

## FOBS Meeting on 8<sup>th</sup> February 2019 at Broad Chalke School

Meeting began 1.35pm

Present: DC Chair, GB Vice Chair, SH Treasurer, MB Headteacher, JP, JH, GC, AA, JL

### 1. Welcome

DC welcomed all to the meeting

### 2. Apologies

CS, HAB, CM, SM, JCG, NH

### 3. Matters arising from last minutes

- DC read out a letter of thanks from Archie B for his gift from FOBS for examining the accounts.
- MB approached David Blundell (an ex bank manager) to be our new examiner of the accounts and he has kindly agreed.
- MB has arranged for Easyfundraising logo and information to go on FOBS page of website.
- A parent, Graham Newman has agreed to be our Race Director for the Chalke Valley Challenge and the date is confirmed as **Sunday 13<sup>th</sup> October**.
- FOBS secretary – **ACTION: SM to publicise to class reps.**
- Invite Chalkies to Spring Fair. MB has provided contact details to DC. **ACTION: DC to contact Chalkies**
- Bingo Night: date tbc at next meeting. **ACTION: DC**

### 4. Treasurer's report

- SH – current bank balance £11,654. Story Night raised £192.28. Year 1/ Year 2 Cake Sale raised £132.45. Both events were a great success with thanks to all the volunteers.
- SH confirmed that she had sent a report on FOBS accounts to the Charities Commission.
- MB expressed the thanks to SH for keeping the accounts in excellent order.

### 5. FOBS spending plans

- Outdoor Sun Shelter – on hold until the school garden project is underway.
- Garden – A discussion has been held with the parent who drew the design so the school office is now ready to get quotes and companies have been identified. The works will be undertaken during Easter or summer holidays.
- MB asked for £81 FOBS contribution towards the Y3 Stonehenge / Salisbury Museum trip and this was agreed.
- MB had also emailed the committee and they had agreed a subsidy of £154.90 towards a new trip for class 5 which will reduce the cost from £25 to £20 for parents. This was to go to Southampton to the Mayflower Theatre to see the Horrible Histories play about the Tudors (which fits in with their summer term topic) and to visit a Hindu temple on the same day (good for teaching multiculturalism). MB was asked if this would be a repeating trip every year. The Hindu temple might be if it goes well but we don't know what else might be on at the Mayflower.
- MB explained that the school needed to claim back £1954.40 so far from FOBS as the FOBS contributions had come out of the school budget at present. An additional £2000 would be needed for Arts Week plus the cost of works to the garden which is not yet known until school gets the quotes in.

### 6. FOBS Events

**Disco 14<sup>th</sup> February** – MB sent the risk assessment to JP. JP arranged a meeting and has written a thorough safety briefing note and schedule. JP will allocate jobs to different people. MB cannot be there on the day due to 1<sup>st</sup> Aid Training but Mr Howell has agreed to be the member of staff on site. GB and DC agreed to be jointly responsible for the event. GB was also the 1<sup>st</sup> aider and would wear the high vis 1<sup>st</sup> aid tabard. SH has prepared a float which is in the school office.

The committee were confident that plenty of children will come. **ACTION: JP to send out the safety briefing note in advance and check with office who is DBS checked out of the volunteers.**

**Cake Sale:** Decided that the next cake sale should be a class 5 and class 6 joint cake sale as class 3 are doing cakes for Spring Fair. Trying to minimise use of plastic so paper bags and paper serviettes to be used. **ACTION: DC to put on next agenda**

**Bags to School 6<sup>th</sup> March: ACTION: SH in office will send out all details**

#### **Non-uniform day for chocolate 28<sup>th</sup> March**

GB, SH and JH offered to sort out the tickets on the chocolate and a sign with 'fair odds' on Friday 29<sup>th</sup> March. **ACTION: GB, SH, JH.**

#### **Spring Fair 30<sup>th</sup> March:**

**Set up from 3.30pm on Friday 29<sup>th</sup> March.** Photos needed of tables to put back in right places. **ACTION: GB**

- Year R: Splat the Rat. **ACTION: DC to confirm who is doing this**
- Year 1: traditional games and or tin-can alley. **ACTION: AA set up and get prizes.**
- Year 2: Flowers – JL showed some beautiful ideas at the meeting and agreed to source more. Pre-order form to go out 2 weeks before. **ACTION: JL**
- Year 3: Cakes and Produce **ACTION: DC to confirm who is doing this**
- Year 4: Easter Eggs **ACTION: GB and KP**
- Year 5: TBC but possibly Human Fruit Machine. **ACTION: DC to find out if Y5 will do this.**
- Year 6: Football Goals challenge. **ACTION: DC to follow up with DJ**
- **Kitchen** needs to be headed up by a separate group of parents. **ACTION: SH to approach a parent who might be able to help.**
- **Raffle** - SM and CM – co-ordinating prizes and sounds like they have sourced excellent prizes. LH (governor) has agreed to sell raffle tickets on the day.
- **External stalls** are being co-ordinated by GB. New idea was Boutique in a Bus who would give 10% of takings. **ACTION: JL to contact.**
- **BBQ – ACTION: SH to email people who may agree to run it – 5 needed.**
- **Marketing – ACTION: DC**
- **1<sup>st</sup> aiders – GB and MB**
- **Bunting: GC**
- **Clearing up: Lots of help needed and GC to co-ordinate.**
- **Brass band if dry. ACTION: DC**

#### **Other Fundraising Ideas**

MB reminded everyone about the Smartie tube fundraising idea suggested by a parent at a previous meeting but felt it should be saved as future fundraiser because the school want to do a sponsored read to replenish the Library.

#### **7. Next Meeting:**

Agenda to focus on Spring Fair planning **Friday 8<sup>th</sup> March** in school library at 1.30pm

The meeting closed at 3.15pm