

Friends of The Bythams Primary School (FOBS)

Minutes 27th Jan 2017

1	Attendees: Clare Watson, Suzie Duxbury, Emily Martin, Elle Massey, Rachael Barratt Apologies: Mel Burke, Maris Hodge, Sharron Woodward, Vicky Stafford, Sarah Hind, Richard Clarke	Action
2	<p>Actions from last meeting (including both meetings, formal & informal)</p> <p>Actions reviewed</p> <p>Additional to add:</p> <p>The following event checklists need completing for saving to FOBS 'How to...' file:</p> <p>Carol concert – Clare</p> <p>Discos – Elle</p> <p>Bonfire Night - Emily</p> <p>Action: Clare / Emily / Eleanor as above</p>	
3	<p>Review events:</p> <p><i>Valentine Disco</i></p> <ul style="list-style-type: none"> - All products sold - Good market testing of new products and so know what to buy next time - Issue with some stock – flashing ring unable to switch off, Clare contacting supplier - Some glo-bands old and not glowing - Really positive and worked well having teachers present - Paying in advance worked well - Profit approx. £325 - One speaker doesn't work. Microphone didn't work. <p>Action: Emily to investigate grant for replacement equipment</p> <p>Action: Rachael to investigate whether Chris Wright can mend existing speaker</p> <ul style="list-style-type: none"> - Recommend pre-paying again and need consistent statement for all attendees that if have medical condition must have a legal guardian/ parent present. <p><i>Love the Spinney</i></p> <ul style="list-style-type: none"> - Cold, but worth doing - Though only took £46, expenses for all previous events being covered by BWF - Good coverage in Stamford Mercury. 	
4	<p>Financial</p> <p>Opening balance: £9700</p> <p>Expenditure: £7000</p> <p>Expenditure + allocated: £13,000</p> <p>Allocated, but yet to go out: Spinney donation / Big Build Contingency / Trim Trail / outstanding Mr Starr Raffle monies</p>	

	<p>Need at least £500 in account for MayFair</p> <p>Year to date raised £4000</p> <p>Trim trail £3500 donated by FOBS</p> <p>Outdoor Classroom, outstanding issue, estimate around £2000 to replace roof</p> <p>More Bark required for Trim Trail – Jane investigating alternatives, such as rubber estimate £900</p> <p>Action: Rachael to draft Newsletter communicating success to date and events going forward and what raising money for.</p>	
5	<p>Event Planning</p> <p>Mothers Day Two day shop during school break times for presents: Chocolates / Flowers / Sweets Suzi leading on shop will advise support if required Action: Suzi to source flowers (Deeping factory outlet shop suggested), and advise of what help required promoting / manning stall etc.</p> <p>Bags 2 school Jane liaising with Bythams jumble sale for collection of excess jumble for the school Jane requesting bags before Easter. Bags arrive at school 20th March for distribution before Easter holidays Action: Clare will organise next leaflets and distribute to parties around local villages</p> <p>Easter Egg hunt – Easter Monday @ Spinney 2 – 4pm Hunt & Hot Cross Buns & Tea Easter Hunt – Rachael Posters & advertising – Emily Egg decorating Competition – Elle Face Painting - Elle Actions: Clare – Refreshments Rachael – Easter Egg hunt Promotion – Emily Competition & Facepainting - Eleanor</p> <p>Quiz Night – 25 April @ Willoughby</p> <p>Parents Netball match Action: Sharron Marriott to lead and organise</p> <p>May Fair</p> <ul style="list-style-type: none"> - Set for 20th May 1-4 pm - Need to identify and confirm big items for booking - Bring gardening club back into main area - Decision not to have external stalls and keep all in house ie: Cuddly toy stand, Book stand, Jemma’s jam jars 	

- Need to get more external people in
- Ask about dogs in school area – can we combine with other animals on school grounds
- [Action: Clare to liaise with Jane / Richard](#)
- Temporary events License -
- [Action: Suzi to sort Temporary events license for fair / alcohol sales](#)
- Pony rides – Covered by insurance, could we do pony & trap 2-3pm?
- [Action: Suzi to investigate pony rides](#)
- Cocker Rescue Spain – promotion and petting area
- Bouncy Castle –
- [Action: Emily to source inflatable Assault course + little under 5s castle](#)
- Art gallery – pictures from school framed for display and sale
- Jo – art club
- Tombola - bottle and chocolate
- Raffle - need someone to organise
- Stalls – need lead
- Pizza Oven
- [Action: Emily to ask Darren whether willing to do again](#)
- Publicity / posters
- [Action: Rachael to liaise with CBMF](#)
- Need to get 20th May in all diaries

Suggested 'Arena Performances':

Maypole – Badgers - Jess Jack

Kerri Shearer –Foxes - Forest School with Mr Wilkins – Woodland Sculpture?

Jo Wilson - Squirrels - Musical Performance

Mr Starr- Hedgehogs – Gymnastics?

Sponges – teachers

Tug – o – war

[Action: Clare to draft 'To do list' for May Fair and to allocate areas at next meetings](#)

Cycle Event

Discussed with Colin Shearer

[Action: Emily & Clare to review financials and feasibility for Bythams](#)

[Action: Rachael to establish land owners across proposed area.](#)

[Action: Clare to arrange follow up meeting when all above info gathered](#)

Morrisons Bag Pack

Going to ask for Nov 4 / 5th

Bythams Big Night out - Film Night – 30th March

Eleanor to lead an end of term celebration in new bulid with film entertainment and food

[Action: Eleanor to draft plans for event and bring to next meeting to allocate tasks](#)

[Suzie to sort film license](#)

Midsummer Festival

FOBS working with Colsterworth Cubs to create children games area on festival field Sunday 18th June. Aiming to create simple high revenue games. These will be discussed with Patrick Candler / Kate Goodman.

	Theme this year is medieval and school has been contacted with regard to how they can be involved in preparations for the event.	
6	AOB Monies still outstanding for Christmas DVDs pictures – going forward no monies, no order.	
7	Date of next meeting 27 th March 2pm Venue TBC.	