

## FOBS MEETING ON 23<sup>rd</sup> February 2018 at 1.30pm

**WHERE:** School Library  
Meeting began at 1.40pm

**PRESENT:** Mandi Brockway (MB), Diana Cullen (DC), Juliette Hitchins (JH), Jayne Lucas (JL), Emily Millar (EM), Susie Morgan (SM), Natasha Vass (NV), Vicky Wardle (VW)

1. **WELCOME** – DC welcomed everybody to the meeting.
2. **APOLOGIES** – Gemma Barnett, Debbie Binns, Louise Hall, Gemma Cullen, Pam Clover
3. **MINUTES OF THE LAST MEETING – Matters Arising:**
  - **BBQ** – have enough volunteers now
  - **Spring Fair Chocolate Tombola** – School Council have agreed to run it
  - **First Aiders at FOBS events** –GB has come forward. Still looking for more qualified first aiders
  - **Face Painting** confirmed will go ahead at Spring fair
  - Raffle
    - License £20 per year for 1000 club and Christmas raffle. But not enough time now to get tickets printed to sell tickets in advance.
    - Some really good prizes have been sourced already
4. **TREASURER'S REPORT**

Bank Balance as at 23/02/18 - £6910.00  
SH asked if extra cash for floats could be authorised please – MB agreed.
5. **FOBS SPENDING PLANS/TEACHER REQUESTS/UPCOMING SCHOOL TRIPS**
  - **MB – £350** agreed for Longleat workshop visit as part of world book day. All agreed a fantastic opportunity for the children. Well done to MB for arranging this amazing opportunity.
  - **MB** - There will be a request from the school Choir, as they will need a coach to transport 40 children to a venue. It will be too difficult to coordinate parent lifts. The school have already negotiated good prices with the coach company
6. **Spring Fair 10<sup>th</sup> March 18**
  - DC handed out Spring Fair laminated posters – distributed for display in local businesses for publicity
  - **Class Stalls agreed**
    - **Reception - Tin Can Alley** – Gemma Cullen has the kit for this **Action GC**
    - **Year 1 – Mother's Day Planters** – JL has already sourced planters and other mother's days gifts, she presented these at the meeting. All agreed they look great. Recognition was given for Jayne's efforts. Decided on the prices to charge for the hanging baskets and planters. Ten volunteers from class 1 have come forward to help plant and man the stand which is excellent. They will take pre orders and sell some on the stand.  
SM had an idea of planting then choosing ribbon and writing personalised messages on the stall. General consensus nice idea but will be difficult to implement on the day.
    - **Year 2 - Photo Booth** - Catherine Sharpless and Caroline Moreland class reps for Year 2 are organising this. SH suggested speaking to Pam Clover as she has done this before.
    - **Year 3 - Easter Egg Hunt** - Posters have gone out in book bags. JH asked if parents could be reminded to return the forms so they can work out quantity of eggs required.
    - **Year 4 - Cakes and Produce** – suggested that it should be positioned near the Café, needs to be in the hall if there is enough room (floor plan needed). SM has some cordial left over from another event maybe they could sell these on the stall.
    - **Year 5 - Book Sale** – email has gone out to all parents asking for donation to be left on the Friday. Discussed what to do with any left over books and what price to charge.
    - **Year 6 - Human Fruit Machine** – MB explained how this works.
  - **Club 1000** – DC asked for help to sell these subscriptions at the Spring Fair as the usual person can't make it. DC will try and sell these in the central area. DC to approach Louise.
  - **Raffle** – Maybe external stall holders should be asked to give donations to the Raffle. Some expressed concerns about whether this should be done as they will already be paying to have a stall.
    - Thank you letters should be sent to companies who donated the raffle prizes. Last year Y6 wrote the letters which is a nice touch. MB would need a list.
    - Class Reps to source 2 raffle prizes each. Some excellent prizes sourced already.
    - Tickets will be sold at the spring fair.
  - **External Stall holders**

- NV has contacted some old and some new stall holders. There will be a good variety of stalls roughly about 16 in total. Agreed to ask for a £15 donation. NV to create an external stall holders form. **Action NV**
- Some thought £15 was not enough and other similar events charge a lot more. Ex pupils won't be asked for a donation if they are running their own charity stalls.
- JL suggested another exhibitor. JL to email DC with details. **Action JL**
- Whole **event map** discussed as this was handed out last year and looked very good it was useful for visitors but decided not necessary this year.
- **Main Attraction Little Landies**
  - Will be set up on the football field, if it is wet they will set up on Netball Court. Little Landies will charge £4 a go, suitable for age 4 to 11 years. They will make a discretionary donation to the school, some concerns raised about this, but MB explained that they are there as an attraction – the Spring Fair needs something to draw in the public.
- **Publicity**
  - Laminated posters handed out in the meeting to distribute and display in various local businesses.
  - Banners placed in Salisbury on Southampton Road by Matalan (may be moved to Coombe Bissett) and in Broad Chalke.
  - Spire FM
  - Valley News
  - A5 Flyers to be printed and distributed to local businesses. Office to print **Action DC**
  - Send A5 flyers by email using distribution lists **Action MB**
- Chocolate Tombola – School council have agreed to organise this. MB asked for help to set this up Friday lunch time, JH volunteered.
- Café – Tea/coffee and left over snacks from Nativity will be served. It was suggested to sell scones offered by SM and all agreed. DC asked for a volunteer to co-ordinate and clear up etc Maybe email out via class reps for volunteers. **Action SM**
- BBQ – Johnny Hartwell, Nick Vass, Damian, George, Sarah Hallett have volunteered to help. DC to check set up plan. **Action DC**
- First Aiders – All designated first aiders need to be given clear instructions on the day
- SH – Asked for float money to be authorised, potentially she will need to get 12 floats.
- MB and DC to write risk assessment - **Action MB and DC**
- Decided Pick and Mix sweet stall won't go ahead as we are trying to cut back on the amount of sweets

## 7. FORTHCOMING EVENTS AND FUNDRAISERS

- Easy fundraising "Free Money" please use – quite a few have now registered and it is very easy. You can download an App and use every time shop at various retailers
- Movie night – DC to speak to Debbie Binns
- Bags to school
- Barn Dance – still trying to find a Barn

## 8. Next meeting date Friday 27<sup>th</sup> April 10am at the HUB.

Meeting finished at 3.15pm.