



FRIENDS OF BINFIELD SCHOOL
REGISTERED CHARITY NUMBER 1079512
MINUTES OF FOBS MEETING - THURSDAY 19TH APRIL 2018

PRESENT

Darren Williams
Claire Thomas
Kate Hayes
Polly Phillips

Julie Nixon
Clare Harvey
Emma Pike
Purveen Hira

Claire Turner
Hayley Hammond
Sarah Naxton
Martin Alway

APOLOGIES

Jackie Rawes
Kelly Howes
Becky Tipper

Rachel Norris
Alex Bartlam
Jo Maher

Andy Moorcroft
Kirsty Sizeland

MINUTES OF THE LAST COMMITTEE MEETING

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

PRESIDENT'S REPORT

Clare Harvey passed on thanks from the School for all of the recent contributions from FOBS.

The IT project is now up and running, YR are just waiting on their screens to be delivered. The inset day was used to iron out a lot of the initial teething problems. The School are finalising any issues that have arisen before an official announcement is made on the launch of the IT project on Parentmail. Darren to discuss this announcement with Suzie, as the committee would like it to be highlighted that the project has been supported by FOBS fundraising.

A massive thank you was also sent on behalf of all the staff for FOBS' contributions towards the 30th celebration. The whole event was a huge success and enjoyed by all.

Mr G has fixed the basketball net, Darren asked if we should now fill it with sand rather than water.

Darren asked if Mr G could go ahead and purchase the storage unit that is needed for the extra playground equipment and send Julie the invoice to be paid.

Kate asked if Clare could confirm with Debbie and Suzie that the School communication regarding GDPR compliance would also include FOBS.

CHAIRMAN'S REPORT

30th Anniversary celebration - Darren passed a big thank you to Polly and Alex for organising such a hugely successful event. He thanked everyone that came and supported the event as well as Chris Lunn from Digits for sponsoring the evening and designing the logo for the whole celebration. It was an amazing evening for the 30th celebration of the School.

Darren passed another thank you to Alex for organising the celebratory pins for all of the children and staff, as well as Amanda Wilson for helping out with such a quick payment.

New committee members - Darren advised the committee that he would be stepping down as Chair at the AGM. He will speak to Suzie regarding a communication being sent out advising that, due to the length of time our current committee have done, we will be looking for new members for the key roles within the core committee for next year. These roles will be voted in at this year's AGM.

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 sound. Quite often several microphones fail during just one performance or assembly. The funds are currently allocated by Julie, so Darren has gone back to Suzie to relay that we will do further research ourselves. Alex/Jackie have spoken to some parents who may be able to help and will continue to liaise with them so further investigating can be done (ONGOING).

Constitution/Binfield 10k - Darren and Jenny are due to meet to rewrite the constitution next week. The intention is then to present the new constitution at next month's meeting (ONGOING).

TREASURER'S REPORT

Treasurer's Report

FOBS Meeting

19th April

Bank balance at	31-Mar	9,516	Main
Petty cash on hand	31-Mar	<u>1,116</u>	Paypal
		<u>£10,632</u>	

Available funds

		Allowed	Spent
Commitments	Xmas Week		£822
	Teachers Floats	£619	£881
	Bank charges	£50	£130
	Sports Week Summer Term	£950	
	Enrichment Week Spring Term	£556	£944
	Enrichment Week Autumn Term		£650
	Contribution to Year 6 leavers	£300	
	IT Upgrade (2017/18)		
	Hall microphones	£3,000	
	Committed to Date	<u>£5,475</u>	
	Available	£5,157	

CORRESPONDENCE

Accounts - Last year's accounts have been submitted to the Charities Commission. Julie advised the committee that she will be stepping down as Treasurer at the AGM. A huge thank you was passed to Julie from everyone for all of her efforts and dedication over the years and for the hours that she has put in. Julie advised that she is more than happy to guide the next Treasurer, as well as be a bank signatory until the paperwork can be organised.

First aid training - Training has been booked for Monday 4th June, 8-10pm, in the main hall. 12 people are attending.

SUB-COMMITTEE DETAILS

Recipe book - Deadline next Friday, only 6 recipes have been submitted so far. Hayley to send out a reminder on Parentmail tomorrow. Recipe book to be costed at £7.50.

Action - Rachel Norris/Hayley Hammond/Claire Turner

Summer Fete - A sub-committee meeting has been set for the 25th April at 8pm at the Vic, all welcome. The hunt for raffle prizes has begun, so if anyone knows anyone that wishes to donate a prize please get in touch with Polly/Hayley.

Brass band interested in doing an event with us, possibly 10k and Summer fete. Darren to speak to them.

Binfield 10k - Registration is going well, with over 620 registrations to date. Estate agent boards going up shortly.

Karen has sent Darren an update, with a plea for help with more volunteers for both the night before and from 6am on the morning of the event.

Kate to add the volunteer slots to the PTA website for ease of sign up and Purveen/Karen to organise a Parentmail to be sent out.

Darren confirmed use of his truck on the day of the event, as well as the FOBS gazebos; however, the committee were not happy for these to be left on the field overnight unattended. Purveen to confirm.

Action - Purveen Hira

Infant/Junior Disco - Kirsty to set up sub-committee meeting. Kirsty has asked that Julie advises on correct stock levels to purchase based on last year's figures.

Action - Kirsty Sizeland/Polly Phillips/Alex Bartlam/Emma Pike

ANY OTHER BUSINESS

One drive - Jackie to spend some time clearing this up and archiving the information we hold (ONGOING).

Action - Jackie Rawes

GDPR - We need to make sure that we are compliant in three areas:

The PTA website is being covered by David Cook (from PTA-events website company), who will be making any necessary changes to make sure we are ready and compliant by the 24th May.

The shredder to be used to make sure we do not keep hold of any event sign-in sheets after an event.

The School's policy will cover us for any communication that is sent out via Parentmail, we just need to make sure that they have a cookie policy.

Kate to save audit report on to the Onedrive

Action - Kate Hayes

Uniform sales - The next uniform sale has been set for Friday 20th April. Polly and Julie to help Rachel set up. Emma was unable to find anywhere through her contact at work that would accept logo uniform for recycling. Rachel to confirm if she has managed to get any further forward with her contact.

Action - Rachel Norris

Tombola wheel - A new (bigger) Tombola wheel needs to be purchased prior to the Summer fete as we sold so many tickets at the Christmas Bazaar we were unable to fit them all in the wheel we currently have and so had to resort to using a sack instead! Darren and Martin to look into making one (ONGOING).

Action - Darren Williams/Martin Alway

Shed - All stuff needs to be pulled out in summer so that we can look at the damp in there. Jackie has taken pictures of the damp areas and sent to Darren (ONGOING).

Action - Jackie Rawes

Family quiz - Jackie raised that interest has been shown for a new family quiz night. We need to give some thought as to how this would work with different age groups, etc. This could possibly be the family event in the FOBS calendar for Sept/Oct next year (ONGOING).

Action - Jackie Rawes

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, but there are possible additional costs that we need to look into further (ONGOING).

Action - Martin Alway/Darren Williams

EVENT DATES

Wednesday 16th May 2018 - FOBS meeting (** **Amended date** **)

Sunday 20th May 2018 - Binfield 10k

Friday 15th June 2018 - Infant Disco

Tuesday 19th June 2018 - FOBS meeting

Friday 22nd June 2018 - Junior Disco

Saturday 30th June 2018 - Summer Fete

Wednesday 11th July 2018 - AGM

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 16th May at 7.30pm in the main hall. All are very welcome.