



**FRIENDS OF BINFIELD SCHOOL**  
**REGISTERED CHARITY NUMBER 1079512**  
**MINUTES OF THE ANNUAL GENERAL MEETING - WEDNESDAY 12TH JULY 2017**

**PRESENT**

Darren Williams	Becky Tipper	Julie Nixon
Polly Phillips	Rachel Norris	Kirsty Sizeland
Suzie Featherstone-Wright	Kerry Mistry	Hayley Hammond
Kelly Howes	Emma Pike	Tristan Head
Claire Thomas	Jenny Spender	Neil Fenn
Kate Hayes	Sarah Naxton	Andy Moorcroft
Tom Olliver	Alex Bartlam	Martin Alway
Purveen Hira	Jackie Rawes	Claire Turner
Jo Maher		

**APOLOGIES**

Clare Radford

**MINUTES OF THE LAST ANNUAL GENERAL MEETING**

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

**PRESIDENT'S REPORT**

Suzie passed on her gratitude and said a huge thank you to FOBS for all of their ongoing hard work and commitment over the last year. She has visited many schools over the past academic year and has found speaking to the other Headteachers that there is no other PTA quite like the one we have at Binfield! She said that what we do and the events that we put on not only successfully raise a huge amount of money for the school, but also bring the community together. The money we raise makes a massive difference to the children and their learning environment, encouraging them to develop further skills and enhancing their education.

**CHAIRMAN'S REPORT**

Darren made the following report:

FOBS has become a significant fundraiser for the school and without the support of so many the children would lose out on those little extras that we are able to provide.

I would like to say thank you to the team of people without whom FOBS would fall apart. I will not name everyone, but I hope that you are all aware of who you are and understand how truly grateful I am for all the time that you have all donated.

In addition to the members of FOBS, I would also like to take this opportunity to thank the school office team and Bill for all the hard work that they have put in over the year. Some teachers have also given up their time through the year to ensure that the children can further benefit from the donations that FOBS has made. Significant improvements have been made to the BOLE that can be attributed to the enthusiasm of a few teachers and parents.

Finally, we need to thank the parents and carers of the children, your willingness to dig deep and let us rob you so many times throughout the year is very generous.

I would also like to highlight the great steps that have been made with the website [www.pta-events.co.uk/fobs](http://www.pta-events.co.uk/fobs). Our ability to book and pay for tickets and to be able to volunteer to help with events online has made a huge difference to running events. In addition it has been a 'go to' place to for information regarding future events.

This year we as a committee have raised £42,000, with a profit of £21,000 for the school. So what have we spent it on, and what are the future goals for FOBS?

***We have bought:***

A Popcorn machine  
New staging and trollies to transport and store them  
Basketball Hoops  
Upgraded the BOLE including chalk boards and equipment  
Dyson fans for all the classes  
Gazebos  
Playground equipment and a storage box

In addition we have, as with every year, supported the school with teachers floats, enrichment week funds for the Spring and Autumn terms, the Lifebus, sports week funds, Christmas celebrations and Y6 leavers gifts!

All of this was managed because of the long list of events that have taken place this year. These included the Pamper and Prosecco evening, quiz night, Christmas Bazaar, Binfield 10k, Summer Fete, two junior and two infant discos, one family disco, a trip to London for Christmas shopping, several second hand uniform sales, refreshments at the sports days and Christmas cards and tea towels that were extremely popular.

***So what are we aiming for next year?***

Mrs Featherstone-Wright offered details regarding the technology development and we also agreed to continue to look into the microphones for the children's presentations.

I am aware that we have a member of FOBs whose child is leaving the school this year and I would like to thank Dave Minto for all his contributions to FOBS over the years.

I would like to finish by inviting you to come to further FOBS meetings in the future. We usually hold ten meetings in the year, from 7:30pm until they finish..... which would be about 20 hours of your time in a year of 8760 hours, or 0.00228% of your year. No guilt intended!!

Please remember that as a parent of the school you are automatically a member of FOBS, it would be great if you could become or continue to be an active member.

Thank you.

## **TREASURER'S REPORT**

<i>Treasurer's Report</i>	<b>FOBS AGM</b>	12th July		
Bank balance at		06-Jul	9,697	Main
			4,733	10k run
Petty cash on hand		06-Jul	<u>10,416</u>	
	<b>Available funds</b>		<b><u><u>£24,846</u></u></b>	
		Allowed		Spent
Commitments	Xmas Week		£843	£30 per class plus xmas lunch costs
	Teachers Floats	£561	£939	£100 per class
	Bank charges	£60	£300	
	Sports Week Summer Term	£950		
	Enrichment Week Spring Term		£368	spent to date - £368
	Enrichment Week Autumn Term (LifeBus)		£1,132	
	Contribution to Year 6 leavers	£300		
	Playground Equipment - TBA	£203	£797	likely to be spent on basketball hoops, £590
	PTA Website			no cost now - no option to pay
	Year 6 leavers pens		£350	for 375 pens
	Hall staging		£6,337	
	Hall microphones			to be agreed
	Dyson fans / heaters		£3,150	
	BOLE		£1,164	
	Gazebos		£1,170	invoice for £1170 (£315 extra cost - for sides to gazebos)
	<b>Committed to Date</b>		<b><u><u>£2,074</u></u></b>	
			£22,772	
 <b><i>Events since last meeting</i></b>				
Infant Disco	Income (Ticket Sales)		£390	
	Income (on the night sales)		£15	
	Costs		<u>£72</u>	
	Net Profit		<b><u><u>£333</u></u></b>	
Summer Fete	Income		£7,414	
	Costs		£2,472	
	Stock sales		<u>£110</u>	
	Net Profit		<b><u><u>£5,052</u></u></b>	
	Drinks stock in shed to be sold.		£290	already sold £86
Uniform Sales	Income		£55	
	Costs		<u>£0</u>	
	Net Profit		<b><u><u>£55</u></u></b>	

## **ANNUAL SUMMARY**

Total Income from events	£42,213
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Cost of events	£21,519
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<b>Net profit for year</b>	<b>£20,694</b>
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### **Key events**

Christmas Bazaar	£4,165
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Quiz night	£1,629
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10k	£4,733
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Summer Fete	£5,052
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Infant & Junior Discos	£1,656
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Pamper & Prosecco	£891
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Tea towels	£844
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### **Spend in year**

Enrichment Weeks	£2,306
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Hall staging	£6,337
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Gazebos	£1,170
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Fans	£3,150
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BOLE	£1,104
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Playground Equipment	£492
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Year 6	£650
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Other	£741
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	£15,949
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## **ELECTION OF NEW COMMITTEE MEMBERS**

**Chair person** - Darren Williams (voted by Jenny Spender/seconded by Alex Bartlam)

**Vice Chair person** - Becky Tipper (voted by Claire Turner/seconded by Jenny Spender)

Becky raised that whilst she was happy to take on the Vice Chair's role for another year, she would very much like someone else to shadow her, as she was not sure she would be able to commit to another full year and may need to step down at some point.

**Treasurer** - Julie Nixon (voted by Kelly Howes/seconded by Becky Tipper)

**Vice Treasurer** - Claire Thomas (voted by Becky Tipper/seconded by Purveen Hira)

**Secretary** - Claire Turner (voted by Darren Williams/seconded by Polly Phillips)

**Vice Secretary** - it was voted that this role was not necessary anymore.

**Communications Officer** - Clare Radford (voted by Claire Turner/seconded by Darren Williams)

**Website Officer** - Kate Hayes (voted by Claire Thomas/seconded by Jenny Spender)

**Donations Officer** - Polly Phillips (voted by Alex Bartlam/seconded by Hayley Hammond)

Julie to update the new committee members names with the Charities Commission.

### **General members**

All meeting attendees voted and agreed to become general members. It was agreed general members are entitled to a vote if they have been active members of FOBS. The new Constitution will define what constitutes an 'active' member. It will also define the committee's ability to remove a general member in the future.

### **FOBS Constitution**

The constitution has been amended and updated to incorporate the additional things that we now need it to include. The updated document will be sent to the core committee for initial review before an 'extra-ordinary general meeting' will be called for final review and sign off. Darren is aiming for all of this to be done and complete by Sept/Oct 2017.

### **30th Anniversary celebrations**

It has been arranged for the Bishop of Reading to come into school to lead the 30th anniversary celebrations on Thursday 15th March 2018. Jo Maher and Sarah Naxton offered assistance in getting the original school song from when it was first opened so that the children could incorporate it in to their celebrations.

FOBS have been asked to contribute towards the children's celebrations of a 'Street party' themed event, possibly to be held on the school field. It was voted that we would support this. The children have voted that they would like party poppers, music, singing and lots of cake!

### **BINFIELD 10K**

Darren made the following report:

Please offer my congratulations to the team for another very successful event.

I would like to know what is happening to the final £1000 as discussed in the last FOBS meeting on 14th June 2017. I have concerns that lead members of the 10k committee would prefer that FOBS did not have a lead role in it. I propose that we offer two solutions:

A. That the lead members of the 10k accept that FOBS is a significant part of the 10k event and ensure future communications and decisions involve the FOBS committee throughout; allowing for a change in our constitution to account for the 50% of funds to be offered outside of FOBS. The 10k would not need its own constitution etc.

B. Offer the lead members of the 10k the opportunity to take on the 10k, but to agree to support FOBS to the tune of XX% ongoing, with the option to return the event to FOBS should the lead members wish to stop running the event. This would

require the new team to take out their own insurances, write their own constitution, set up as their own charity and open and run their own bank and Paypal accounts: in other words, full ownership of the event with no significant help from FOBS. The school would possibly be willing to hire out some facilities to the 10k event for a fee. This could include school furniture and gazebos, etc.

The XX% is because I am unable to decide on what would be considered a fair % ongoing.

To explain my reasoning: The 10k is currently worth approximately £5k per annum, with huge input from the FOBS team. If we lose the 10k to the lead members of the 10k committee, then the financial benefit may be reduced to between £2k and £3k, with the school benefiting from additional revenue from the rental of its facilities. The summer fete has provided FOBS with £5k to give to the school. The school fete has been a pleasure to run - the same cannot have always been said for the 10k. The time that we are able to take from our volunteer team is limited, I need to ensure that that time is well used and enjoyable for all involved.

I propose that we do not discuss this in this AGM, but that we should suggest another date when all concerned could come and voice their opinion before we come to a vote. Anyone that wishes to attend this meeting should let Claire Turner know by e-mail by the end of term, an agreeable date can then be decided on. Once a vote has been reached and a decision made with how FOBS wish to move forward, a meeting can be held with the 10k committee where we are able to present the points to the lead members of the 10k.

### **CORRESPONDENCE**

**One Drive** - Darren raised that he would like an audit/review done of the current one drive in order for us to be able to use it better as a central storage point. Everyone will then need to save all FOBS correspondence that they have in to this one central location to make access easier for all future events and Committee members (ONGOING).

**Microphones/Staging** - Microphone costs are still under review (ONGOING).

**IT equipment** - This is an ongoing project still, as the school have changed their IT provider this year, moving away from the local authority. A lot of work has been done behind the scenes to improve and prepare the school's infrastructure. They have also been doing a lot of research into leasing options, as well as having a number of devices tested out in the Year 6 classrooms (ONGOING).

**Dinner dance fundraiser** - The viability of this event is being revisited with the possibility of it incorporating a fireworks display. It was decided that the event would be too big to be held at School and that an offsite venue would be best. This could be used as the main fundraiser for next year to coincide with the School's 30th anniversary. Alex to look at possible venues for March 2018. A survey was sent out to parents registered on the FOBS website, asking for their opinions on the event and prices, etc. These results will be reviewed at the next meeting.

**Action** - Alex Bartlam/Polly Phillips

**Fireworks display** - The viability of this event to be revisited with the possibility of it being held alongside the offsite dinner dance (ONGOING).

**Action** - Purveen Hira

**Recipe book** - It was raised that this would be a great project to do again throughout the school, coinciding with the School's 30th anniversary in the next year academic year. Old students/teachers could also get involved with recipes/photos etc (ONGOING).

**Action** - Claire Turner/Rachel Norris/Hayley Hammond

**Calendars** - It was suggested that calendars should be done again this year at Christmas and that we could have pictures of the children in the month of their birthdays this time and for them to be done on a family calendar layout (ONGOING).

**Action** - Gary Glover/Anna Wozzley/Sarah Naxton

### **ANY OTHER BUSINESS**

**Family festival** - Kelly asked if anyone knew of any singers/bands that may wish to be a part of this event if they could pass on their details to her.

**Action** - Kelly Howes/Jenny Spender/Becky Tipper

**Thank you** - Darren asked if the school could please do a Thank you letter to Oaktree Nurseries to pass on their thanks for all of the items that they have donated to the BOLE.

**Action** - Suzie Featherstone-Wright

**School Logo** - It was requested that all future FOBS correspondence has the new school logo present.

**Action** - Claire Turner

**Goodbyes** – Finally, FOBS wanted to say their farewells to all of the staff leaving the school at the end of the summer term. Particular thanks went to Bill, without whom our events would not have run so seamlessly. His help and support throughout the years has been invaluable and he will be very sorely missed. FOBS wanted to wish both him and his family all the very best for the future.

### **PROPOSED EVENT DATES**

12th September 2017 - FOBS meeting  
30th September 2017 - Family festival  
11th October 2017 - FOBS meeting  
16th November 2017 - FOBS meeting  
23rd November 2017 - Harrods trip  
2nd December 2017 - Christmas bazaar  
15th December 2017 - Christmas lunch  
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  
24th March 2018 - Dinner dance  
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  
7th July 2018 - Summer fete  
11th July 2018 - AGM

### **DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 12th September at 7.30pm in the main hall. All are very welcome.