

# Friends of The Bythams County Primary School (FOBS)



## Minutes for the Annual General Meeting – Sept 2018

Meeting Date: Tuesday 18th September at 7.00 pm, The Bythams School

### 1. WELCOME/APOLOGIES

Suzi Duxbury, Eleanor Massey, Richard Clarke, Rachael Barratt, Mel Burke, Emily Martin, Rachel Derry Ward, James Rees.

#### Apologies:

### 2. ELECTION OF COMMITTEE MEMBERS & Coordinators

The attendees wished to thank Emily Martin, who is standing down as Secretary for her hard work and continuous support of FOBS.

**Chairman** – Mel Burke proposed by Eleanor Massey, seconded by Rachael Barratt

**Vice Chair** – Eleanor Massey proposed by Emily Martin, seconded by James Rees

**Treasurer** – Rachael Barratt proposed by Suzi Duxbury, seconded by Mel Burke

**Secretary** – Rachel Derry-Ward proposed by Mel Burke, seconded by Suzi Duxbury

**Spinney Committee Liaison**- Vicky Stafford proposed by Mel Burke, seconded by Richard Clarke

**Midsummer Festival Representative**- Rachael Barratt proposed by Emily Martin, seconded by Rachel Derry-Ward

### 3. FINANCIAL REPORT

Rachael is still in the process of arranging bank contact details/ transfer of signatories. She will keep everybody informed on any progress.

It was agreed to optimise on pop up shops and stalls at nativities, sports days etc as these have been profitable and require little expenditure. Events that included engaging with the wider community, for example the Tree Dressing proved beneficial and ensured that FOBS didn't solely rely on the financial input of parents.

The Spinney have recently enrolled on the South Kesteven Raffle. This allows local charities to sell tickets and make money back. It was discussed about signing up to this and promoting at events.

Over 50% profit was made last year on all events.

Total Raised – £8354.83

Total Spent- £7873.54

Estimated Bank Funds- £5000.00

### 4. SPENDING 2018/2019

FOBS would like to focus on spending funds on Enrichment projects and events that will benefit all year groups in the school.

**ACTION**

**RB**

Richard to discuss with staff any ideas and to put them forward at the next meeting. Staffs interest in a student library was discussed where students become librarians. A grant had been applied for last year for this but unfortunately was unsuccessful. It was agreed that he would discuss this further with staff and gauge what the interest was from pupils.

RC

It was agreed that the food & farming trip next year would be replaced for something new. Possible new ideas including Duxford air museum were discussed.

FOBS are keen to look into what other local schools have on offer to ensure that The Bythams keeps up with the competition and offers something unique that will attract potential new parents. Richard explained that the school was going for The Science Quality Mark this year. FOBS are keen to align with this and fund potential science projects for example mad science.

## 5. EVENTS 2018/2019

### 2018

**19<sup>th</sup> October- Halloween Disco** – Eleanor to lead, Rachael to enquire to the Midsummer Committee about the availability of Castle Bytham Hall FOC. Eleanor to arrange a date & stock for a Halloween pop up shop. Richard to organise a focus/games for the event.

RB  
ELM  
RC

**4<sup>th</sup> November 5pm- Bonfire Night-** FOBs to have own marquee this year, selling glow sticks, popcorn, toffee apples etc. Rachael to contact Clubbercise about the possibility of purchasing some glow sticks. She will also find out what sweets are prohibited at the event. Richard to run a competition at school, winner will be able to light the bonfire.

RB  
RC

**13<sup>th</sup> November- Bags2School Collection-** Bags to go out before half term, Mel to send out a message to parents to let them know these can be sent in now. Storage in one side of gardening club facilities. Looking at using this as permanent storage.

MB

**Advent Raffle-** Mel to arrange for after half term

MB

**24<sup>th</sup> November- Spinney Tree Dressing 11-3pm-** Agreed to have a BBQ this year for refreshments along with hot drinks, Rachael to sort out the appropriate licence and Mel to arrange shopping and cake donations.

RB/MB

**7<sup>th</sup> December- KS2 Xmas Film Night**

**4<sup>th</sup>/5<sup>th</sup> December- Nativity-** Evening production to be held on the Dec 4<sup>th</sup> and a matinee to take place at 2pm on December 5<sup>th</sup>. Volunteers need to be found to cover these performances.

**13<sup>th</sup> December 2pm & 6pm- Carol Concert-** This is to be held at Little Bytham Church this year. Refreshments to be supplied in the hall opposite.

**Pop Up Xmas Shop-** Eleanor to confirm dates, younger years to have access first.

ELM

### 2019

**Valentines Disco-** Eleanor to lead, date to be confirmed, usually last Friday before half term.

**Mother's Day Shop-** Suzi to lead, Eleanor has purchased some stock that can be sold in school as well as the flowers.

**KS2 Easter Film Night-** date to be confirmed

**KS1 Tea Party** – Eleanor to contact Beth Anderson about the possibility of her leading this event again.

**ELM**

**Bags2School-** Mel to contact after Christmas to arrange a date.

**MB**

**28<sup>th</sup> June- May Fair**

**Father's Day Shop-** Eleanor to lead

**19<sup>th</sup> June- Sports Day**

**Whole School Trip-** looking for new ideas instead of food & farming.

**Year 6 Leavers Concert-** date still to be confirmed. School staff have decided to have a year 5/6 or just year 6 production this time instead of all of KS2.

**Year 6 Leavers Presents-** to be arranged

**6. AOB**

- Richard to check third party policy on school system (emails etc)
- Emily to check safeguarding policy ref events, coordinators etc and how often DBS needs to be renewed.
- Eleanor to sell bee bags at discounted price to lower current stock levels
- Emily discussed the possibility of a car quiz/treasure hunt in the summer term. This would be good for engagement with the wider community.
- Fridge magnets with events are to be sent out every term so that it doesn't contain too much information at once.
- Communication to parents to be clearer, 'FOBS' for example may not be understood by new parents.
- The importance of advertising to parents the easy fundraising app was discussed as the school receives a percentage of the money when anybody is purchasing on amazon, ebay etc. Rachel to include this in the next newsletter.
- Hot Chocs to be offered at the end of term now instead of weekly. Sharron will need to find volunteers.

**RC  
EM**

**ELM**

**MB**

**RDW**

**Next Meeting: Tuesday 30<sup>th</sup> October 7pm @ School**