

Friends of The Bythams County Primary School (FOBS)



Minutes for the Annual General Meeting – Jan 2018

Meeting Date: Tuesday 23rd January at 7.00 pm, The Bythams School

By **WELCOME/APOLOGIES**

Suzi Duxbury, Eleanor Bannister, Richard Clarke, Rachael Barratt, Mel Burke, Beth Anderson,

Apologies: Emily Martin, Maris Hodge

2. **Actions from last meeting**

Carried forward from last meeting:

Action: What is date of CB Jumble sale – required for Bags to school co-ordination and excess stock storage - Rachael

Action: Richard to investigate FOBS secure section on School website

Action: Richard to forward David (Website man) details to Mel to enable update FOBS section on website

Action: Mel to sort quote for the repair of the outdoor classroom.

3.

Review of activities:

Fair

- Thanks to Mr Clarke for the teachers presence – this was noted and a greater involvement by teachers at all events would be much appreciated
- Hard work but all had a good time
- Disappointingly, more people helping than visiting
- £1330 taken, £410 product sales, Profit £500
- Recommendation to close Christmas Fair, continue with pocket money pop ups, raffle

Nativity

- Tombola at Nativity went well
- Some feedback: that disappointing that DVDs had no boxes
- Sadly not enough volunteers for nativity to cover all the activities required i.e. production and presentation of DVDs

Action: All - Complete a jobs list for event minimum 2 weeks preceding and advertise the roles required or activity may not happen.

Advent raffle went well

4.

Finances:

£6000 in bank

£650 cash

£500 committed to School for panto bus / PA

Available funds: £6150

Meeting agreed to move to single authorisation signature for account to enable BACS. To provide rigour to this change, account statements to be included as meeting item and signed off by each FOBS meeting

Action: Rachael to sort Bank contact details / transfer of signatories

5.

Events

Mel proposed plan to issue full year set of event dates for all parents. Meeting set the event details as follows:

Valentines Disco: 9th February – Elle to lead

Valentine pop up shop: 6th February – Elle to lead

Mothers day shop: 8 / 9th March shop – Suzi to lead, Yr6 pupils to assist
[Action: Richard to liaise with teachers/pupils for Yr 6 support](#)

Easter Extravaganza: 27/28th KS1: Mini movie, tea party. KS2 Film Night

Fathers Day : 14th/ 15th June shop – Suzi to lead, Yr to assist
[Action: Richard to liaise with teachers/pupils for Yr 6 support](#)

May Fair – 12th May – Royal wedding theme ideas + FA Cup theme

Sports Day 20th June

Midsummer Festival 23 / 24th June Castle Bytham

End of term social – 20th July

KS2 Production – TBC

[Action: Mel to organise Event diary for all parents](#)

[Action: Emily to compile FOBS spring newsletter](#)

6.

AOB

To be discussed at next meeting: Race night

Trustees: Jane King has stood down as a trustee (thank you very much). Suzi Duxbury has agreed to stand. This will be recorded and submitted to charity commission per annual audits
[Action: Rachael to provide Emily with full list of Trustee contacts so that FOBS minutes issued to Trustees as well as parents, teachers & website](#)

Further to question regarding liabilities associated with Charity status Emily to liaise with Mel to confirm no individual liability by committee members.

[Action: Mel & Emily to meet and confirm details to committee](#)

Eleanor no longer at School and listed as responsible person for FOBS events, her CRB is due for renewal

[Action: Richard to ask about CRB. Eleanor to investigate renewal as an individual rather than employee and advise costs for FOBS to pay.](#)

Meeting confirmed that we would go 50/50 with BWT for the purchase of a new marquee. This would be larger and more robust to current failing one. The issue of replacement/ repair of Clare's parents gazebo, which has been used so extensively that is damaged, is still outstanding.

Table top sales – raised by Emma Basden / Louise Goodall, needs further investigation.

Joules sale / fashion show – Action ; Rachael to investigate costs, potential dates / locations

Previously have supported BWT at 'LOVE your tree' and Easter events at the Spinney.

[Action: Clare to advise on Spinney events and where FOBS may give support.](#)

Next meeting: Tuesday 6th March 7pm @ School