**Friends of Upper Beeding School (FUBS)**

Registered Charity No: 1102159

Upper Beeding Primary School,

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Chair: Mrs Katie Watts Secretary: Mrs Christina Szwarc Treasurer: Mrs Liz Grinham

**FUBS COMMITTEE**

**Charity Trustees (6)**

Katie Watts (Chair), Helen Appleyard (Vice Chair), Christina Szwarc (Secretary), Liz Grinham (Treasurer), Becky Linford (Head Teacher), and Rob Edgley (parent).

**Committee Members (4)**

Cally Strevet, Lucy Watson, Kerry Brown-Standing and Sarah Larkham (parents)

**Minutes for the FUBs Meeting Held on**

**Tuesday 6th March 2018**

**at The Rising Sun, Upper Beeding @ 7:45pm**

**Present :** Cally Strevett, Chrissy Szwarc, David Bennet, Geraldine Fewster, Helen Appleyard, Katie Watts, Kerry Brown-Standing, Liz Grinham, Lucy Watson, Margaret Lucy-Dundas, Rob Edgley, Sarah Johnson,

**Apologies :** Catharine Mortimer, Christine Gilliam, Nicky Doo, Phil Appleyard.

1. **Minutes**

The minutes of the meeting on 16 January 2018 were agreed and signed.

1. **Treasurer’s Update**

There is about £17,000 in the bank and of that £15,500 is committed. The bike shed will cost about £12,000. External funding for the bike shed is still being pursued so the final cost to FUBS is likely to be lower.

The Wilson Memorial Trust recently saw the adventure trail in use, and were very happy to see it being used so much. Part of the Trust’s focus is on healthy lives and they may be able to make a contribution towards the bike shed.

**Action :** Katie Watts and Liz Grinham to pursue external funding for the bike shed, including from the Wilson Memorial Trust.

There is a West Sussex Sports Fund that teachers can make a direct application to. This includes funding for outdoor education areas. The point of contact is Simon Whitmore at West Sussex County Council. Discussions will continue with Miss Frances to better understand what is needed for the Forest School, for example a more permanent structure, to help ensure its longevity. The West Sussex Sports Fund may be a source of funding for this.

**Action** : Katie Watts and Geraldine Fewster to discuss with Miss Francis how the West Sussex Sports Fund could help the Forest School.

FUBS had agreed £1,000 funding for additional books for school and to date £641 has been spent.

FUBS also agreed £2,000 for the various focus weeks for school. To date the book week events have been funded – about £900 – leaving a balance of £1,100.

Funding for the mud kitchen has been previously agreed and this now needs to be ordered by Mrs Quigley.

**Action** : Mrs Quigley to order the mud kitchen for Reception.

FUBS previously agreed to fund the creation of a new nurture room and work has now started on this. The nurture room is in the old building. New cupboards and shelving are being provided that are more fit for purpose, along with a drop down table. In addition a rug, blinds and pictures will be provided and the room will be painted.

There was some discussion as to whether FUBS should continue to provide spare pants to the school. It was agreed that in future this should be a parental responsibility, especially as parents should know if their child is likely to need a change of underwear.

**Action :** Katie Watts to speak to school about this.

1. **Pop Quiz**

The meeting thanked Rob Edgeley for all his work on the recent Pop Quiz. There was positive feedback after the quiz. Final takings have yet to be counted but it likely that over £200 was made. Ticket sales were difficult at times, which may have been due to the timing of the quiz – a few weeks after Christmas.

The next quiz (general knowledge) will be held on 11 May 2018.

It was agreed that a better system is needed to sell tickets rather than just outside school. A number of ideas were discussed including an online system that could also include the gift sales; using Squid; via class reps; at class assemblies; and using an annual ticket.

It was agreed that a rota system is probably the best way for now, with as many people as possible helping with the ticket sales, including using class reps to approach individual classes.

Sales for the hundred square were slow at times during the evening. Possible alternatives were discussed including a lucky ticket wining a bottle of wine. It was agreed that the hundred square should continue for now.

1. **Mother’s Day sale**

Thank you to the team who ran the Mother’s Day Gift Sale. This was held earlier in the day and went smoothly with about £260 being made.

Father’s Day is on 17 June 2018. It was agreed that late gift requests would only be refused once the shopping had been done. The shop will be done on 8 June 2018 with the sale on 14 June 2018.

1. **Easter activities**

Posters will be put up shortly advertising the “decorate a paper plate” competition. Judging will be on Friday 23 March 2018. Paper plates will be available from the office and donations to FUBS are voluntary.

Katie Watts will buy foam eggs to fill the jars for the “guess the number of eggs” competition. These can then be reused each year. Larger eggs will be used in Reception to make counting a little easier. There will then be a chocolate prize for each class winner. Posters will go up shortly and the competition will cost 20p a go. Rosie Cutts is owning this.

**Action :** Rosie Cutts to manage the “guess the number of eggs” competition.

1. **Summer Fete**

*Daytime entertainment :*

Kelly Verstappen is arranging the various entertainers for the day and has made good progress with this.

**Action** : Liz Grinham to speak to Emma Potbury and ask if her street dance group from the Hub would like to take part.

*Evening entertainment :*

There is likely to be a couple of support acts as well as the main band for the evening. The Others Brothers have played for the last few years so it was agreed that a different band would be a good change. Both local and bands from further afield are being considered. Although yet to be booked Helen Appleyard is confident this will be finalised in the next few weeks.

**Action** FUBS members to let Helen know if they have any contacts, friends who play in a band, etc.

*Stalls :*

A tiered pricing structure for stallholders was suggested :

£15 for charities

£20 for parents’ pitches

£25 for external profit-making enterprises

This was agreed by the meeting.

It was agreed that each class will be allocated a stall by drawing names out of a hat. The class that then makes the most money will have this figure match funded by FUBS.

**Action**: Katie Watts and Helen Appleyard will communicate with school.

*Ice cream vendors:*

Phil Appleyard is waiting to hear from a couple of suppliers. Options include a vintage van who would give 20% of their takings or agreeing a fixed amount as a fee. As an alternative we could use the freezer from the medical room.

**Action :** Phil Appleyard to finalise arrangements for an ice cream provider.

*Food :*

The same butcher as last year will be at the fete to provide the BBQ.

**Action:** Katie Watts to finalise arrangements for the BBQ.

There will also be an Indian food stall, which will include vegetarian food. This is being organised via Jug Judge.

**Action:** Katie Watts will liaise with Jug regarding this.

The cable height is still an issue so Helen and Phil Appleyard are meeting Mrs Linford after Easter to discuss solutions.

**Action** : Helen/Phil to report back on progress at the next meeting.

Helen Appleyard has made arrangements for sandwiches to be made which can then be sold via the Hub’s tea tent.

**Action:** Helen Appleyard will liaise with Vicky Butchers at The Hub regarding this.

*Face paints :*

**Action :** Chrissy Szwarc is discussing with Steyning Grammar for students to do this. They will need to have adults with them and will be given vouchers for food and drink on the day.

*Advertising Boards:*

HJ Burt have agreed to sponsor the boards again. A final list of locations needs to be agreed by the end of May.

**Action :** Chrissy to own the advertising boards.

*Resource centre* :

Jane has ordered items and will collect these.

**Action :** Helen Appleyard to speak to Jane about sourcing a inflatables.

*Bins* :

**Action :** Helen Appleyard to check the cost of 3 large recycling bins and 3 large general waste bins. This is not likely to be more than £100 and it was agreed that six bins would be sufficient.

**Action :** Helen Appleyard and Katie Watts to check whether the brown bins behind the bin area need replacing.

*Parish Council :*

Katie has contacted the Parish Council about access on the day. About 95% of vehicles will get through the front and it will only be the buses that need access from the back if the cable remains as it is.

**Action :** Katie Watts to speak to Neil Bird about the buses and continue to liaise with the Parish Council.

*Brochure :*

Rob Edgley will produce the brochure.

*Toilets* :

**Action :** Cally to check with her husband, who works at the Council, as he may be able to get a better price on the toilets she will liaise with Helen Appleyard who will book toilets accordingly.

*Bar :*

Chrissie Harding will manage the bar again. Riverside Brewery will provide the barrels on sale or return.

**Action :** Katie Watts to make final arrangements with Riverside. Helen Appleyard and Katie Watts will liaise with Chrissie and mixology regarding bar stocks.

Raffle :

Cally and Margaret are running the summer raffle.

**Action :** Cally Strevett and Margaret Lucy-Dundas to provide a final list of prizes and who donated them to Rob Edgley by 7 May 2018.

Gazebos :

Stallholders must bring their own gazebos on the day.

Helen Appleyard provided details of heavy duty gazebos. The tops and sides can be bought separately - £185 and £239 respectively.

**Action** : Helen Appleyard to get a quote for 4 complete gazebos.

**Action :** Lucy Watson to check whether her employer can also loan FUBS some gazebos for the day.

In addition approval was asked for the following purchases:

folding table – for ticket sales and uniform sales as the current one is heavy and difficult to carry and we are concerned someone will get hurt. Approximate cost £45

small step ladder – for securing bunting but also for reaching the higher shelves in the FUBS cupboard as there is no safe means currently. Approximate cost £55

sack trolley- for moving the excess uniform to the front of school but will also be useful for events.

**Action:** Katie Watts will confirm price of sack trolley and organise purchases.

1. **Any other business**

**Action :** Katie Watts to research suppliers of leavers’ hoodies.

**Action :** Rob Edgley to check prices for children’s FUBS t-shirts and Chrissy Szwarc to email FUBS members to get a list of who would like one and what sizes they require.

1. **Date of next meeting**

The next meeting will be held at 7.45pm on Tuesday 24 April 2018 at the Rising Sun.

UPDATE : the next meeting will now held at 7.45pm on Tuesday 1 May 2018 because of a singing festival at Steyning Grammar on 24 April 2018.