

## Minutes of the FOBG Committee Meeting

Tuesday 10 January 2017, 8pm, Staff Room

### Attendees

Kate Richford (Chair), Charlotte Edgar (Governor), Mrs Bray (Staff), Lara Ward, Cath Harrop, Peter Lowery, Jo Whelan, Kate Oppenheim, Debs Poulter, Elisse Thompson, Lyndsey Duncan, Charlotte Fallon, Katherine Harris (minutes).

	Agenda item	Action
1.	<p><b>Apologies for absence</b></p> <p>Samantha Pickford, Tatiana Wojciechowska, Ali Richardson, Fezzah Hasan, Jo-Anne Ruggieri and Lisa Whyte.</p>	
2.	<p><b>Approval of last minutes and matters arising</b></p> <p><u>Nursery 'welcome' coffee morning</u> - Elisse Thompson and Ali Richardson will report back once Mr Ball has considered any safeguarding implications this event may cause. Also, it is proving difficult to find a time when the school hall is vacant. There was general discussion as to other venues/times and, as all new nursery starters will begin in the afternoon nursery session, it may be more sensible to host a welcome event during the afternoon at a parent's home.</p> <p><u>£1,000 payment to school for workshops</u> - Debs Poulter will discuss this with Ning Ning. Sally Le Marquand will forward an email to Debs detailing how some of the money has been spent in 2016.</p> <p>As per the January 2016 minutes, FOBG will set aside £1,000 every academic year for extra activities in school, such as workshops. This will therefore provide, but not be limited to, £100 per year group, plus a buffer for more expensive activities. Mr Ball requested that the money be provided in one lump sum. FOBG should be made aware of how the money is used. Parental monetary contributions of less than £10 should be requested for these activities and parents should be aware that FOBG have also contributed.</p>	<p>Elisse Thompson/Ali Richardson</p> <p>Debs Poulter Sally Le Marquand</p>
3.	<p><b>Finance report</b> (Debs Poulter)</p> <p>Recent significant payments are:</p> <ul style="list-style-type: none"> <li>• £1,500 for additional funding for the playground redevelopment</li> <li>• £500 for the library</li> <li>• £1,000 annual payment to school for workshops</li> </ul> <p>There are some unpaid expenses for the Christmas Fair but a profit in the region of £6,000 is expected.</p> <p>This year's sponsorship payment of £2,000 is due from Hamptons.</p> <p>Currently there is £30,300 in the FOBG bank accounts.</p> <p>Going forward, Debs would like to be notified of the proceeds from class cake sales so that they can be included in FOBG fundraising totals. Katherine Harris will notify Class Reps.</p>	<p>Katherine Harris</p>
4.	<p><b>Classlist/PTA-Events</b> (Jo Whelan and Cath Harrop)</p> <p>Having researched both systems, PTA-Events is considered the best online management platform for FOBG. There is an annual fee of £180 which all agreed should be paid now. Payment for ticketed events will be done via Paypal who will charge a small fee per transaction. It was agreed that the fee should be factored into</p>	

	<p>event ticket prices.</p> <p>A name and email address will be required for each parent so that they can be added to the system. Parents are then responsible for adding additional personal data themselves. Jo and Cath will speak to Mr Ball to agree how parents are notified of the system.</p>	Jo Whelan and Cath Harrop
5.	<p><b>Dates for fundraising events this year</b> (Katherine Harris)</p> <p><u>Class cake sales</u> will be held before/after school as follows:</p> <p>Year 4 - 20 January, Year 6 - 27 January, Year 5 - 3 February, Year 3 - 24 February, Year 2 - 3 March, Year 1 - 10 March, Reception - 17 March and Nursery - 24 March.</p> <p>Katherine Harris will notify Class Reps and refer them to the cake sale pricing information on the FOBG website.</p> <p><u>Second hand uniform sales</u> will be held on -</p> <p>13 January, 24 February, 24 March, 28 April, 19 May, 16 June, 8 September, 13 October, 10 November and 8 December.</p> <p>All items will be sold for £1.</p> <p><u>The Summer Fair</u> will be held on Saturday 20 May and is already in the school calendar. Sally Le Marquand will investigate who may want to organise the Fair. The Fair Mufti Day and bar profits will be donated to Mabale.</p> <p><u>The Quiz and AGM</u> will be on Friday 13 October. Jo Whelan will speak to Emily Jones to see if she is willing to write the quiz. Jo is happy to organise the AGM and quiz.</p> <p><u>The Christmas Fair</u> will be on Saturday 25 November. Charlotte Edgar will speak to Ning Ning to request the date is put in the school calendar.</p> <p><u>The Pantomime</u> will be on Friday 8 December.</p> <p>The possibility of a summer social will be discussed at the next committee meeting. Katherine Harris will add it to the agenda.</p> <p>Jo Whelan has received details of a magician who is available on either 3 or 10 March to provide two, one hour shows. He charges 50% of the ticket price. All agreed that a fixed price would be preferable and Jo will discuss that with him. All were requested to look at the YouTube videos posted by the magician (Simon Roselli - Amigo's Magic) and raise any questions with Jo before Thursday 12 January 2017. All agreed that, if this event goes ahead, Friday 10 March would be the preferred date.</p>	<p>Katherine Harris</p> <p>Sally Le Marquand</p> <p>Jo Whelan</p> <p>Charlotte Edgar</p> <p>Katherine Harris</p> <p>Jo Whelan All</p>
6.	<p><b>Appointment of Debs Poulter as Finance Secretary</b></p> <p>Proposed by Kate Oppenheim, seconded by Lara Ward.</p> <p>Everyone thanked Debs for stepping in to take on this role. Thank you to Fezzah Hasan for all she has done over the last year.</p>	
7.	<p><b>Appointment of Debs Poulter as signatory of the FOBG bank account</b></p> <p>All agreed.</p>	
8.	<p><b>Request for online banking for the FOBG bank account</b></p> <p>All agreed that this should be arranged.</p>	Debs Poulter

9.	<p><b>Confirmation of quorum requirements for FOBG meetings and confirmation of Constitution and Trustees</b> (Debs Poulter)</p> <p>The role of Class Representative Co-Ordinator is currently vacant. Debs Poulter proposed Jo Whelan for the role and Kate Oppenheim seconded her.</p> <p>Katherine Harris confirmed the Constitution requirements for a quorum:</p> <p>50% of the total number of current Committee Members in office (this is currently Debs, Jo and Katherine) rounded up to the nearest whole number, and the number of other members present must be at least equal to the number of Committee Members in office. Therefore, at least two out of Debs, Jo and Katherine must attend each meeting plus two other members (either elected committee member or parent).</p> <p>All members elected at the AGM are Trustees of FOBG.</p>	
10.	<p><b>Funding for wood chipping for new pirate ship</b> (Sally Le Marquand)</p> <p>All agreed that FOBG will provide £1,200 to meet this cost.</p>	Sally Le Marquand/Debs Poulter
11.	<p><b>Library funding</b> (Sally Le Marquand)</p> <p>Sally circulated the library budget for 2017. All agreed that FOBG will provide the £7,200 needed to maintain this important school resource and ensure the library is on a par with best practice guidelines. Going forward, smaller top-up amounts will be needed.</p> <p>There was general discussion about ways to fundraise and apply for grants for the library. All agreed that an annual library fundraising event should be introduced. Charlotte Edgar will confirm with Mr Ball if FOBG money is required this year for the front of school project and request a timetable for that project. If FOBG money is not needed this year, all are agreed that the profit from this year's Summer Fair will be given to the library. Sally and Mrs Kingsley will speak to Mr Ball to request a Mufti Day in aid of the library.</p> <p>Jo Whelan will check if an Amazon Wish List for the library can be dealt with via PTA-Events.</p>	Charlotte Edgar  Sally Le Marquand and Mrs Kingsley  Jo Whelan
12.	<p><b>HS Owen Estate Agents</b> (Charlotte Edgar)</p> <p>The Governors have received an email from this new, local estate agent seeking sponsorship opportunities. As FOBG already have an arrangement with Hamptons, Charlotte Edgar will notify HS Owen that, if an arrangement is made, it will be with the school and not FOBG.</p>	Charlotte Edgar
13.	<p><b>Lost property</b> (Charlotte Fallon)</p> <p>As the school has lots of valuable and/or named items in the lost property box, Charlotte Fallon has investigated a scanner system which links to 'smart tags' - once an item is scanned, an email notification or SMS is delivered to the registered owner. Charlotte thought that children could get involved by volunteering to be 'scanning</p>	

	<p>monitors' and returning items to their owners.</p> <p>Following discussion it was felt that this is a school issue and not for FOBG to decide.</p> <p>Mrs Bray will ask why the return of named items from the lost property box seems to have stopped.</p>	Mrs Bray
14.	<p><b>Any other business</b></p> <p>The playground building bricks purchased by the Auction of Promises profit are so popular that Mr Ball has requested more, at a cost of £2,000.</p> <p>Before any money is given, Sally Le Marquand will speak to Mr Ball to find out the lifespan of the bricks.</p> <p>Mrs Bray will ask how the bricks are currently being stored.</p> <p>Peter Lowery had made an application for four places in the 2017 London Marathon, to raise money for FOBG. Unfortunately this was unsuccessful but Peter intends to apply for places again next year.</p>	<p>Sally Le Marquand</p> <p>Mrs Bray</p>
15.	<p><b>Date of next meeting</b></p> <p>The next meeting will be on Tuesday 28 February, at 8pm in the Staff Room.</p>	