



Friends of Belton School

Registered Charity number 1044894

MINUTES FOR COMMITTEE MEETING

Date: 28th March 2017

Venue: Belton C of E School

Time: 19:30

Present: Kate Anderson, Jo Hancock, Janet Morris, Mrs de Looze, Barbara Smith, Donna Tolley, , Charlotte Emerson-Edstrom, Jane Taylor, Gemma Moyse, Rebecca Matthews, Zoe Weston

Apologies for absence: Samantha Moscone, Liz Warman, Maria Armstrong, Alison Smith, Caroline King,

Minutes from last meeting: signed off

Matters arising:

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 - COMPLETED

It was also discussed about changing the bank account from Natwest to another provider – this is now not necessary as we are converting the current NatWest account to an online account. Paperwork is being completed and this should be done by the next meeting. Donna, Jo and Kate will be signatories.

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 – COMPLETED

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.

Update:

Kate now has this list and will provide this for the committee and to Mrs de Looze/the Governors
LRWT – have been back in and they have made quite a bit of progress – they are coming back in next week and then we should be at a stage that we can use the garden. John has started building the pagoda and this will be finished off next week.

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?

Update – Gemma now has got applications. The Rotary Club have also been in and expressed an interest in assisting in some way – Mrs de Looze to follow this up once she has the costings from Kate

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

Update – this is done and to be discussed at tonight's meeting and then published

Burns Night

Action: Kate to confirm the Burdock Band for 2018

Update: Done and invoice passed to Donna – cheque written and waiting for Rachel's signature



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Treasurer's report:

Donna gave an update that we are underway moving the NatWest account to an online account and just awaiting signatories to go into the bank with their passports and then it will be transferred over.

Donna then discussed the procedures that she has put together:

Petty Cash – this is the most insecure part of our financial process, however we understand that there is a need to have petty cash available. It was agreed that we would reduce the amount of petty cash to £50 in the tin to be held in the safe at school. All petty cash is to be requested from the school office and to be signed to – this was confirmed by Mrs De Looze. No FOBS committee members are to go and help themselves to petty cash any longer.

Reimbursements – it was discussed that reimbursement by BACs is preferable, although reimbursement could be by petty cash where necessary. Donna has put together BACS reimbursement request forms and Petty cash vouchers, and a process for each.

Depositing cash – again a process has been written and it was reiterated that two people must count the money at the end of any event and the money put straight into a sealed bag and signed to confirm that is what has gone into the bag. This should then be moved straight to the safe, or taken directly to be banked in at the next earliest convenience.

Discussed the treasurer's report and the profits from the Movie Night and the Valentines Disco.

We then discussed the balances of the current account and the reserve account. It was discussed that there was little point in having a reserve account accruing 1p interest per month and it was unanimously agreed that we would close that account and move the balance to the current account.

The petty cash was discussed and there is £43.37 unaccounted for and a discussion was held about how we and the school can protect ourselves from this happening again. It was discussed and agreed that the school office staff **ONLY** are the ones that can access the petty cash tin to give out petty cash, and that the treasurer will audit and count the petty cash on a regular basis.

Valentines Disco: Feedback was that the event went well, although there was an issue with the fact that we did not provide the vegetarians with a food option. It was also discussed that the noise level of the disco was too loud, and that next year we might need to ask him to keep the noise levels down.

Governors Meeting: Jo and Kate attended the governors meeting on Wednesday 1st March to discuss the Sensory Garden. The feedback was positive and there were some take away actions and we feel it is now moving forward.

Action – Jo to forward the committee a copy of the presentation

Sensory Garden – good progress has been made since the last meeting. It was discussed that the extra posts we have left over need cutting in half lengthways and Donna suggested Chris may be able to do this.

Dani has said the next thing is planting – Keith is coming to make the seats and then the parts to the side will be filled with soil and then will need to be planted

Zoe Weston spoke to us about the mosaic – following a discussion with Mrs De Looze we now has a plan of what she needs. Zoe is going to liaise with Gemma, and the plan is to make the design in the centre of the mosaic and then fill in around the outside with a block colour



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Zoe would like to start the mosaic after Easter and so Gemma is going to try and obtain the materials over the Easter break

Action: Gemma to look into sourcing the materials required as below:

- Backing panel – 1220 x 900 x 12.5mm
- Foundation concrete mix
- Mosaic tile adhesive (floor, water/frost resistant) 5-10kg
- Grout – dark colour Micromax (mosaic water/frost resistant) 3.5g
- Tile cutter/nibblers
- Mosaic sealant – enough for 3 coats

Action: Kate to send the costings for the sensory garden to Mrs De Looze and Rebecca Matthews

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

Action:

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

Volunteers: Barbara, Charlotte, Gemma, Liz

Liz/Rachel to co-ordinate putting the quiz out from 2pm before the egg hunt

Rebecca Matthews to get a large luxury egg for the raffle – Kate to text Becky to remind her

Barbara to get raffle tickets

Charlotte to ask Ruth to send text out next Thursday ref bringing a £1 for raffle tickets

May Day - Saturday April 29th

Venue is Village Hall – the parade will start from here and the teas etc will be served here afterwards. Kids party tea will be served in the hall and the adults teas/coffees will be served from the bar and in the bar area – we can use the side door straight into the bar for adult access, meaning only the school children and the FOBS members need to go into the main hall

Volunteers will be needed to sweep - Steve/Jon/Rob to assist with sweeping and loading chairs, cones to block off the village hall car park.

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.

Actions:

Kate 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

Rachel/Mrs De Looze to liaise with Jon Hammond to ensure he is aware of this

Jane to provide transport for chairs/benches etc

Summer Fete – Saturday 1st July

Had a brief discussion about the Summer Fete and the stalls that we would need – some ideas as listed below:

Tombola

Fayre rides

Wine and water

Splat a rate – Eileen Jones

Cake stall/tea/coffee



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BBQ?

Action:

Liz and Rachel to put together a list of stalls and message out for volunteers (adults and kids) – to bring to the next committee meeting please

AOB

Storage cupboard – this still needs to be tidied up and we need to purchase some plastic boxes so we can pack away the FOBS items and itinerary them.

Action – Jo to source some boxes and then at the next committee meeting we can identify a date where a few volunteers can get together and clear the store cupboard/pack up the FOBs bits.

Date of Next Meeting – Thursday 11th May 2017, 7:30pm