

## Minutes of the FBS Meeting – Friday 16<sup>th</sup> November 2018

### 1.0 Welcome and Introductions

- 1.1 In attendance HG, VW, KP, PW, LB, SB, NMB, NSL. MH & VW to join half way through to discuss finance sections.
- 1.2 HG opened meeting.

### 2.0 Apologies

- 2.1 SB, Nanny P, TB, DG, DA, NN.

### 3.0 Review of actions from previous FBS Meeting

#### 3.1 HG read through actions from previous meeting.

- Thank you to NMB for posting minutes of 12.10.18 AGM on Dojo.
- Constitution was posted on Dojo.
- Posters designed and made.
- Stamp for AR books has been purchased and NMB has stamped all books.
- HG to seek a back-up FC for the Christmas Fayre – in case Holly's dad is unable to attend.
- Smarties Tube idea was successful – KP confirmed £261.25 raised.

3.2 Still to do: HG to advertise WhatsApp group to parents via FB. KP to liaise with PW regarding Hessian bags, PW to design poster with order form attached.

3.3 School disco discussed, VW confirmed all is booked - LB locating glow sticks – Mariella's Mum to donate to school LB/VW to co-ordinate this. HG does have some finger lights but decided as a group to keep them for the next event. NMB suggested booking hall in advance for Valentines Disco – group decision to wait until after Christmas.

### 4.0 Christmas Fayre

4.1 HG listed stalls - £10 per stall and donation towards the raffle.

4.2 HG asked for help with refreshments – KP, KA & NN have been selected to do this. NMB confirmed she has cups with lids for the refreshments, we also have coffee & hot chocolate but need to purchase, Tea, Sugar, marshmallows & squirty cream. KP mentioned last year using the slow cooker did not work – the hot chocolate was not warm enough – KP suggested this year they use the ern for the hot chocolate. – Planned price to sell 50p Hot drinks, £1 for deluxe hot chocolate with squirty cream and marshmallows. Special cakes to be priced on the day.

4.3 Nanny P needs help with Tombola –NSL has offered to help. KP – suggested that when a winning ticket has been claimed to keep hold of this and dispose of as previous years – people were trying to claim winning tickets twice. PW also suggested the queue in previous years has been obstructive in front of the table – perhaps queue to one side and leave front of table free for winners to find their prizes.

4.4 VW & LB – in charge of the raffle stall – HG - lottery licence has been applied for. HG Raffle tickets are selling well.

4.5 HG needs someone to do the craft table – SB offered. VW has paint your own wooden blanks for the craft stall, SB also suggested decorate your own biscuits – purchasing Rich Tea biscuits and decorating them. HG also suggested cutting out cardboard wreaths to be decorated. VW has aprons and gloves. 20p to craft.

- 4.6 Year 6 to over-see the 'Guess the weight of the cake', 'Marbles in a jar' & 'Name the Bear' – KP has a large dog teddy bear donated by Holly as a prize for this. 20p to enter all the 3 stalls above.
- 4.7 SB & LB will be on the school trip so unable to help set up – but will cover stalls.
- 4.8 NMB confirmed no gymnastics club as the fayre is on.
- 4.9 Santa's little helpers – HG & NMB suggested Rufus, Harvey & Ilya.
- 4.10 School trip returns at 3.15 – Children to be collected from their classrooms.
- 4.11 NMB confirmed we could start to set up after 11am – (lunch finishes at 1pm) FBS can use tables from class 4 (as they are on a trip).
- 4.12 Grotto to be in sports shed – NMB agreed.
- 4.13 HG also suggested having a space for the Lego card sales – agreed.
- 4.14 Help to set up – VW, PW, NMB, HG (LB, NSL, SB – can come early but then off to school trip) VW to check who else offered help.

## 5.0 Easy Fundraising

- 5.1 HG explained that Emily set up an account for the school to raise money from those who shop via a certain website – money is then built up for FBS to then access. £400 funds available at present. HG asked NMB to put this on Dojo and suggested paper leaflets to go into bookbags in time for people doing their Christmas shopping.

MH & V Wallington Joined meeting.

## 6.0 Financial Summary

- 6.1 KP handed out financial summary.
- 6.2 KP explained that from 01.09.18 – Balance was £7,283.12, FBS then purchased the Accelerated Reader books which totalled £846.27 – other outgoings included Smarties, Movie Night food & licence & Misc expenses the FBS funds currently stand at £5,767.34. (See financial summary).

Funding requests received and funding priorities & Accessibility of the FBS funds to school

- 6.3 Forms for requests to go through MH, NMB & VW – Pupils also have a separate request form which will be made available to them through the school. FBS to give a response to requests within 3-5 weeks. VW handed NMB the request forms printed.
- 6.4 FBS received a request form from Mrs Jones during the meeting & the protocol for the request form is being sent to the school.
- 6.5 Resolution signed by all members of the meeting to agree purchase of an external notice board for £214 (exc VAT).
- 6.6 NMB explained the new scheme where the school gets bulk food items for free from Fare Share some of which can be frozen – suggested potentially needing another fridge freezer to store the food. NMB advised that school had received some items from Fare Share and that they had been of good quality and had enabled all children to have a snack at break time this week. It was suggested that School ask the parents if they have one that could be donated – it would need to be PAT tested.
- 6.7 LB mentioned the 100 Club may go quiet but waiting for new year to re-launch then will increase with funds. We intent to offer the ability to pay for 100 club numbers via standing order.
- 6.8 NBS asked how often the FBS will meet to discuss new request forms – suggested every 6 weeks – although an urgent meeting can be called should it be an urgent request.

6.9 MH Wish list – landscaping on the field – AstroTurf a section of the field estimated to be £11,000 that example was on tarmac not grass so the cost could go up to £15,000. Replace whiteboards – School have put in for funding via Magnox – awaiting a response VW to ask how long this may take. MH explained that none of the current white boards work correctly. Estimated cost for 4 £11,000 (this is discounted for buying bulk). Other forms of funding were suggested Windmills? Brett?

6.10 FBS to sit on funds for time being.

#### Rocket Funding

6.9 NMB suggested a website which helps raise money for the school where parents/grandparents can pledge money towards the school & they match it, although it was decided the school is too small because if the desired amount isn't reached then the pledge is cancelled.

#### Raffle Cash prize

6.10 KP suggested for the Easter raffle the FBS puts £50 as a cash top prize to entice people to purchase tickets.

6.11 PW mentioned another school had asked local estate agents to donate the cash prize in exchange for helping advertise with boards outside houses – MH confirmed Hythe have done this and thinks they did it £10 a house.

6.12 KP suggested MH could write to parents and ask for funding and explain what the money would be spent on.

#### 7.0 Any other business

7.1 MH was unaware of layout of Dojo – He asked if the school put too many bulletins up – general consensus of the room – we like as much info as possible – but to be able to select the info we see would be easier e.g. search by year group, club etc...

#### 8.0 Meeting Close

#### Actions

- NMB suggested next FBS meeting Friday 11<sup>th</sup> January – FBS to confirm
- HG to advertise WhatsApp group to parents
- KP to liaise with PW regarding Hessian bags, PW to design poster with order form attached
- LB/VW to arrange glow sticks for disco – Mariella's Mum
- HG to ask on FB & WhatsApp for help set up and manning stalls at the Christmas Fayre
- VW to check who else offered to help at Christmas fayre & Disco
- HG to send NMB Easy Fundraising info to be put on Dojo & In bookbags.
- NMB to see if school will require a new Fridge/Freezer – Suggested asking parents before FBS purchase.

## FRIENDS OF BROOKLAND SCHOOL FINANCIAL SUMMARY (£'s)

### ANALYSIS OF RECEIPTS & PAYMENTS between 01/09/2018 - 15/11/2018

| Activity/Event/Spend                      | Net Movement | Receipts | Paying In Ref       | Payments | Cheque Ref |
|---|--------------|----------|---------------------|----------|------------|
| <b>FBS 100 Club</b>                       | - 41.10      |          |                     |          |            |
| New Funds                                 |              | 48.00    | 500009/13           |          |            |
| Payout August 2018                        |              |          |                     | - 22.50  | 000004     |
| Payout September 2018                     |              |          |                     | - 22.50  | 000004     |
| Payout October 2018                       |              |          |                     | - 23.40  | 000005     |
| Payout November 2018                      |              |          |                     | - 20.70  | 000011     |
|   |              | 48.00    |                     | - 89.10  |            |
| <b>Lego Card Donations</b>                | 20.00        | 20.00    | 500010              |          |            |
| <b>Clothes Recycling</b>                  | 33.60        | 33.60    | 500011              |          |            |
| <b>Smarties filled with 20ps</b>          | 261.25       |          |                     |          |            |
| Funds Received                            |              | 286.25   | 500010/11/12<br>/13 |          |            |
| Expenses                                  |              |          |                     | - 25.00  | 000006     |
|   |              | 286.25   |                     | - 25.00  |            |
| <b>Accelerated Reader Books</b>           | - 653.73     |          |                     |          |            |
| Voluntary Fund Cheque                     |              |          |                     | - 126.05 |            |
| The Book People 24947698                  |              |          |                     | - 514.80 | 000010     |
| The Book People 24988133                  |              |          |                     | - 6.59   | 000012     |
| The Book People 25002638                  |              |          |                     | - 6.29   | 000013     |
|   |              | -        |                     | - 653.73 |            |
| <b>Movie Night (approx)</b>               | 195.00       |          |                     |          |            |
| Funds Received                            |              | 255.00   | 500013              |          |            |
| Estimated Expenses                        |              |          |                     | - 60.00  |            |
|   |              | 255.00   |                     | - 60.00  |            |
| <b>Misc Expenses</b>                      | - 114.53     |          |                     |          |            |
| Printing Expenses                         |              |          |                     | - 5.00   | 000008     |
| Small Lottery License                     |              |          |                     | - 40.00  | 000009     |
| MPLC Umbrella Licence (13/11/18-13/11/19) |              |          |                     | - 69.53  | 000014     |
|   |              | -        |                     | - 114.53 |            |
| <b>Movement in Funds</b>                  | - 299.51     |          |                     |          |            |

#### **BROUGHT FORWARD BALANCE as at 01/09/2018:**

|                                 |                 |
|---------------------------------|-----------------|
| Cash in School Safe             | 120.00          |
| Brookland School Voluntary Fund | 5,173.73        |
| FBS Lloyds Account              | 1,989.39        |
|                                 | <u>7,283.12</u> |

#### **LESS:**

|  |          |
|--|----------|
| Committed Funds - Accelerated Reader Books (£1,500.00-£653.73) | - 846.27 |
| Cash in Safe   | - 120.00 |
| Account Buffer   | - 250.00 |
| Movement in current period 01/09/2018-15/11/2018               | - 299.51 |

#### **AVAILABLE TO SEND ON NEW PROJECTS:**

5,767.34

#### **NOTES:**

- 1) This Financial Summary includes uncleared balances.
- 2) The FBS funds in the School Voluntary Fund have been transferred to the FBS Lloyds account.