



# Friends of Belton School

Registered Charity number 1044894

## MINUTES FOR COMMITTEE MEETING

**Date:** 6<sup>th</sup> October 2016

**Venue:** Belton C of E School

**Time:** 19:30

**Present:** Alison Smith, Jo Hancock, Janet Morris, Charlotte Emerson-Edstrom, Maria Armstrong, Donna Tolley, Sarah Indelicato, Rachel Hammond, Liz Warman, Kate Anderson, Mrs de Looze, Gemma Moyes.

**Apologies for absence:** Jane Taylor, Barbara Smith

**Minutes from last meeting:** signed off

**Matters arising:** none

### Treasurers report:

<b>Opening balance</b>	<b>£3135.80</b>
Harlow's invoice for timber (Sensory Garden)	<b>-£872.33</b>
Moto donation	£1007.49
Teddy Bear Trail & Freezepop Friday	£341.52
Donation	£1750.00
Alice Styles donation from concert	£35.00
Maggie & Paul Belton	£100.00
<b>Balance</b>	<b>£5497.39</b>
Pending LWRT cheque	<b>-£3939.00</b>
<b>Pending balance</b>	<b>£1558.39</b>

Mrs De Looze stated and it was agreed that further to the AGM minutes, money would no longer need be left reserved in the school account for the smaller annual FOBS purchases.

### Roles and Responsibilities (copy attached):

Kate discussed the new roles and responsibilities to ensure that all committee members are clear on their responsibilities. She read through each of the roles and confirmed that everyone understood their role and asked if there were any questions

Kate confirmed she is in the process of updating the FOBS welcome pack for every member to have.

It was discussed that there may need to be a set procedures written for the financial processes, and asked Rachel if she was happy to put these together. **ACTION – Rachel to write financial procedures and bring to next meeting**

Rachel suggested that perhaps if we have any large bills going forward they get brought to the committee meeting and a vote be taken on whether any further work was.



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Kate confirmed that she would not wish to commit to any further work without having the funds to pay for it. She suggested that perhaps it would be a good idea if Rachel had the direct contact with the Leicestershire and Rutland wildlife trust and therefore there will be a smoother transition.

## **Communication**

Kate reiterated the methods of communication:

FOBS committee FB site – just for use by the committee but not for any real discussions – any discussions should be tabled at the monthly committee meeting

FOBS FB page – for promotion of FOBS events

E-mail will probably be the main method of communication for the FOBS committee outside of the monthly meetings.

## **DBS Checks**

Kate asked whether everyone had given their information to Mrs Smith. Sarah Indelicato asked whether she needed to bring hers in (she already has one) – it was agreed that it would be good to have it brought in and checked. Everyone else has submitted and are waiting for the notification to be sent through.

## **Teddy Bear Trail feedback**

Donna had feedback from Karen Smith – she had suggested the we link in with the playgroup and perhaps they could do something in the village hall (a craft activity or something similar)

Question was asked whether we need the 4 hours slot as perhaps the same number of people would attend in a smaller time scale. Kate suggested that our decision needs to bear in mind that perhaps the stall holders would not be inclined to attend if it were only for 2 hours as not worth their while.

Sarah said that she had feedback on the flyers only being delivered only a week before the event – need to plan further ahead and give people more notice

Rachel suggested that we could do more prep in advance of the day which would make things a little less rushed

Liz suggested that we might need to do something for older kids – perhaps a trail, quiz, game, treasure hunt etc that could be themed

In summary it was agreed that organisation and promotion of the event are the key to future successes of the event, and that for next year's event we can look at doing earlier promotion and a rota of staff to man the stalls etc on the day.

## **Freezpop Friday feedback**

Very successful – well done

Possible suggestion of soups/hot chocolate for the winter time

Discussion was had about the possibility of a tuck shop, although it was decided that it was not in keeping with the schools healthy eating policy.

Agreed that we shouldn't necessarily do something every week but through the winter months do something on the last Friday of the month?

Going to have Freezeps Friday tomorrow and next Friday and then look to change to something more wintery



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## Sensory Garden - update and fundraising ideas

Alison asked when the Sensory Garden is scheduled to be finished – it had originally been Spring time 2017 but that will probably be pushed back.

It was suggested that perhaps the parents should be invited to come and have a tour of the sensory garden, so they can understand what is being done and are engaged with it a bit more. It was suggested that one day before and after pick up we have FOBs members there and we open the sensory garden up for the kids and the parents to go round and see what is happening and what we need more money for.

Alison suggested a competition of the longest line of 1ps, or some form of competition to fill the map of the UK with pennies/loose change. Agreed that we might do this on the same evening

Asked Mrs De Looze if the kids (perhaps Sea Otters) could design a totalizer

Charlotte suggested that we should do a letter to go out with the newsletter showing pictures and updates on where we are at

Date agreed - 11<sup>th</sup> November 2016 – from 2:30pm – 4pm

### Actions:

Get volunteers for the show rounds and serving of the hot chocolates – Liz

Send out a newsletter promoting the show round and penny challenge on the 11<sup>th</sup> November - Kate

Also a suggestion was made about a camping on the school field/bottom base – this will be put on the agenda for the next meeting so we can discuss in more detail.

Discussed another volunteers day 14<sup>th</sup> October to try and get the gravel laid on the paths:

### Actions:

Kate to send out a note on the newsletter requesting volunteers, barrows, spades etc for 3-5pm on Friday 14<sup>th</sup> October 2016

Kate to speak to Steven T about the whacker plate

Kate to speak to Dani about the planting and how much it would cost for them to come and do the planting

## Calendar of Events

Jo to update the calendar of events with the Sensory Garden volunteers day and the show round afternoon. Then just need confirmation of the date for the summer fayre from Mrs De Looze and this can be published.

### Actions:

Jo to update calendar of events

Kate to confirm date of summer fayre with Mrs de Looze

The Funktioners' Event - £10 per ticket including a glass of fizz on arrival

### Actions:

Rachel to contact the council offices in Coalville to purchase a bar license

Jo to put together a list for the bar and to speak to Amanda and see what they used at the playgroup event

Christmas Craft Fayre – Friday 2<sup>nd</sup> December 2016

Will do tickets like last time and this will include hot dogs and mince pies

Request that people have a think about the crafts that we can put on

### Actions:

Liz to speak to Barbara Walker to see if she would be willing to put the hamper together this time

Kate to get tickets printed

Kate speak to people about luxury prizes

Jo to see if she can get a hotel stay from Marriott



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## Burns Night/Ceilidh

Kate to pass the details to Rachel in order to pay the deposit for the Ceilidh band

## Non uniform day

Agreed on Friday 25<sup>th</sup> November 2016 to raise some money for FOBS

## Movie Night – Thursday 2<sup>nd</sup> February 2017

This will be run in for the younger years – Meerkats and Bees instead of the Valentines disco this year

## Valentines disco – Thursday 9<sup>th</sup> February 2017

Agreed this would only be done for the older years in the school this year – Bears and Sea Otters

### **Actions:**

Rachel to speak to Craig Satchwell ref providing the disco

## **AOB**

Christmas meal for the FOBS committee – Thursday 1<sup>st</sup> December at 8pm at the Queens Head in Belton – 2 course £20.95 and 3 courses £25.95 in the private room

### **Action:**

Liz to send Donna the list of contact e-mails

Donna to send out invitations

**Date of next meeting:** Thursday 17<sup>th</sup> November 7:30pm