaison.

**i. Mufti for Secret Santa Carla/Caroline**Change of date to **26 November** as this clashed with Children in Need. A poster also needs to be made. It is important to remind parents that present donations do not need to be expensive and an absolute limit of £5 as they are being sold for £1.

**j. Secret Santa Shop Carla/Caroline Friday 3rd December**

The committee voted on whether to use paper bags or wrapping paper and the vote was won by wrapping paper

**AL** to coordinate volunteers

**k. Christmas Decorations Katinka December**

Thank you to Katinka for some lovely decorations!

**l. Christmas Cards Talitha December**

£716 taken already for Christmas cards!

**m. Afternoon Tea with Santa TBC Friday 10th December**

Gifts need to be purchase. **EH-M** suggested decoration packs from The Works/Tiger. **AM** to order from The Works.
Santa’s DBS has been done. **AM&SD** leading, **AL** coordinating volunteers.

**n. Tombola TBC Friday 10th December**

We need volunteers to go in to set up and label tombola donations during the day. After school the tombola will be set up and opened outside. We will have 2 chocolate tombolas and 1 alcohol. **SD** will ask the FOBS and Class Reps WhatsApp groups for help. Shifts of 30 mins only.
Mrs McConnell has approved us asking Kiwi and Scott to provide hot refreshments at the event. To ask **OS** to contact them. **AL** to lead, **CA** to help.

**o. Christmas Raffle Caroline/Louise Friday 10th December**

**CA** is leading and already has 28 prizes! Louise setting up Raffall, should be open next week Bisley Removals have promised £200 but not responded to recent emails. **CA** to chase them as well as those she has approached but not had a response from. The facebook post asking for parent donations/contacts to be shared on WhatsApp.

**p. Woking Pantomime Ash Thursday 16th December**

113 tickets sole for the evening performance. We have lost some money on the matinee as we did not sell over 10 tickets.

**7. Times and dates of future meetings**

Next meeting **Monday 6 December**.

**8. Any other business.**

**SD** to make **MB** admin on facebook
**RE** organising FOBS Christmas night out.