

Minutes of the FBS AGM – Friday 12th October 2018

1.0 Welcome and Introductions

1.1 In attendance HG, KP, PW, NSL, NMB, LB, VW, KE, VW, NN, KA, DA

1.2 Chairperson Hannah Gillies opened the meeting welcomed everyone – nice to see new faces.

1.3 Hannah explained the purpose of the FBS and how and why we fundraise.

2.0 Apologies

2.1 ED, HM, JS, EQ, TB

3.0 Chair's Report

3.1 HG stated that last year was a great success and thanked individually all those involved, HG explained the aim of the FBS was to raise funds to advance the education of the pupils at the school. Albeit the relationship between FBS & School has at time been strained HG thanked VW & NMB for all their support.

4.0 Treasurers Report

4.1 KP handed out reports of the finances, and talked through them.

4.2 FBS funds 01.09.17 - £5,724.88, Funds raised in the year 2017-2018 £4,652.25, Funds spent £3,616.34 (£120 in cash safe. Total FBS funds £6,880.79. During 2017/18 funds were committed to the following projects which will be discussed later in the meeting: £3,750 – Playground equipment & £2800 – Accelerated reader books (actual request was for £3,500)

4.2 FBS have opened a Lloyds bank account to keep funds separate from the school this is recommended by 'parentkind'.

4.3 KP insists that when money is paid into the account it must be clearly labelled and itemised to keep it easy for net profit to be established.

5.0 Review of the constitution & signing of the constitution

5.1 HG read through the constitution and then started to fill it out – passed to KP to finish.

5.2 PW to forward link to NMB to put on DOJO

6.0 Appointment of committee members

6.1 Chair – HG received 2 votes from KP & PW – VW volunteered to help – unanimous vote to have co-chair HG & VW (Victoria Wardrope) HG to do more paperwork side of the role, VW to help organise events and encourage members of committee to help.

6.2 Treasurer – KP received 2 votes – HG & PW. Unanimous show of hands for KP to remain in role as Treasurer.

6.3 Secretary – PW received 2 votes KP & HG, unanimous show of hands for PW to remain as secretary.

7.0 Close of AGM to lead straight onto meeting

7.1 no further questions

8.0 FBS events 2018/2019

8.1 October half term – Smarties tubes – HG explained this was PW suggestion last year. KP has already purchased the smarties – to be handed to school Monday for them to circulate to the pupils to collect 20ps, PW to do an informational poster and send to NMB to put in

bookbags to explain – collect 20ps and decorate the tube – prize for two people in each year.

8.2 Christmas wreath making – 13th December 2017 - £25 per person for materials

8.3 Movie night – 16th November, HG asked for volunteers – NN, KE, VW, LB – Same day (tag day) as bring a ball to school day – children to bring in and donate a ball – dress up as an inspirational sports personality. HG mentioned no licence (to pay for the showing of the film – DA Suggested we could hold it 4 times a year to get moneys worth out of the licence. Also suggested charging for the food and snacks – not the film - ? maybe a way around the licence being needed. HG to look into this. NMB to help this covers safeguarding/paed first aid & food hygiene.

8.4 Christmas disco also mentioned by VW – at the village hall.

8.5 Christmas/winter fayre Friday 30th November – HG asked for volunteers, NSI, KA, NN, VW, LB. Fayre will start at 3.15 (class 4 on school trip – returning at 3.15)

8.6 Hessian bags – children’s designs – KP & HG suggested Hessian bags for the children to design (instead of towels or cards) Unanimous vote – great idea.

9.0 Accelerate Reader

9.1 NMB has confirmed MH has scaled down the list of books needed to about £1500. NMB explained they need about 200-250 higher level reading books – these are approx. £6 each. KP asked if we could have a list as we are able to potentially source them cheaper – VW explained they too can source them from anywhere and not tied to one specific seller. VW suggested signing off the money to MH so they are able to purchase them asap. KP suggested we ask VW for the complete list that we have purchase to show that in our new monthly/quarterly newsletter.

9.2 FBS already signed off £2800 for accelerated reader – new request is approx. £1500 so now there is money to be put back into available funds.

9.2 NN suggested purchasing a ‘FBS’ stamp to put inside each book to show people that the FBS has purchased them with the funds raised – this was agreed by everyone at the meeting.

10.0 Interactive Whiteboards

10.1 New whiteboards are needed – VW has looked into the cost – approx. £5000/6000 for 4, VW did look into second hand but the adhesive doesn’t last long – so potentially wasting money. HG suggested funding the one that is currently broken now then gradually replace the others. PW suggested applying for AVIVA again? VW suggested part funding and finding a company to help put money towards – KP suggested ‘Windmills’ Martin – (Maxine’s husband) has used them in the past, NN happy to help look into this with guidance, ? Derek Lynch, ? Brett – HG mentioned they helped lydd last year – potentially worth a try. VW suggested an option of leasing – VW – this works out quite expensive in the long run. VW & NMB to speak to MH and discuss whether one or more boards need replacing urgently and whether they intend to lease or buy?

10.2 KP asked VW & NMB what the schools’ priorities were – they said Whiteboards, play area. NMB & VW – to ask MH if he’s happy for us to find a company to match fund? VW & NMB were asked if the school could part fund with the FBS – VW explained that the school capital is still paying back the new build loan. VW also mentioned that the computers and laptops are also dated.

11.0 Play area

11.1 MH has explained that when the new build was installed a small climbing frame and slide was removed, it was decided that we would replace this. HG explained 'The climbing frame MH has rejected at the moment on the grounds that there isn't enough space for it as it was a larger design. There are other designs we can look into but until he has finalised what he wants to do with the outside space we should put the money raised towards the play area (£3750) to other use'. MH has also mentioned AstroTurf but the cost for this is £20,000.

12.0 - Climbing frame – As mentioned above - £3750 approved at 08.05.18 meeting for play area. – which will now go on hold. – money is therefore available to go back into FBS funds to fund another project.

13.0 – Communication

13.1 HG asked what the best form of communication is – for the committee and for the parents – we discussed FB – NN asked if it conformed with GDPR – HG yes – it is a closed group therefore secure. KP mentioned a Whatsapp group for the FBS – anyone can join. NMB – possibly able to update website with info. PW suggested best way to reach parents is DOJO & FBS on FB, and FBS committee on FB to discuss events.

14.0 FBS 100 club rules to change – prize money and charges for participation to be reviewed.

14.1 KP & LB launched the club and used the recommended rules where a percentage of the partakers receive a pay out. LB stated that people are not signing up as the prize is not enough. LB to change the wording in the advertising on FB & DOJO – but keep the same format until Sept 2019 when they can start again selling them for 6 months at a time. LB mentioned another school where they pay £2 per number - £1 automatically goes to school and the other into the prize fund.

15.0 Any other business

15.1 NMB stated she asked for a notice board and not heard back, KP said she had emailed and not heard a response, KP said she emailed regarding this and VW replied 'not to worry about that at this moment in time'

16.0 Meeting close.

Actions

- PW to design poster and order form for hessian bags once she has info
- PW to ask Holly if her dad would be able to be FC at the Christmas fayre.
- VW – Christmas disco – village hall ? 7th December.
- PW – to design poster for Tag Day/Movie night.
- HG/NN to look into FBS stamp for inside of Accelerated Reading books.
- NN happy to look into guidance for help towards funding new whiteboards.
- PW to forward Constitution to NMB
- PW to design smarties poster
- VW & NMB to discuss whiteboards with MH, ? FBS funding one now?
- HG to advertise WhatsApp group to parents

- KP & LB to revise new FBS 100 Club for next September

Tuesday 16th October – NMB updated DOJO – with following info:

- Another FBS meeting has been set for Friday 16th November 1.30 at the school hall (this was arranged after the AGM), - This is to discuss the Christmas fayre.