



FRIENDS OF BINFIELD SCHOOL
REGISTERED CHARITY NUMBER 1079512
MINUTES OF FOBS MEETING - WEDNESDAY 7TH FEBRUARY 2018

PRESENT

Darren Williams
Claire Thomas
Hannah Ridnell
Alex Bartlam
Julie Nixon

Emma Pike
Becky Tipper
Purveen Hira
Jackie Rawes
Kate Hayes

Jo Maher
Philippa Brazell
Claire Turner
Rachel Norris

APOLOGIES

Kirsty Sizeland
Hayley Hammond

Kelly Howes
Martin Alway

Polly Phillips

MINUTES OF THE LAST COMMITTEE MEETING

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

PRESIDENT'S REPORT

Philippa Brazell thanked everyone for the extra funding FOBS provided for this term's enrichment week, it has been greatly received by the children and they have got a huge amount from the activities that have been put on.

FOBS wanted a special thanks to be passed on to Miss Ahmed for coming to the Junior disco, the children loved having her there. All of the children were so well behaved at the discos and this helped to make the events so enjoyable.

Hannah Ridnell asked if Darren could buy a new storage bin for the extra sports equipment that has been bought.

CHAIRMAN'S REPORT

IT equipment - Darren has had a meeting with Suzie regarding the IT project as it has now been signed off and approved. It has been agreed, with a unanimous vote, that FOBS will provide the full £21k in order for the school to be able to buy the equipment upfront. It has been noted, though, that FOBS will be making this donation as a one-off investment and will not be able to pay for the ongoing upkeep of the equipment purchased.

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 has spoken to some parents who may be able to help. Alex to go ahead with having a look around the system the School currently has to establish what can be done (ONGOING).

Constitution/Binfield 10k - Darren and Jenny are due to meet to rewrite the constitution. Karen is already aware that FOBS are unable to support the 10k as a charity with the use of our

charity number or VAT number, but that we will be more than happy to support them with use of school facilities, tables, chairs and gazebos, as well as any volunteers that we are able to offer on the day. The 10k will be using the FOBS PayPal account for this year and will be setting their own up once this year's event has finished.

We will be receiving 50% of the events profit again this year.

30th Anniversary Lunch - Darren has met with Suzie regarding the Bishop's visit on Thursday 15th March, there will be a child-led assembly in the morning. The children will then be going back to their classrooms, which they will have spent time decorating, to have a 'picnic' lunch together. The school council, governors and a selection of teachers will be having lunch in the main hall with the Bishop. Suzie has asked Darren and Jackie to join them, along with four other current and active FOBS members. After lunch they will be going out to the BOLE to plant the commemorative tree. It has been decided that a ballot will be done, to include anyone that wishes to attend and four names will be randomly selected. Claire to send an email out to the team@email address asking for anyone that wishes to come to put their name forward by 12th February.

TREASURER'S REPORT

Treasurer's Report

FOBS Meeting

7th Feb

Bank balance at	01-Feb	29,295	Main
Petty cash on hand	01-Feb	693	Paypal

Available funds £29,988

Commitments		Allowed	Spent	
Xmas Week		£468	£432	Still some of xmas lunch to pay (hotplate hire to school)
Teachers Floats		£907	£593	£100 per class
Bank charges		£80	£80	
Sports Week Summer Term		£950		
Enrichment Week Spring Term		£1,500		
Enrichment Week Autumn Term			£650	
Contribution to Year 6 leavers		£300		
IT Upgrade (2017/18)		£21,000		agreed to fund £7k per year for 3 years, now to fund all upfront
Hall microphones				

Committed to Date £25,205

£4,783

Events since last meeting

Infant Disco

Income	£428
Costs	-£67

Net Profit £361

Junior Disco

Income (ticket sales)	£345
Income (on the night sales)	£410
Costs	-£313

£443

CORRESPONDENCE

PayPal reader - The 'izettle' machine was tried out at the quiz night and it worked really well, so this can now be used for any future events.

Domain - Kate has spoken to Shaun and there will be a one-off transfer cost of approx £50, this will mean that the domain and hosting package will then be under our control and that going forward Kate will receive all of the renewal reminders.

One Drive - Jackie to spend some time clearing this up and archiving the information we hold.

Waitrose green token scheme - We have received confirmation that the cheque for £282 from the Waitrose scheme is ready to be collected. Polly to collect after half term.

SUB-COMMITTEE DETAILS

30th Anniversary celebration- The early bird offer of £30 ends this Friday, 9th February. Tickets for six teachers/six governors to be invoiced to the School. Darren raised if it was worth possibly doing flyers to create more noise about the event in the playground and the local community?

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 (ONGOING).

Action - Rachel Norris/Hayley Hammond/Claire Turner

Summer Fete - Jackie, Claire and Darren have agreed to help organise the Summer Fete this year, but would be very grateful for as much help as possible, with plenty of stall holders owning parts. A date for a sub-committee meeting will be set shortly (ONGOING).

Binfield 10k - There was no meeting this week or next week as it is half term. Registration is now open and the numbers are over 200 runners already. The max capacity is 750 this year.

Action - Purveen Hira/Alex Bartlam

ANY OTHER BUSINESS

Infant/Junior Disco - The discos in June run on the two Fridays before the Summer Fete, Jackie raised that if both her and Claire are heading up the committee for the Fete, they would be unable to be as involved in the discos this time round. The question was asked if Kirsty and Polly would be happy to take the reins and if there was anybody else that would like to get involved?

Action - Kirsty Sizeland/Polly Phillips

Bowling alley - Jackie asked if the bowling alley in the shed that was made for the Bazaar/Fete could be put back up into the rafters in the FOBS hall. Alex offered for it to be stored in her garage and has since checked its size and confirmed that it will fill, so Darren to organise moving this.

Action - Darren Williams

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.

Action- Darren Williams/Martin Alway

First aiders - It was raised that it would be good practice, going forward, to have qualified first aiders present at FOBS events. Claire to send an email out to the team@email address to see if we have any already qualified members, or if anyone would be interested in attending a course.

Action - Claire Turner

GDPR - The new data protection laws have come into effect to protect people from marketing that they don't want. The PTA events system set up will be amended to support GDPR as it stores users' data. Jo Maher kindly offered to donate a shredder so that we are able to shred any

paperwork that we hold after an event with people's information. We also need to change the pricing structure for future events in order to include the 'booking fee' - Julie to look into what these prices need to be changed to.

Action - Kate Hayes/Julie Nixon

Uniform sales - Rachel has done some research and has managed to find a charity that will accept old logo uniform, sending them to Africa. This can be used for the excess uniform that FOBS currently have that we will be unable to sell after the summer term. This is also a possibility for the end of term so that a uniform amnesty can be held as the old logo is phased out ready for the Autumn term.

Action - Rachel Norris

Shed - All stuff needs to be pulled out in summer so that we can look at the damp in there. Jackie to draw a chalk line around the area in the meantime.

Action - Jackie Rawes

PTA magazine - Kate has now subscribed to this, Jackie to take a look through it.

Action - Jackie Rawes

Emailing - Darren raised that there were a number of FOBS email addresses and that several different people were replying to them, often with different responses, which was confusing people. All email addresses to be streamlined and directed to Claire, who would then distribute them out to the specific person that needed to deal with the query.

Action - Claire Turner

Donations - 'myBTdonate' site does this and they manage the Gift Aid aspect for us also. They just need to see a bank statement for visibility to have it set up.

Action - Claire Thomas

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 Sep/Oct next year.

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

6th March - FOBS meeting
15th March - Bishop of Reading visit / School lunch
16th March - 30th anniversary celebration
23rd March - BOLE tidy up
19th April - FOBS meeting
17th May - FOBS meeting
20th May - Binfield 10k
15th June - Infant disco
19th June - FOBS meeting
22nd June - Junior disco
30th June - Summer Fete
11th July - AGM

DATE OF NEXT MEETING

The next meeting will be held on Tuesday 6th March at 7.30pm in the main hall. All are very welcome.