

# Friends of The Bythams County Primary School (FOBS)



## Agenda for the Meeting – April 2016

**Meeting Date:** Wednesday, 13 April at 7.00 pm, The Bythams School

### 1. Welcome/Apologies

**Attendees:** Donna Goring, Sam Read, Sharon Love, Rachael Barratt, Suzi Duxbury, Sarah Hind, Richard Clarke

**Apologies:** Katherine Wilson, Ella-Louise Rowe, Fiona Allett, Victoria Woodward, Debbie Brookfield, Eleanor Massey, Vicki Stafford

### 2. Update actions outstanding actions

#### Review events

##### Mother's Day

Took £211 (awaiting expenses).

Would we do plates again? Time intensive and required a lot of effort. Need to consider whether time appropriate.

##### Easter Egg Competition

Went very well – lots of entries. Slight issue with number of prizes. Need to ensure that FOBS support organisation of events as drawing in staff.

##### Bag pack

Sainsbury's cancelled due to falling in holidays

Morrisons – Bag pack due September – Jemma to confirm date and check whether will coordinate

**Action:** Rachael to liaise with Jemma

### 3. Treasurer's report

To date, in bank £6327.50.

Allocated: £1000 FOBS shed, £5000 to Big Build

Report on the events provided by Suzi – to be emailed, which includes profits of each event, profitability (in % terms)

**Action:** Suzi / Donna to review balance sheet of events and rate each in terms of effort / time required so that understand which events most financially successful

### 4. Event Planning

#### May Fair

Attractions		Volunteer
Skittle Alley		1-2.30pm Vicky Stafford / Fiona 2.30 – 4pm
Bouncy Slide		1-2.30pm Ella Rowe 2.30 – 4pm

Basketball in MUGA(replace football)		1-2.30pm 2.30 – 4pm
Jam Jars & lucky envelopes		1-2.30pm Debbie B & 2.30 – 4pm
Tattoos & Facepainting		1-2.30pm Eleanor & 2.30 – 4pm Eleanor &
Sand in cups		1-2.30pm 2.30 – 4pm
Tombola		1-2.30pm 2.30 – 4pm
Bottle Stall		1-2.30pm 2.30 – 4pm
Wellie Wanging	£1 for 3 throws Prize for furthest	1-2.30pm Victoria Woodward 2.30 – 4pm Rachael Barratt
Tea /Coffee/ Cakes		
Hot Dogs & Lollies		Sam Read /
Gardening Club		Clare Watson
School Uniform		
Fire Engine or Tractor		
Beer Tent		Darren Read
Car Park		1. 2. 3.
4 External Stalls		Katherine co-ordinating
4 Internal Stalls: Avon Sweets Mocktails Photobooth		
'Police Parent'		Floating to support / intervene/ assist where required
Tidy Up		Post 4pm -
Sunday take down		

Action: Donna / Sam to buy prizes for welly wanging / Basketball, sand in cups equipment

Action: Donna /Sam / Lesley sorting lucky envelopes?

Action: Donna / Rachael to liaise with Vicky & Justin Stafford about delivery & collection / storage of games

Action: Rachael to establish what ducks in garage. Will need to agree prize arrangement / buy prizes. Suggest £1 for 3 hooks, 1 duck = sweetie 2 duck = lollipop 2 duck = small prize  
Hook – a Duck

Action: Eleanor to confirm whether Fire Brigade attending. Sarah to provide tractor if no Fire Engine

Action: School Sweet Stall: Someone to buy sweets and package ???

Action: Sam to purchase Avon products – will need packaging for sale

Action: Rachael to suggest 3 Mocktails - composition / pricing etc for next meeting

Action: Rachael to liaise with Class rep and collate volunteers

Action: Need to create a photobooth and collect fancy dress. Donna to speak with Ian Pollard as to whether he can take photos and put up on a laptop to order from.

Action: Rachael - Collection of wellies to be gathered for event and pegs to mark furthest throws

### **Set up**

Friday night – marquee / bunting / bins / bring furniture

Action: Suzi to provide 2 pink bins

Need Volunteers

Action: Sam contact Little Bytham Hall for tables / Chairs

### **Take Down / Tidy/ Litter pick**

From 4pm – 5.30pm

### **Tidy up Sunday – taking down**

Stall manning – need parent ‘police’ floating around addressing issues

Lock up school during event

### **Catering**

Hot dogs / Sausages / ice lollies – Outdoor stove with hotdogs

Cream teas – small pots of jam / cream

Action: Donna to ask Katherine about pots

Tea / coffee & cakes

Action: Rachael - Request for cake / bottle / tombola donations to be made through parentmail

Action: Rachael to develop Bytham Bake off competition

### **Publicity**

Action: Sam to ask for posters advertising May Fair from contact

Action: Rachael to contact Stamford Mercury / Bourne ‘what’s on’ to advertise the event

Action: Suzi to ask after finger boards / road sign boards from Clare

Action: Richard / Jane to arrange for May Fair date to be put on school website / calendar

Action: Rachael to ask requests for cake making parent mail / text

5.

### **AOB**

- Big Build £5000 committed
- Mother’s day – note for records: need 90 plants
- Leavers books – Donna to speak with Ian Pollard
- Leavers performance – need to ensure plenty of cakes and knives
- Sports day 5<sup>th</sup> July - Suggest making sports last day of term and combining with summer social

### **Midsummer Fair**

Action: Rachael to gain clarification of timings to be covered

- Facepainting Saturday / Sunday - Eleanor
- Saturday Toys / sweets / glitter tattoo / bubbles
- Sunday (11-3) - bubbles

**6. Date of next meeting: 6 May 3.30pm ' Prosecco Friday – bubbles and May Fair final meet'  
Children welcome**

**back stop: 11<sup>th</sup> May**