



Binsted C of E Primary School

FOBS Meeting
19:30hrs Wednesday 28 September 2022
The Jolly Farmer Pub, Blacknest

MINUTES

1. Welcome and any apologies

Attending: Alix Arrowsmith (AA), Michelle Stephens (MS), Aimee Macleod (AM), Sam Cooke (SC), Venetia Ellvers (VE), Rav Garrett (RG).

Apologies: Sharron Morton (SM), Jo Dorans (JD), Emma Winhall (EW), Julia Warsap (JW), Kerry Wilson (KW), Lucy Ambache (LA), Anna Bond (ABO), Alice Budd (ABU), Mary Peddar (MP), Henrietta Barnard (HB).

2. Actions from last meeting 18/07/2022

AA has received minutes from JD & offered to share with anyone who was interested in reading them. She suggested that all outstanding actions would be covered in this meeting.

3. AGM Plans – Officers Roles, number of elected committee members, ordinary members, attracting parents to come along, refreshments.

AGM date organised – 18/10/2022 in the School Hall, Zoom link organised for those that cannot attend personally. **Reminder to be sent via Whatsapp Groups week before.**

All officer roles are becoming vacant this year.

Officer Roles are:

- ★ Chair – AA to need to stand down by Easter 2023 due to personal reasons. Happy to co-chair until then and do a comprehensive hand over.
- ★ Vice Chair – SC to stand down due to school move.
- ★ Treasurer – EW would like to stand down but do a comprehensive hand over
- ★ Secretary – JW would like to stand down.

Number of elected committee members JD, HB have already indicated they wish to stand down from the committee. LA has already stood down as an official member and been removed from the Charity Commission list.

It has been suggested that 16 elected members are too many, therefore AA proposed that we have one elected member per year group (including/excluding officers). Who will also be responsible for Whatsapp groups. This will allow for official decisions to be made quicker and easier.

Current Whatsapp representatives:

- ★ Oak: Year R – Kerry, Year 1 – Henrietta,
- ★ Rowan: Years 2 and 3 – Michelle
- ★ Beech: Year 4 – Jo, Year 5 – Sam,
- ★ Silver Birch: Year 6 – Venetia

During AGM:

- ★ New officers need to be elected
- ★ Whatsapp class representatives need to be confirmed.
- ★ Committee to comprise of four officers and 7 class reps (class rep can also be officer?).
- ★ Charity Commission website to be updated after the AGM and new members to be issued with the FOBS constitution & Trustee Declaration Form.

Attracting parents to come along to AGM and sign up for roles?

- ★ 'Job Descriptions' to be published so parents know what is expected - simple one liners that don't make the job sound too 'scary'.
- ★ Reminders on Facebook, Whatsapp Groups and ParentMail.
- ★ Also make clear what 'Won't Happen' if FOBS don't have a committee.
- ★ **AA to put together information for this week's Parentmail.**

Funding agreed for AGM refreshments **AA to organise wine & nibbles**

4. Financial reports and feedback

New Bank account - Switch to Co-op account should be completed by 28/09/2022. Means funds/cash can be withdrawn from Post Office

EW, AA, LA, SC to discuss best way to close HSBC account and transfer money to Co-Op

Bank Balance currently stands at £4,349.24

- ★ £1,250 donation from Binsted Parish Council earmarked for Playground Painting Lines.
- ★ £1,116 earmarked for teachers' wish lists. (Oak had a new rug @ £323.99) agreed in the last meeting that each class would get £360. 3 x £360 plus £36 top up to Oak Class
- ★ Just over £1000 left in account which is a great base line amount to keep. Account not expected to hold large amounts of money except for any large fundraising events e.g. new classroom, wellbeing room.

EW had sent information through that the income for the year 2021/2022 was just over £10,000, expenses were approx £3,500m School paid £8,000

MS reported that she had received money for 2nd Hand Uniform and put the payments through BOPP from her

5. Autumn Term Events – ideas, dates, roles and actions

11/10/2022 – Cake Sale and Swap Shop/uniform sale.

- ★ After school in the playground
- ★ Cake donation request to be put out week before, reminder on 10/10/2022
- ★ **AA to create poster & update Allergen Google Form & to get sent out on WhatsApps**
- ★ **SC to run cake sale**

- ★ **MS and AM to run Swap Shop/uniform sale**
- ★ **AA to provide the FOBS A Frame Board to advertise**

21/10/2022 – Diwali

- ★ Whole school event - Held on 21/10/2022 (Diwali falls during half term)
- ★ To be headed by RG. **RG to request how many helpers she needs.**
- ★ Theme – Festival of Light – explain to classes what Diwali is. Idea to experience music, cuisine.
- ★ Afternoon to culminate in colour fight. RG to source Holi powder?
- ★ RG to look into sourcing music
- ★ Possibility of selling recipe/spice mixes after school, VE suggested that they are pre-ordered to prevent waste.

11/11/2022 – 19:30 – Binsted Fete AGM

- ★ Held at Binsted Pavilion.
- ★ **Representatives needed from FOBS to apply for funding.**
- ★ AA and AM cannot be representatives due to conflict of interests.

It was also noted that RG has multiple grant applications - happy to continue to apply for various grants for playground/ garden projects & as well as other specific needs the school has.

W/C 17/10/2022 – Christmas Cards

- ★ **AA to speak to ABO regarding Christmas cards**, ABO was to look into alternative companies that offer more gifts.
- ★ Card drawing to be completed in class before half term.
- ★ **Volunteers needed W/C 17/10/2022 to help children in class decorate card templates.**
- ★ Committee agreed that FOBS to fund felt tip pens for this task.
- ★ Also discussed whether we have a couple of generic christmas card designs done to sell at events

25/11/2022 – Hot chocolate evening

- ★ Volunteers needed. MS to confirm childcare and help. **Call for help to be sent out to Whatsapp groups.**

03/12/2022 – Santa's Grotto

- ★ Last year worked well. This year's is to be held in Holy Cross Church on Saturday 3rd December, 2-4pm
- ★ **AM & AA to head the running of grotto. Other helpers needed to decorate & see how the event is run for the future.** Santa has confirmed and booked. LA all booked to be Lucy Elf.
- ★ **Committee members to keep an eye out for Bag Fillers (Sweets, Book) Charged £3 a visit and cost £1.20 for fillers. NO PLASTIC TAT please.**

Christmas Shop

- ★ Date to be confirmed possibly W/C 12/12/2022
- ★ **Who to lead on this? Also require about 4 helpers needed in the run up to and on the day**
- ★ **Request donations mid November**
- ★ Equipment needed: cheap wrapping paper, scissors, sellotape
- ★ SC advised pre-wrap any bulk brought chocolates.
- ★ Charged £2 per present
- ★ **AA to check and confirm what is left from last year.**

Christmas Raffle

- ★ MS had put forward the idea of a Colour hamper raffle.
- ★ Four hampers created from each class. Either each year or class given a colour/s and brings in an item of that colour e.g Oaks Year R – Red and Year 1 – Yellow etc.
- ★ **Annual lottery licence needs to be renewed before 21/11/2022. Licence is £20 renewal, otherwise £40 if not renewed in time. AA to call EDHC re this**
- ★ Suggested that raffle delayed till new year possibly Easter
- ★ AGM? Decision needed whether licence should be renewed whether raffle takes place or not.

6. Sharron's Wish List

Drumming Workshop for after Christmas. MS shared this idea after a positive WS experience over Summer www.drumwithus.com/education-drumming. **MS to email for costs for full day workshops, split into classes and availability.** School consists of about 85 children.

Playground repainting - resolution for plan forward to be made by AGM date. **AA, SM & RG to discuss.**

Large wall vinyls showing timeline and solar system – Sharron to find quote

Interior Painting

Ensure all baseball caps are continued as part of uniform

7. AOB

Date of next meeting AGM - 18/10/2022

Actions from meeting – 28 September 2022

Before Half Term

AGM – 18/10/2022 – 19:30 – School Hall

- ★ Reminder to be sent via Whatsapp groups week before (W/c 10 October 2022)
- ★ MS to put reminder out on Facebook
- ★ Speak to Mrs Keily/Mrs Wilson for reminder to go out on Parentmail
- ★ AA to put together information on Officer roles for this weeks Parentmail
- ★ AA to organise wine and nibbles.
- ★ Charity commission website to be update after AGM
- ★ FOBS constitution to be distributed to new members

Finance

- ★ EW, AA, LA, SC to discuss best way to close HSBC account and transfer money to Co-Op

Autumn Term Events

Cake Sale – 11/10/2022 after school

- ★ Cake request sent out ASAP
- ★ AA to create poster and update Allergen Google Form and get sent out on Whatsapp groups

- ★ SC to run cake sale
- ★ MS and AM to run Swap Shop/Uniform sale
- ★ AA to provide the FOBS A Frame Board to advertise

Christmas Cards – w/c 17/10/2022

- ★ AA to speak to ABO regarding Christmas cards
- ★ Volunteers need w/c 17/10/2022 to help children in class decorate card templates.
- ★ Pens requested by SM have been purchased by MS.

Diwali – 21/10/2022 – Whole school event during school day

- ★ RG to request how many helpers she needs
- ★ RG to source Holi powder, music and cuisine

After Half Term

Binsted Fete AGM – 11/11/2022 – 19:30 – Binsted Pavilion

- ★ Representatives need from FOBS to apply for funding
 - Not AA and AM due to conflict of interest.

Hot Chocolate Evening - 25/11/2022

- ★ Call for help to be sent out to Whatsapp groups.

Santa's Grotto – 03/12/2022

- ★ AM and AA to head running of the grotto.
- ★ Other helpers needed to decorate and see how event is run for the future
- ★ Committee members to keep an eye out for Bag Fillers (Sweets, Books)
 - Charged £3 a visit and cost £1.20 for fillers.
 - NO PLASTIC TAT please

Christmas Shop – Date to be confirmed – possible W/c 12/12/2022

- ★ Who will lead this?
- ★ At least 4 Helpers needed
- ★ Request for donations to be sent out by mid November
- ★ AA to check and confirm what is left from last year.

Christmas raffle

- ★ Idea of colour raffle to be postponed till 2023
- ★ Annual lottery licence needs to be renewed before 21/11/2022.
 - Licence is £20 renewal, otherwise £40 if not renewed in time
 - AA to call EDHC re this

Sharron's Wishlist

Drumming Workshop for 2023

- ★ MS to email www.drumwithus.com/education-drumming for full day workshops, split into classes and availability

Playground repairs

- ★ AA, SM & RG to discuss

Large Wall vinyls

- ★ SM to find quote