**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 Larkam (parents)

**Minutes for the FUBs Meeting Held on**

**Tuesday 16th January 2018**

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

**Present :** Chrissy Szwarc, Christine Gilliam, David Bennet, Geraldine Fewster, Helen Appleyard, Jane Redman, Katie Watts, Liz Grinham, Lucy Watson, Phil Appleyard, Rob Edgley, Rosie Cutts, Sarah Johnson, Sue Quigley.

1. **Minutes**

The minutes of the meeting held on 7 November 2017, together with the AGM minutes held on the same date, were agreed and signed, subject to one small adjustment being made.

1. **Apologies for absence**

Apologies were given by Kerry Brown-Standing, Cally Strevett and Kathryn Waterman

1. **Treasurer’s report and Christmas Fair**

Liz gave a breakdown of the various Christmas events, as follows :

Gift sale - £543

Cards - £780

Raffle - £553

Fair - £2,835

Advertising and external stalls for the fair - £235

As part of this the bar made £770 and the food over £100, and the door and grotto also generated good sums. The reusable mugs proved very popular and the “free” children’s activities were also appreciated.

In order to make the cracker game more profitable a supply of cheaper crackers (ie. less than 40p a cracker) are needed. If we cannot do this then we should not run the cracker game next year.

The pledge tree was used for the first time at the fair and raised £80. This included a single £50 pledge along with a number of small pledges. In future the pledge tree could used at just the key events, or across all FUBS events.

The end to end process for the Christmas cards was much better this year, with far fewer errors and late returns. It may be that a different supplier could be used next Christmas.

The gift sale sold 660 gifts and was completed by lunchtime – a record!

The grotto team received a particular thank you from the meeting for their splendid work.

Clearing up after the fair needs to be better managed to avoid just a few people spending until very late at night at school. Ideas included :

* More bins
* A bigger clear up team
* Class reps recruiting two parents per classroom to be responsible for getting that room straight
* The school corridors being cleared of bags, etc, before the fair starts.

Unfortunately the stage backdrop was damaged during the fair and will therefore be removed in future.

It was agreed this year’s Christmas Fair will be on Friday 7 December 2018.

**Action** – all FUBS members to consider where cheaper crackers can be sourced.

**Action** – find an owner for the pledge tree.

**Action –** to have a detailed cleaning rota ready for this year’s fair

**Action –** Chrissy Szwarc will liaise with the school regarding the date of this year’s Christmas Fair to ensure it is suitable.

1. **Easter Events**
* Decorated paper plates – Chrissy Szwarc agreed to own this event and will use the solar dome. Judging will be on Friday 23 March 2018. It will remain free to participants although we may look at enabling donations for those who wish to do so. We discussed decorating pebbles instead of plates but the members present decided plates were more accessible. FUBS will provide plates.

**Action –** Chrissy Szwarc to liaise with the school regarding this.

* Eggs in jars – Rosie Cutts and Lucy Watson will own this together. It was agreed that smaller jars would be provided to Reception.

**Action –** Katie Watts will liaise with Rosie and Lucy regarding purchase of the chocolate eggs

1. **Pop Quiz – 2 February 2018**

Volunteers are needed as follows :

Set up x5

Bar x3

Clear up x5

Helen Appleyard will compere and Rob Edgley will provide the quiz questions and presentation. There will also be a 100 square and extra points for the best costume – Rob will include this on the tickets.

**Action –** Chrissy Szwarc to circulate request for volunteers

1. **Uniform Sales**

A rota was circulated.

At each sale old name labels should be crossed out or removed, wherever possible, to avoid confusion.

**Action –** Chrissy Szwarc will communicate uniform sale dates to the school.

**Action –** Katie Watts will send a communication to school that they can forward to Y1/Y2 parents for second hand socks and tights as emergency supplies for Reception.

**Action –** Katie Watts will purchase some more boy pants as school are running low.

**Action –** Christine Gilliam has permanent pen and labels that the school received, she will pass them on to FUBS

1. **Bags to School**

These will be delivered on 5 February and collected on 15 March. There was discussion regarding whether the bags should go out to parents before or after half term. It was decided that they would go out before half term this time.

Chrissy Szwarc had been in touch with an alternative company who offer 10p a kilo more. Bags 2 School run really efficiently so before we swap it is proposed we try out the new company.

**Action –** Chrissy Szwarc will contact the alternative company and, if possible, arrange a third date, probably in July.

1. **Summer Fete – 23 June 2018**

A number of items and actions were discussed as part of the planning for this year’s fete, as outlined below.

Kelly Verstappen is already working on the entertainment.

Jane Redman was asked to contact the Resource Centre again who provide items for some stalls. Which she will do

Katie Watts will speak to the Riverside brewery. If they want to run their own bar then we will use Dark Star instead.

Christine Gilliam will see if her daughter can do hair braiding at the fete.

In the long term the overhead cables need to be changed to allow access for higher vehicles.

Phil Appleyard will look at alternatives to a traditional ice cream van (which will not fit under the cables). We discussed using the freezer from the newsagents. Sue at the Newsagents was very helpful last year and ordered our stock and provided Mr Whippy in tubs. She may have upgraded her Mr Whippy machine this year in which case she may be willing to lend us the machine for the Fete. We could look into hiring one ourselves.

Helen Appleyard will investigate supplies of sandwiches for the day, which will be in addition to the BBQ and teas. She will ask the HUB team if they are happy to sell them from the tea tent.

Jug Judge may have a contact who could provide Indian food in the evening. Katie Watts will liaise with him.

More rubbish bins will be needed.

Action – Helen Appleyard will contact Horsham District Council to arrange for the large bins (recycling and rubbish) to be delivered again this year.

The penalty shoot-out needs to be in a separate space away from other stalls.

An age line will be in place for the coconut shy. Children should still win the coconut if they wish to have it. We will need to purchase more coconuts this year as we ran out last year.

Mrs Quigley has large blocks that can be used for a “splat the teacher” game.

Raffle – an owner is needed for the summer raffle. Chrissy Szwarc will email all FUBS members about this.

Volunteers for the summer fete will be arranged after Easter. We will look to do this by class and ask the class reps to help.

Inflatables – Jane Redman will speak to Andy Pink about having these again this year.

Chrissy Szwarc volunteered to contact HJ Burt regarding the boards to advertise the Fete. She will do this after Easter.

Helen Appleyard is speaking to Sue at the Rising Sun to get band contacts as people feel that it may be time to have a change from the Other Brothers who have been at the Fete for the last 3 years. It is noted that the Other Brothers have been very supportive of the school and that some of their members used to attend.

Helen Appleyard will contact Sharon at Handsome Hounds and see if they would like to attend the Fete again this year. It is noted that Terry Townsend, who was the dog show judge, sadly died recently.

FUBS have been contacted regarding the vintage car show at the Fete. This was cancelled last year due to lack of suitable access. It was felt that this may draw in people who may otherwise not attend. Helen Appleyard will liaise with David Greer regarding this.

Options for a skittle alley will be investigated. Jane Redman has noted the name of the company who were due to come last year. They are not to be contacted as they failed to turn up.

More gazebos will be needed and Katie Watts and Helen Appleyard will investigate this.

Chrissy Szwarc will see if Steyning Grammar or the Scouts can do face painting at the fete.

1. **Wish List**

Mrs Linford made a request for priority funding for computers and books. This was discussed at the meeting. Although there was limited detailed information of what is needed, it was agreed in principle that the school are more likely to get funding, such as grants, for IT equipment. Katie Watts will also meet with Mrs Linford to clarify what is needed and what grants could be available to both the school and FUBS.

It was agreed at the meeting that FUBS would provide £1,000 for books for the school to spend at its own discretion.

A commitment has already been made to build a new bike shed. Grants for this are being explored and, depending on the result of this, further funding could then be available for IT equipment instead.

FUBS have committed to provide the school with £2,000 for “special event” days and focus weeks to lessen the demands on parents for contributions to these events, albeit that they are voluntary.

Once these commitments have been met there is about £3,500 remaining in the FUBS account.

Mud kitchen – A request was made for a fit for purpose mud kitchen (instead of the existing muddy hole). This will cost £190. This was proposed by Katie Watts and seconded by Sarah Johnson. Therefore a new mud kitchen will be funded at a cost of £190. It was recommended that it is built on slabs or blocks to stop the legs rotting.

A £500 request for the Forest School was declined at the last meeting and Katie Watts and Helen Appleyard met Miss Francis to better understand what is needed. The school is looking at how other forest schools work to help ensure that UBPS’ forest school has a greater longevity and can be used as a wider resource across the whole school. Geraldine Fewster will speak to her husband and see if he is able to help advise and assist with this project.

1. **Any other business**

The donation stations will be relabelled with separate uniform boxes.

**Action –** Katie Watts will do this

The boot fair will be held after Easter.

**Action –** Dave Bennet raised this, Katie Watts and Dave will speak to Sarah Bennet about suitable dates.

Izettle is a card payment service that could be particularly useful at the bar at Christmas and summer events. However it needs to be linked with a particular smartphone or i-pad which would need to remain at the bar and have internet access.

**Action –** discuss Izettle at the next meeting.

**Action** – Katie Watts, Helen Appleyard, Rob Edgley and Sarah Bennet to clear out the FUBS cupboard at a date to suit them.

1. **Date of next meeting**

The next meeting will be held on 27 February 2018.