

# Friends of The Bythams County Primary School (FOBS)



## Minutes of the Meeting – Nov 2016

**Meeting Date:** Thursday, 3<sup>rd</sup> November at 7.00 pm, The Fox and Hounds, Castle Bytham

### 1. WELCOME/APOLOGIES

**Present:** Rachel Derry-Ward, Maris Hodge, Suzi Duxbury, Eleanor Massey, Clare Watson, Emily Martin, Debbie Brookfield, Rachael Barratt, Kasia Doran,

**Apologies:** Victoria Woodward, Sharron Woodward, Jemma Humphries, Colin Shearer, Mel Burke

### 2. ACTIONS FROM LAST MEETINGS

Grant Applications – Aviva, Big Lottery Celebrate, Grant co-ordinator

Clare asked if anyone willing to lead on grant application.

Emily agreed to lead on this.

**Action: Rachael:** Note for FOBS file – Organogram of all FOB roles / responsibilities and ensure communicated to wider school community.

Aviva form submitted. Votes going well, currently at over 1500, predict require 4000+ to get to next round.

**Action: Emily** to create a votes so far for publishing at school.

A bid for a Big Lottery Community Fund submitted, but rejected on grounds of missing admin and named persons on committee.

**Action: Emily & Suzi** to meet to discuss governance of FOBS and ensuring administration of charity status up to date

Local Co-op offering a community grant

**Action: Clare** to send link to Emily

CB village Hall use

CBVH have agreed to modifications to doors and Fair offered to pay for Hall hire.

FOBS promotion: logo – competition completed and winner selected.

Information leaflet, including events list distributed.

Newsletter issued and well received.

**Action: Clare** -Posters of 6 finalists to be printed and laminated for publicity

FOBS file

Aiming create a 'Bible / Handbook' of all FOBS activities to enable any party to pick up and run events and have all necessary information.

Consider using a closed group G Drive

**Action: Rachael** to collate information digitally and hard copy for file.

### 3. REVIEW EVENTS

#### EYFS Raffle

Learning experience on process for doing raffle. Need to consider licensing / gambling act when

doing raffles and how they are then promoted. The guidance for running a raffle will be put in FOBS file

Action: Clare to forward appropriate license act information for file. Rachael to file in FOBS folder.

Raffle made £370  
Tea & treats £66.10

Plan is to pass raffle monies direct to EYFS, the tea monies to go to FOBS school fund.

FOBS has requested a more strategic / grand plan for early years funds; encouraging a big plan rather than piecemeal approach.

Action: Matthew to provide his aspirational plan for EYFS development and thus funding.

### **Halloween Disco**

Need parents to provide child's(s) name and contact details upon entry. Meeting suggested having a label contact card with all required details issued ahead of disco to enable fast and stress free entry of children.

Action: Clare/ Eleanor to amend Disco checklist to include pre filled data sticker/ticket for submission to gain entry

Made £308 profit

Lucky Dip went well – made £133  
Donuts went well  
Sweets all sold out, being potted / bagged up went well.  
Action: Vicky: New pots required

Great to see Mrs Wilson, Mrs Jack. Mr Clarke was missed and his games.

Great to have informative posters. Estimate 86 children attended

Suggest having paper cups for money pots for those without pockets/purses

Big thanks to all volunteers.

Eleanor's feedback: delighted that had so many offers – Thank you!

## **4. FINANCIAL**

Treasurers report

£5000 paid to school for big build and they have requested £3000 set aside for contingency.

£630 set aside for panto bus

£370 to EYFS

Action: Suzi to create a record for all EYFS funds raised in order to win raffle prizes collected by Matthew

Total funds available: £1416.02

In bank: £5046

Request for new milkshake 100 cups and large Jugs

Action: Clare Request Jane to buy 100 Yellow/Green cups like those used for lunch for milkshake and advise FOBS costs.  
FOBS to buy new milkshake jugs.

## **5. EVENT PLANNING**

Bags to school: Friday collection  
Victoria collecting additional bags distributed in Little Bytham  
Rachael & Emily collecting additional bags distributed in Castle Bytham

Big thank you to Sharon Lawrence for acquiring additional 50 bags from Barnados in Bourne to go toward school collection.

**Action: All** – to investigate acquiring excess stock from other charity shops to send for benefit of school

CB Bonfire night

Emily queen pumpkin and lead for FGOBS activities. Fair parties fully briefed on role of FOBS at fireworks.

Pumpkin competition promoted, helpers advised. Glowsticks and no sweets to be sold from baskets rather than a stand.

Additional glowsticks requested. No sweets.

Rachael advised of source of battery powered glowsticks being offered at £1 each for up to 50.

Meeting agreed to buying 50

**Action: Rachael** to source new glowsticks and forward to Emily for helper packs

### **Tree Dressing 26 Nov**

Maris leading fun run with Henry Lidgely

11-3 Tree Dressing

Volunteers: Jemma, Victoria, Debbie, Maris, Mel, Sarah M, Rachael, Catherine, Sarah H, Suzi

**Action: Clare** to arrange rota / allocate tasks

**Action: Rachael** to ask if we can borrow Fair BBQ

**Nativity** (6/7 Dec) – helpers, video, photos

**Action: Rachael** to lead organisation and request for helpers

**Action: Rachael** to liaise with Darren / Ian for filming and photography

Plan is to offer Tea / Coffee / Mulled wine / Raffle

**Carol Concert** (15<sup>th</sup> Dec)

**Action: Clare** to lead organisation – check location

Aim for baked potatoes, drinks & cakes

Also do Tombola and raffle

### **Xmas Fair**

Meeting agreed a yes to having a christmas fair. Need a plan to where to host

Clare to speak to Mr Clarke about doing it in school in after school room & 1 other classroom

Request for library for Santa's grotto.

Planning for 10<sup>th</sup> December

**Action: Clare** to liaise with School

**Action: Eleanor** to lead, need a 'what to do meeting' and 'when to make' meeting

Note deadline for Glenside ad 13<sup>th</sup> of month

### **Bag Pack – Morrisons date**

Morrisons are offering any date in new year, meeting considering near easter

**Action: Clare** to ask for near easter 2017 (easter: April 16<sup>th</sup>)

### **Cycle Event - Colin Shearer**

Previously set up Viking Challenge 50K off road cycle ride – would the Bythams be interested in doing something similar? Explaining the background that the school he was at wanted to do one big event, rather than lots of mini events for fundraising.

**Action: Clare** to set up a meeting with Colin to understand what would be involved.

**Jo Hammond – art project/event**

School has been offered an Art work shop to create a unique piece of art per year group. The piece of artwork would be auctioned and gift card prints produced for ongoing sale at all school events. The cost of the workshop would be £350

Action: Clare to talk to Richard

Action: Emily to investigate Arts grants

6.

**AOB**

Lanyards for FOBs members

Action: Emily to investigate source

7.

**DATE OF NEXT MEETING Friday 2 December 2pm @ School**