

FRIENDS OF BINFIELD SCHOOL
REGISTERED CHARITY NUMBER 1079512
MINUTES OF FOBS MEETING – TUESDAY 8th NOVEMBER 2022

1. PRESENT

| | | |
|-------------------|-----------------|----------------|
| Hayley Hammond | Claire Turner | Joanne Maher |
| Lorraine Parker | Charlotte Light | Vicky Lunn |
| Samantha Daines | Karen Hardy | Alison Melabie |
| Deborah Conneely | Kate Hayes | Jackie Kelley |
| Martyna Goncalves | Helen Thompson | Tatum Celliers |
| Tania Chizlett | Nicola Jenkins | |

2. APOLOGIES

| | | |
|---------------|-------------|-----------------|
| Rachel Parker | Nick Foster | Jessica Simpson |
|---------------|-------------|-----------------|

3. APPROVAL OF MINUTES FROM LAST MEETING (OCTOBER 2022)

October 2022 minutes were approved as a true record by Vicky & Jo.

4. TREASURERS REPORT

| | | |
|------------------------|------------|-------------------|
| Bank balance | 08/11/2022 | £14,708.15 |
| Stripe account | | £0.00 |
| Petty cash | | £0.00 |
| Available funds | | £14,708.15 |

| | | Agreed spend | Spent to date | Left to spend |
|-------------|--------------------------------|---------------------|----------------------|----------------------|
| Commitments | Teachers Floats | £1,600.00 | £164.73 | £1,435.27 |
| | Enrichment Week Autumn Term | £777.81 | £172.19 | £605.62 |
| | Christmas Week | £950.00 | £262.20 | £687.80 |
| | Enrichment Week Spring Term | £950.00 | | £950.00 |
| | Sports Week | £950.00 | | £950.00 |
| | Books | £1,500.00 | £492.08 | £1,007.92 |
| | BOLE | £250.00 | | £250.00 |
| | BOLE Canopy | £3,000.00 | | £3,000.00 |
| | School Plays | £200.00 | | £200.00 |
| | Contribution to Year 6 leavers | £300.00 | | £300.00 |
| | Committed to Date | £10,477.81 | £1,091.20 | £9,386.61 |
| | Available | £5,321.54 | | |

| Income since last meeting | |
|----------------------------------|----------------|
| BFC Lottery | £59.50 |
| Bag2School | £264.80 |
| Easy2Name | £6.68 |
| 2nd hand uniform | £86.51 |
| Total | £417.49 |

| Expenses since last meeting | |
|------------------------------------|----------------|
| Circus 2024 deposit | £300.00 |
| Beacon advertising | £45.00 |
| First Aid training | £240.00 |
| SumUp machine | £39.00 |
| Total | £624.00 |

Claire asked that Helen & Tatum to remind all teachers about putting in expense claims for the

autumn term enrichment week budget, class budgets and Christmas presents.
The school Christmas lunch committee will be renting an additional hot serving table as usual (to be covered by the Christmas budget).

5. PRESIDENT'S REPORT

Helen advised that school have had a consultant review the main hall sound system and it will cost circa £2000 to replace the system before the Christmas play performances and school would like to ask FOBS to fund half of the expected cost. Have school obtained only one quote as quote seems quite low? New system needs to be child and adult friendly. Jackie & Rachel suggested asking around other local schools to find out what systems they are using and the cost. Jackie has a contact who set up the Ranelagh sound system and she offered to ask him what his opinion is on the expected cost to replace a school sound system and if he is able to advise on the best solution. Jo will get a copy of the current quote from Louise and share with the committee.

Dragons Den currently being reviewed in school. £20 budget per class. Helen to check if there is a trophy. Ali suggested she could make an applique dragon presentation plaque if needed.

Teacher bazaar volunteer list has been completed and sent back to FOBS, all teachers are aware of their agreed slots.

6. ACTIONS ARISING FROM MINUTES OF LAST MEETING (OCTOBER 2022)

- 6.1 Mini Baker Magazine** – to revisit later.
- 6.2 Grants** – Claire has applied to the Persimmon Homes community funding scheme for a grant and Jo mentioned that she had met a gentleman at the BFC lottey celebration evening who can help us apply for grants. *Jo to share details with Claire.*
- 6.3 PTA events contract change** – *Nicola & Jo to liaise re setting up advertising slots on PTA events and changing contract with PTA events.*
- 6.4 Misc. fundraising contacts** – Kate has completed a handover to Lorraine, Lorraine asked about the best way to communicate any special promotions & Jo advised that details need to be shared with Jess for including in the communications plan.
- 6.5 Class budget expenses procedure** – Claire confirmed this has been shared with all teachers.

7. CHAIR REPORT

7.1 Previous events

7.1.1 2ND Hand Uniform sale 14th October

Over £80 made using £1 per item flash sale, thanks passed onto all volunteers

7.2 Upcoming Events

7.2.1 Doughies Kit sale 18th November

Order deadline is Saturday 12th November. Helpers may be needed for handing out kits on Friday 18th November. Need to confirm with Tina that there is space in the community fridge, if kits are being delivered direct to school or Debs will use her spare fridge if needed.

7.2.2 First aid training 16th November

This will run 7-9:30pm including de-fib training. Please arrive from 6:45pm, *Hayley to confirm attendees from Doodle Poll*

7.2.3 Christmas Bazaar

Sub committee meeting on 17th November by zoom. Note all volunteers for Elfridges will need a new style DBS. Owner needed for the bottle tombola. Volunteer slots are available on PTA events, set up in school from 4pm on Friday 2nd December if you have a DBS, from 6pm if you don't. All hands welcome.

7.2.4 Spring term discos – sub-committee meeting to be held in new year

7.2.5 Bag2School collection (26th & 27th January & 19th May 2023)

7.3 FOBS logo launch

Postponed until 2023

7.4 Parent helper new style DBS

Please consider completing the new child safety training asap

7.5 Winter market at memorial hall 20/11/22, 3-6pm

Organised by Wendy Letton, FOBS will be nominated charity, FOBS welcome to come along and support the event / volunteer. 4 tables left, please contact Jo if you know anyone who may like to attend. *Jo to share link with Joanna Day*

7.6 Team WhatsApp group – To be used for co-ordinating volunteers. please send phone number to fobs@friendsofbinfieldschool.co.uk if you would like to be added.

8. BINFIELD BEACON ADVERTISING (2nd Monday of month)

December / January – 14th November : Jess to send new advert to Claire Thomas.

9. ANY OTHER BUSINESS

Jo reminded everyone about using Amazon Smile and Easyfundraising whilst Christmas shopping as it is free income for FOBS.

Vicky asked for Binfield Believes Elf volunteers on 18th December.

Claire asked Kate if it had been confirmed how much we owe for Beacon advertising. *Kate to ask Hayley to send an invoice asap.*

Jo to ask Michael Hawkins (Binfield Church choirmaster) if new children's choir can attend bazaar.

Tania has collected change donation boxes from Vic, The Stag & Hounds and village stores. Charlotte will bank cash and confirm amount collected.

Martyna advised the Binfield Choir are not able to perform at the bazaar.

Jo advised that she has been personally paying £15 per month for Zoom for FOBS meetings and we need to decide if we keep this going as an agreed expense. Nicola suggested Google Meet which is free or Teams? otherwise we could go back to Webex via Hayley?

Nicola suggested that we notify parents earlier about upcoming FOBS meetings so people can plan ahead to attend. Meeting dates are published in the termly Learning news, the bi-weekly school newsletters and the FOBS meeting minutes which are freely available on the school website. *Jo advised she will discuss amending the communications plan with Jess to include*

increased notice period. Hayley to put FOBS event list in the OWL notice boards.

UPCOMING EVENT DATES

| | |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday 18 th November | - Doughies kits (Debs) (order deadline Sat 12 th November) |
| Friday 2 nd December | - Non uniform day / bazaar donations |
| Saturday 3 rd December, 12-3pm | - Christmas Bazaar |
| Wednesday 7 th December, 8pm | - Please join us for a Christmas drink in The Victoria Arms, please RSVP to fobs@friendsofbinfieldschool.co.uk by 2/12/22 |
| Sunday 18 th December | - Binfield Believes |
| Wednesday 12th January 2023, 8pm | - FOBS meeting (NOTE CHANGE OF DATE) |
| Thursday 26 th & Friday 27 th January | - Bag2School collection |
| Saturday 4 th February 2023 | - Adults Quiz night? Event lead needed |
| Monday 6th February 2023, 8pm | - FOBS meeting |
| Friday 24 th February 2023 | - provisional disco date |
| Tuesday 7th March 2023, 8pm | - FOBS meeting |
| Friday 17 th March 2023 | - Spring planters Event lead needed |
| April 2023 | - Binfield Egg Hunt |
| Thursday 20th April 2023, 8pm | - FOBS meeting |
| May | - Infant / Junior / family disco? |
| Monday 15th May 2023, 8pm | - FOBS meeting |
| Friday 19 th May 2023 | - Bag2School collection |
| Tuesday 13th June 2023, 8pm | - FOBS meeting |
| Saturday 24 th June 2023 | - Summer Fete / family cinema night? Event lead needed |
| Wednesday 13th July 2023, 8pm | - AGM (NOTE CHANGE OF DATE) |
| July | - Infant / Junior sports days |

10. **DATE OF NEXT MEETING : Wednesday 12th January 2023, 8pm. School ICT room & online**