## MINUTES FOR COMMITTEE ANNUAL GENERAL MEETING

**Date:** 7th November 2017

**Venue**: Belton C of E School

**Time:** 19:30

**Present**: Kate Anderson, Jo Hancock, Janet Morris, Mrs de Looze, Jane Taylor, Gemma Moyse, Barbara Smith

**Apologies for absence**: Samantha Moscone, Alison Smith, , Rachel Hammond, , Donna Tolley, Charlotte Emerson-Edstrom, Liz Warman, Lisa Lott, Julia Jessop

**Minutes from last meeting**: signed off

**Matters arising**:

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

Storage boxes

Jo now has the boxes – she will bring them down to school. Jane and Gemma will sort out and pack up of the boxes on 16th November, label them and leave in the cupboard.

Discussion was held about purchasing a plastic shed to house all FOBS equipment – identified a Keter one from Argos 145.5cm x 82cm x 125 (1200l) for £114. It was agreed that we should purchase one of these to keep all the FOBs equipment in safely.

Action – Jo to shop around and then purchase and arrange for delivery to school

Thank yous – discussed that it might be nice to have some generic cards made/printed so that we can send thank you cards from FOBs when people make larger donations etc.

Action – Mrs De Looze to see if we can get the children to create some designs that we could then have printed?

Donna to arrange thank you cards for the following people:

• Becky Matthews – Easter egg

• Beltons people – wood

• Anna Baxter – bunting

• Bears and Mrs Scott – sponsored swim money

Update: Discussed that it would be nice to get a group of kids together to stand in the sensory garden and hold up the letters to spell thank you and then we will have thank you cards made up

Action – Kate will provide list of children that helped with the Sensory Garden to Mrs De Looze

Action – Mrs De Looze will then arrange for this photograph to be taken and passed to Kate/Donna

Action – Donna then to arrange to get cards made up

**Whist Drive**

We have now done 2 whist drives – the first we made approx. £22 (after purchase of prizes etc) and the second was a profit of approximately £60. There are also some prizes left for the next event.

Action – Jo to pay the money into the bank

Action - Donna to include the full expenditure on the next Treasurers report

**Matchbox challenge**

Feedback was that a number of children didn’t participate as they felt they had done it before. The winners will be announced on Friday and prizes of book tokens will be given. A discussion was held around perhaps doing the milk bottle challenge next year and then alternating them each year, as the element of competition that everyone can have a go at.

Action – Kate to let Ruth know the winners in advance (tomorrow) so she can prepare the newsletter

**Staff Meeting**

Kate and Jo attended the staff meeting on 25th October and felt it went well and was well received.

A short introduction was given to the current FOBs set up and discussion was held around the class reps as some teachers were not aware.

We then discussed how, following a year of fund raising for the sensory garden, FOBs would like to direct our fund raising efforts towards items the teachers/staff feel are needed. A new funds proposal form will be produced and copies left in the office where staff can complete then and submit them to FOBS to request funding. As an initial gesture FOBS confirmed they would like to give between £200 - £250 per class from the current funds.

The teachers made some very positive comments about the sensory garden and how they are enjoying using it. However there was concern about the maintenance of the garden, which we agreed would be looked at. Kate advised that we have been approached by the rotary club who are interested in making a possible regular donation and there is a thought that this money could be used for the upkeep of the maintenance. There was also a conversation regarding the left over materials that have not been used, and that they need removing from school. It was discussed that if the school felt they could use them then they were welcome to and if not these would be removed.

There was also a request for a Christmas Tree for the school which will be used at the St Botolphs Christmas tree decorating competition on 25th/26th Nov

Action: Jo to produce new funds proposal form

Action: FOBs to make an itinerary of what materials are left from the build of the sensory garden and then identify with school what they will use and what needs removing

Action: Class reps to ask whether anyone in their classes is getting rid of a 6ft Christmas tree that they would like to donate to school

**Class reps**

It was discussed that we would like all the class reps to arrange a contact group for their class. This could be a Facebook group, a Whats App group or perhaps an e-mail group. It was suggested that a template letter be put together and then passed out to the class reps for them to send out to their class’ parents asking them whether they would like to join a class group and asking for contact details.

Action: Jo to produce a template for a letter for the class reps to send out and send to the class reps

Action: Class reps to send out the communication to their classes and set up the groups

**Committee photographs/biogs**

All committee members need to have their photograph taken by Ruth in the office and displayed on the school board.

We would also like to update the FOBs section on the website and to include photographs and a short bio about each of the committee members.

Action: Jo to e-mail Ruth Smith with a list of the committee members and ask whether she is ok to take photographs

Action: Each committee member to go into school to have their photo taken

Action: Kate to produce a biography template and then send it out to the committee members

Action: Committee members to complete their biography and send back to Kate

**Christmas Raffle**

Raffle tickets have been printed – Charlotte is going to split them up into envelopes so they can be sent home from school with kids

Also discussed that there was some success last year in selling around the village – agreed that any committee members and volunteers that can will meet at 6:30pm 15th November to split up and sell around the village**.**

Below are the confirmed prizes we already have for the raffle:

• Christmas hamper

• Hotel voucher

• Beauty barn voucher

• Kimberley Coppard beauty voucher

• Themed food for 2 plus a drink at The Queens (value £20)

• £20 Meat voucher from Tori and Bens -

• 3 x handbags

• 2 x bottle of champagne

• Fondue set

Action: The following are still outstanding – please can those listed below advise once they have followed up?

• Lisa to see if she can get a voucher from the Horse

• Liz to ask Gaz for a taxi voucher

• Donna to speak to Rebound and Noah’s Ark and Websters

Action: Kate to co-ordinate the selling of raffle tickets and who can cover which streets

Action: Liz W to put a request out for volunteers to help selling on 15th November

Action: Barbara to post the items required for the hamper on the volunteers page

Action: Jo to purchase the hamper basket

**Christmas Fayre**

We reviewed the minutes from after last year’s event and evaluated what worked well. A discussion was held around the ticket price and what should and shouldn’t be included. We also discussed the food options and it was felt that the hot dogs are not always popular and that perhaps we should provide something else. It was agreed in the end that:

Tickets will be priced at £4 per child and will include:

All craft activities

A snack and a drink (crisps, cake, biscuits)

A visit to Santa and a small gift

There will also be a tombola which will be priced separately and paid for on the day. The school will hold a non uniform day on Friday November 24th and ask for tombola prizes from the parents.

We then discussed the craft stalls and have agreed on the following:

Craft stalls – volunteers TBC

* Lolly pop sticks (decorating)
* Decorate the paper bag – this is a brown bag that will be provide for each child for them to decorate and then use to put all their other craft activities in to carry round and take home
* Oreo Christmas pudding biscuits
* Marshmallow snowmen
* Bath salt jam jars
* Hot chocolate and candy canes

Snacks and drinks stall – Gemma

Tombola - Barbara

Manning the door/Santa’s helper - TBC

Action: Liz to contact volunteers for Christmas fayre and allocate jobs to each for the 6 craft stalls, manning the door/santa’s helper, the tombola (Barbara) and snack/drink stall (Gemma)

Action: Gemma to purchase brown paper bags

Action: Gemma to speak to Jayne Mumby and see if Playgroups Santa might be available to attend our fayre (with his suit)

**Burns Night**

Agreed that as the event was so popular we can offer and early bird discount:

* Early Bird - £12 from 1st December 17 to 7th January
* Full price - £15 and on the door

Action: Kate to produce the tickets and posters

Action: School office to advertise the Burns Night in their newsletter on 1st December

**Any Other Business**

**Date of next meeting**

Thursday 14th December 2017 – a quick de-brief after Christmas Fayre and then a few drinks at the Queens for anyone who wants to join – venue Queens Head Belton, 7:30pm