



BINSTED C of E PRIMARY SCHOOL

SGM Meeting
19.00hrs Weds 17th November 2021, The Binsted Inn

MINUTES

1. Welcome and any apologies:

Attendees: Alix Arrowsmith (AA), Michelle Stephens (MS), Rav Garrett (RG), Mary Pedder (MP), Sam Cooke (SC), Jo Dorans (JD), Kerry Wilson (KW), Lucy Ambache (LA)

Apologies: Sharron Morton (SM), Alice Budd (AB), Anna Bond (AnB), Aimee Macleod (AM), Emma Winhall (EW), Julia Warsap (JW)

AA welcomed all to the Binsted Inn and the FOBS Special General Meeting. Explained that the SGM had been called to make the newly appointed officer and committee positions official.

2. FOBS Officer Appointments and Committee Confirmation:

Officer Appointments (Proposed & Seconded):

- Alix Arrowsmith – Chair (P – MP, S - KW)
- Sam Cooke – Vice-Chair (P – AA, S - JD)
- Emma Winhall – Treasurer (P - SC, S – MP)
- Julia Warsap – Secretary (P – AA, S - KW)

Ordinary Members (general Proposal & Second):

- Jo Dorans
- Kerry Wilson
- Lucy Ambache
- Venetia Ellvers
- Aimee Macleod
- Alice Budd
- Anna Bond
- Henrietta Barnard
- Mary Pedder
- Michelle Stephens
- Rav Garrett
- Sharron Morton

Trustees for Charity Commission:

AA explained why all officers and ordinary committee members need to be named as a Trustee with the Charity Commission. The Trustee Eligibility Declaration was passed around to everyone at the meeting and provide full name, DOB, address & email details gathered for the Charity Commission.

Actions:

- A copy of the Trustee Eligibility Declaration to be sent to committee members that weren't at the meeting and request for contact info **(AA)**
- Charity Commission Trustee list to be updated **(AA)**
- Committee members to check emails to accept trustee position **(ALL)**

3. FOBS Constitution:

AA explained what a constitution is & showed the current FOBS one. Committee discussed whether the constitution should be changed, amended or replaced. Unanimous agreement that the current constitution is still relevant and usable and there is no need to change it at this time. We can revisit this again if we feel that it no longer suits FOBS needs in the future.

Actions:

- Old constitution to be written up into more readable font to be kept on file, but no changes to be made **(MS/RG)**

4. Changing bank account

AA suggested that the current FOBS bank account with HSBC is out of date and that we will be charged for using it soon. She asked whether the committee is happy for her and EW to look at alternative bank account options and decide on the best. This was agreed by JD, SC, MS, KW, RG, MP.

Actions:

- Research & decide on alternative community/ charity bank or post office account to change FOBS banking to **(AA/EW)**
- Once the decision is made, request an online vote from committee members to agree **(ALL)**

5. Volunteers for regular tasks:

AA requested volunteers from the committee to take on regular roles:

- Uniformerly (second hand uniform online shop) listings – **RG & MP**
- Facebook reminders for coffee morning, free ways to fundraise, event reminders etc – **MS**

It was also requested that the FOBS Committee WhatsApp group is only used for committee business, not chat!

Actions:

- Hand over of roles to volunteers **(AA, RG, MP, MS)**

6. Christmas Event catch up and actions needed

AA asked if everyone is happy to move towards less paper based advertising & event bookings & go more online by using Google Forms. The committee agreed to this as long as all bookings were captured and it didn't add to the work load.

AA also asked that we reduce the amount of cash we take as it's not easy to deposit cash any more or get floats. Good feedback was given for the BOPP app, but all payment options (cash, cheque, PayPal, bank transfer and BOPP) should be available still.

Santa's Grotto:

AA, LA, AM and Tammy Yates will be organising this event. AA reported that it was all in hand. Grotto bags were nearly complete and there are bookings coming in.

Actions:

- AA to ask JW about the soft toys bought & whether they could be used for Santa's Grotto rather than Christmas Shop **(AA)**
- Keep advertising event on Facebook, Parentmail and WhatsApp **(AA, MS)**

Christmas Shop:

SC is leading on this event with help from JD. All in hand.

Actions:

- Reminders to continue to go out for gift donations (by the 3rd December) and advertising event on ParentMail, Facebook and WhatsApp groups **(SC, MS)**

Raffle:

JW & AA to lead this event. All committee to help with donations and advertising of event.

AA explained why it can't be run through an online platform this year as can't get payment system set up without government gateway account. In progress, but not in time.

Committee agreed that it was extremely important to advertise event to wider community as well as parents. The prizes are extremely good and so we need to push the event hard. We will try to formulate a way of selling tickets to non-local supporters e.g. Log all ticket numbers bought remotely and send a photo of tickets bought along with confirmation of the numbers.

Also because of the high value of the prizes, tickets should be set at £5 per ticket as this shows donors that their donations are valued. The event advertising should reflect this, but it should be made clear that buying only one ticket is OK too.

A big push on advertising the event to start from Wednesday 24th November which gives a 3 week run time.

Actions:

- Get & pay for lottery license **(JW)**
- Order raffle tickets **(AA)**

- Create poster and advertising for Facebook **(AA)**
- Find locations & events to sell tickets at (The Binsted Inn, Coffee Morning, Christmas Fair/ Santa's Grotto etc **(ALL)**)

7. AOB

AA suggested the possibility of having a ring fenced fund for supporting families who can't financially afford school trips. Ask for top ups from event tickets (easy to do with online payments) & use gift aid money. JD & SC suggested that it needed to be put to further discussion with SM.

Actions:

- Set up meeting with SM after Christmas **(JD, AA)**

AA asked whether we start up the FOBS Newsletter again after Christmas. Agreed that it would be nice to get the kids to add articles about FOBS/ class events or their favourite thing they've done at school that week.

Actions:

- Set up Newsletter template & plan content for January. Speak to Mr Jennings about getting the kids involved in writing articles **(AA)**

JD suggested that the next payment of FOBS funds to school was for more books (possibly an additional £2,000). It was asked what was happening to the old books, could they be sent to charities or can we do a book sale to raise funds?

Actions:

- Discussion with school what can happen to the old books **(JD)**

JD also said that the school interior needs repainting and so some money will be required for this. Committee discussed whether this could be done by friends/ family members who can paint with the hope of cutting down the costs.

Actions:

- Asking contacts about possibility of painting the school **(AA, KW)**

Date of next meeting – TBC January 2022