



Friends of Belton School

Registered Charity number 1044894

MINUTES FOR COMMITTEE MEETING

Date: 5th January 2017

Venue: Belton C of E School

Time: 19:30

Present: Kate Anderson, Jane Taylor, Janet Morris, Maria Armstrong, Liz Warman, Mrs de Looze, Barbara Smith, Gemma Moyse, Sam Moscone, Donna Tolley

Apologies for absence: Jo Hancock, Charlotte Emerson-Edstrom, Kimberley Coppard, Caroline King, Alison Smith, Sarah Indelicato, Rachel Hammond, Eleanor Milne

Minutes from last meeting: to be signed off after the meeting as secretary not present

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

Action - Rachel 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 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: Rachel 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.

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

Treasurer's report: Rachel was unable to attend so a full breakdown will be detailed in next month's meeting. The accounts are currently with Ruth Smith for audit and the planned move of the bank account to HSBC is still to be completed.

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:



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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

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



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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