



Friends of Belton School

Registered Charity number 1044894

MINUTES FOR COMMITTEE MEETING

Date: 7th February 2017

Venue: Belton C of E School

Time: 19:30

Present: Kate Anderson, Jo Hancock, Janet Morris, Maria Armstrong, Mrs de Looze, Barbara Smith, Donna Tolley, Caroline King, Charlotte Emerson-Edstrom

Apologies for absence: Gemma Moyse, Samantha Moscone, Liz Warman, Jane Taylor,

Minutes from last meeting: signed off

Matters arising:

Kate opened the meeting by explaining there had been a couple of changes within the committee. Rachel has stepped down as treasurer and will take up a role of Event Co-ordinator and Donna Tolley has agreed to take on the Treasurer role.

The actions from the previous minutes were reviewed with the following outstanding actions discussed:

Action – Donna to write set of financial procedures for financial processes and bring to next meeting

It was also discussed about changing the bank account from Natwest to another provider (HSBC recommended)

Action – Jo has an appointment at HSBC Monday 13th February – needs to get Kate's and Donna's details prior to the meeting to follow up with Rachel so she can get this change over underway.

It was suggested that the treasurers report be broken down by fundraising event

Action: Jo/Donna to revise the treasurer's report for the next committee meeting

Sensory garden – phase 1 completion

Action: Kate to speak with LRWT and find out exactly what we need to finish in order to make the garden useable and how much this will cost. Kate now has this list and will provide

Sensory garden – grant applications

Action: Rachel to provide the list of the businesses that have had letters sent to them to request funding for the sensory garden

Action: Kate to speak to Gemma to see whether she has any capacity to take on the grant applications?

Communication plan for each event

Action – at the next meeting Jo will confirm the calendar of events for the year and we can make a plan for each event, with individuals being given responsibilities early on to share out the organisation/work



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Treasurer's report: Waiting for next set of bank statements to come through to confirm actuals but believe the account balance is currently around £3000

Burns Night expenses

| Description | Debit | Credit |
|---|-----------|-----------|
| Ticket sales | | £820.00 |
| Raffle tickets | | £103.00 |
| Bar sales | | £521.90 |
| The Burdock Band | £592.00 | |
| Bar license | £21.00 | |
| Alcohol for bar - Aldi | £122.00 | |
| Alcohol for bar - Tesco | £61.18 | |
| Alcohol for bar - Tesco | £50.00 | |
| Ice - Tesco | £1.00 | |
| Baquetting roll, plates, cutlery and napkins - Amazon | £69.33 | |
| Food - Rachel | £65.10 | |
| Food - Kate (cheese, biscuits & swede) | £43.21 | |
| Balloons - Rachel | £12.00 | |
| | £1,036.82 | £1,444.90 |

TOTAL PROFIT

£408.08

Burns Night: It was agreed that it was a fantastic night and that the profit is around £400. We felt that we were at capacity for the dancing unless we look to move the tables next time.

Thinking that if we are doing it again we would move the tables out after the food and would publicise this in advance. The food service was great and made it quick and efficient.

It was felt that it was very good value for money and that we may have the opportunity to increase the prices – possibly the introduction of an early bird offer at a slightly reduced rate - £12 for purchase in advance by a specific date and £15 after that date and on the door.

Also look at the cost of the drinks and whether we can inflate these slightly? Also look at publicising the bar prices in advance so people are aware of what good value.

Kate has provisionally reserved the Burdock band for next year for Saturday 27th January 2018, and it was agreed that she would go ahead and confirm.

Action: Kate to confirm the Burdock Band for 2018

Movie Night – great success and the kids enjoyed it. All the food was eaten and it went down very well. It has been requested that we do these more often, and this was discussed, however it was decided that if we were to do these again we would need to look at number of helpers in attendance and also who was contributing to the food as unfair for FOBS to have to donate the food every time.



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There was no list of attendees and so for the people supervising the party we must ensure that we have a list of tickets sold before the event so we know who to expect, and then for any tickets sold on the door these need to be added onto the list.

Valentines Disco – discussed the number of children and estimated that there may be up to about 40. So far we have 4 volunteers to help on the night but that we really needed some more volunteers for the night.

A question was posed about whether we need to have a procedure in place for what to do if an incident/accident and whether there was a requirement for a first aider to be on site at these premises during FOBS events

It was agreed that going forward we need to have a list of attendees, their parents contact details, details for any allergies etc

Actions:

Barbara will purchase the food

Liz W to put another shout out for more volunteers

Mrs De Looze to ask Ruth to try and put together a list of tickets that have already been sold

Kate to look into the PTA insurance

Governors Meeting – Jo and Kate attending the governors meeting on Thursday 9th Feb to discuss the Sensory Garden

Sensory Garden – LRWT are now busy with other commitments and will be unable to come out to the garden until March. We are at a stage with the garden that we need their input to help us get it to a useable state. We do however now have a list of what they have suggested will need to be done.

Maria has spoken to Zoe Weston and she has confirmed that she is very happy to get involved with the kids to lay the mosaic

We reviewed the quote provided by JMH Property maintenance for the erection of the pergola and it was unanimously agreed that we would go with this as it was significantly cheaper than the previous LRWT quote

Once we know the date that the LRWT can come in then we will try and arrange some volunteer days and start activity around this again

Action

Maria to speak to Zoe and ask her to have a look at the site and then decide on what she would need from a materials point of view, how she thinks it would be best to do it with the kids etc. Zoe could liaise with school to make arrangements/put a plan together

Kate to put together and circulate a list of all the materials to the committee to see if anyone is able to source any of them cheaply or for free

Easter Egg Hunt - date changed to Friday 7th April so that year 2 can be included as they are away on a trip on Thursday 6th



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Action – Rachel to compile a list of actions of what is required to be done before the day and delegate tasks

Liz to liaise with Rachel so she can arrange what volunteers will be required

Rachel to compile a quiz for the kids to take part in

May Day - Saturday April 29th

We are not doing a fayre afterwards however still providing the children's tea

Classroom reps in charge of getting parents of each class doing a rota of who is providing which food so we do not have a huge surplus as last year.

Action – Rachel/Liz W to put the lists together of what food is going to be required and then each classroom rep to be responsible for organising for their class

Summer Fete – Saturday 1st July

This will be discussed in more detail at the next meeting however if anyone has any ideas of anyone we need to contact with regards to having a stall please let Kate know.

AOB

Storage cupboard – it has been suggested that if we can have a clear out of the storage it might be easier to find things. It was also discussed that we could purchase some plastic boxes with lids, which may then be able to be stored elsewhere on the school property (Jon's container perhaps?) to keep the storage cupboard a bit clearer.

Finally it was agreed that an inventory should be kept of all FOBS stock and that way we would know when things need replenishing.

Action – discuss at next meeting when we can all get to do this.

Date of Next Meeting – Tuesday 28th March 2017, 7:30pm



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Christmas Fayre: Another very successful event that all the children who attended enjoyed. The Christmas raffle made £600 made on raffle!

The fayre was discussed with the following comments/suggestions being made:

Santa suit- should we invest in our own?

Ticket price- too much? Perhaps next year the ticket prices should include everything – crafts, food and a visit to Santa

Agreed it would be a good idea to issue a questionnaire to parents as to what they would like to see for next year

Agreed we need to start organising craft activities earlier for the next one - possibly in September

Collection tins – it was discussed that we need some new ones making

It was also discussed that we should look into get a FOBS macro/Costco card

Action - JH to look into getting a Macro/Costco card

Burns Night – the upcoming Burns Night Ceilidh was discussed and the following agreed:

- Set up time 4pm ish
- Flyers need handing out urgently
- Table outside school to drum up interest- Barbara volunteered
- Need numbers by Friday 13th
- Need to cover £600 cost of band
- Donna and Kate have lights

Actions: JH to send out a separate plan for the burns night to include timings and actions required

Valentines disco – the plans for the disco were discussed and the following agreed:

- 9th February 2017
- Yrs 2-5 to be invited
- Craig Satchwell to do disco for £40
- Ticket price £3.50

Actions:

Kate to design posters/tickets and send to Ruth to print out

Liz W to put together the shopping list and draw up a volunteers list

Film night - the plans for the film night were discussed and the following agreed:

- 2nd February 2017
- Reception & Year 1 to be invited
- FOBS members to donate sandwiches etc.
- Picnic/sandwich bag, or self service plate?
- £2.50 per child
- What film? Secret Life of Pets, Finding Dory, Minions, Ice Age 5 Collision Course

Action: Film to be agreed



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Sensory garden – the next steps for the garden were discussed including applying for grants, and finding out what the staff want from the garden.

It was discussed that Zoe Weston has expressed an interest in helping with the mosaic, and that the school sees completion of phase one as very urgent especially as they have the extension being built and so the playground is restricted.

It was agreed that there should be a re-launch of the sensory garden to increase awareness. It was also agreed that there would be another volunteers' day on Saturday 4th February between 10am – 2pm

Actions:

Mrs de Looze to apply for Aldermon Newton grant

Jo H to send Mrs de L info for grant application

Kate & Gemma to put together questionnaire for staff.

Volunteers' day 4th Feb 10-2pm to be publicised in school newsletter

Calendar of Events – for further discussion at next meeting but the next events after those discussed above will be:

- Easter egg hunt 6th April (no yr2)
- May Day

Any Other Business: Nothing further was discussed

Date of next meeting – Thursday 2nd February 2017 – 7:30pm in the school hall