

FRIENDS OF UPPER BEEDING PRIMARY SCHOOL

MINUTES OF THE FUBS COMMITTEE MEETING

HELD AT THE RISING SUN

ON TUESDAY 14th SEPTEMBER 2021 AT 8:00PM

1409 01 ATTENDANCE AND APOLOGIES FOR ABSENCE

The following were in attendance: Sarah Johnson, Sarah Bennet, Helen Appleyard, Lucy Watson, Nikki Rennie, MJ Mitchell, Ed Mitchell, Ben Adam, Lyndsey Nash, Kim Thurston, Karina Hardwick, Charlotte Buttress, Elfie Gloster, Ben Cordingley, Lucy Cordingley, Jo Ashworth, Lou Brown (School Representative).

Apologies were received from Hannah Searle, Dave Bennet, Coralie Willmott and Phil Appleyard. These were accepted by the Committee.

Chair Sarah Bennet thanked everyone for coming. Very good turnout of people. Sadly, several longstanding and proactive team members have left FUBS during the pandemic as their children have left school, so it was good to see so many people attend, and their enthusiasm to get FUBS up and running again. Everybody signed in at meeting and provided their email addresses and phone numbers so contact list can be drawn up.

ACTION Lou Brown

To draw up contact list for FUBS Team using details given on attendance sheet at 14th Sept meeting.

1409 02 DECLARATION OF INTEREST

There were no interests to declare.

1409 03 NOTIFICATION OF URGENT ITEMS

There were no urgent items to add that are not already covered by the agenda for this meeting.

1409 04 APPROVAL AND SIGNING OF PREVIOUS MINUTES – 14th January 2020

Due to pandemic FUBS has not been able to have a formal meeting, the last being January 2020. The Minutes were agreed to be an accurate representation of the meeting and were signed as accepted and approved by Chair Sarah Bennet.

ACTION Lou Brown

To publish agreed 14th January 2020 Minutes on school website and file signed Minutes in FUBS folder held in school office.

1409 05 MATTERS ARISING FROM THE PREVIOUS MINUTES – 14th January 2020

There were no matters arising. It was such a long time ago that FUBS held their last formal committee meeting that the committee agreed a fresh start is needed from today.

1409 06 ADMINISTRATION OF THE COMMITTEE

Structure of FUBS to Ensure Charity Compliance

Although FUBS Constitution is agreed at every AGM, it has not been completely reviewed since 2012, and the named officer on the paperwork has actually left FUBS. This document should also detail numbers of Trustees and Committee Members, and confirm the quorate number for meetings. The constitution will be reviewed before AGM in November so new one can be agreed.

ACTION Sarah Bennet, Lou Brown

To review FUBS Constitution ready for discussion and agreement at AGM in November.

Additional Roles

Main roles: Chair Sarah Bennet, Vice Chair Helen Appleyard, Treasurer Sarah Johnson, and Secretary currently a vacancy.

Additional roles: Minutes Secretary Lou Brown, Social Media MJ Mitchell and Ed Mitchell, Notice Board Kim Thurston.

Roles list will be rolling and updated as year progresses.

ACTION Lou Brown

To populate overview list of specific roles with names and contact details.

Vacancies

Chair: Sarah B stepping down at AGM. Will be around until July to support new Chair.

Vice Chair: Helen has agreed to step up to Chair at AGM, but in a Co-Chair role shared with another person. Vice Chair vacancy could also be a shared role, or may not be required if there are two Co-Chairs.

Treasurer: Sarah J stepping down at AGM. Will be around until July to support and train new Treasurer.

Secretary: This role is already vacant.

Roles were briefly discussed. Agreed it would be useful to have short role description to guide future applicants.

Sarah J answered questions on the role of Treasurer. Does role include fundraising organisation such as raffle? No, these jobs are allocated out within the team. Responsibility is shared – two signatures are required on cheques, spending involves a team discussion. Other duties include annual Charity Commission report, annual licences for lotteries and entertainment/alcohol, renewing membership of Parentkind which also includes insurance for FUBS. Producing annual accounts, getting them audited, and reporting at AGM.

Secretary would not need to do Minutes, but would oversee general correspondence, monitor emails and social media contacts etc.

A form filling volunteer is a must. Elfie has a list of funds that are maybe available to FUBS, but does not have capacity to apply. Anyone who has time to apply for one/some/all of these should please contact Elfie.

ACTION Sarah Johnson

To produce brief role description for Treasurer.

ACTION Sarah Bennet

To produce brief role description for Chair and Vice Chair.

ACTION Lou Brown

To produce brief role description for Secretary and Minutes Secretary.

ACTION Sarah Johnson

To recruit new accounting professional for annual audit of FUBS accounts.

ACTION All Committee Members

To contact Elfie Gloster if they have time capacity to help with form filling for funding.

Recruitment

Committee agreed that recruitment should be stepped up as it is important to have large team available to support main core of FUBS Officers and Committee Members.

Committee will chat to people about FUBS and refer anyone with specific interest in main roles to relevant officers.

Trustees and Committee Members to be formally agreed at AGM.

List of people happy to be called on to help to be compiled – these are people who do not attend committee meetings, but are happy to man a stall, wrap presents etc. Names, email addresses, and phone numbers to be forwarded to Lou who will compile list.

The Committee discussed teamwork, vital to FUBS – nobody makes big decisions on their own, responsibility is always shared.

ACTION Helen Appleyard, Sarah Bennet

To compile 'Dummy's Guide to FUBS' to help with recruitment conversations

ACTION Lou Brown

To compile list of people happy to help out when required – names to be provided to Lou by Committee after talking to possible new supporters

1409 07 MEETING DATES

October: Wednesday 13th October 2021 (agreed)

November: AGM Tuesday 9th November 2021 (agreed)

Rest of year dates to be discussed at October meeting.

ACTION Lou Brown

To add setting of meeting dates for year to FUBS October agenda

ACTION Lou Brown

To add FUBS meeting dates to school newsletter and calendar on school website

1409 08 CLASS REPRESENTATIVES

Committee discussed whether to have one per class or one per year group – there is always a problem with Year 5/6 as children walk in on their own and parents don't come to site. Would be better to recruit people who can approach people and talk rather than getting specific class contacts.

Profile of FUBS needs raising, people don't really know what FUBS do, they just know they are behind the big events like the Summer Fete and Christmas Fair. School community needs to know how much they actually do – things like supporting Focus Weeks and Wow Days in school, subsidising Leavers Hoodies and some school events, all necessary licensing for school that also allows events like nativities and shows to be performed, Christmas Crackers for all children at Christmas Lunch, and many more. Parents need to be aware what their support contributes to.

Will be lovely to get teams up and running, taking ownership of events, and making them successful. Is important that nobody feels they are being lumbered – speak up and ask for help.

Committee very aware that pandemic has meant a large group of parents have been missed, so must now take opportunity to tap into that, and grow it.

Agreed that Helen should be at school once a week, wearing a FUBS tee shirt to identify herself, and chat to everyone about FUBS. Someone else to do this if Helen not available.

Elfie to produce a FUBS promotional trailer showing what FUBS provide and get up to.

FUBS agreed to attend Reception Six Weeks In Meeting and also the Year 1 Coffee Morning, providing and making the refreshments, whilst talking to parents as appropriate. Volunteers for this to contact Helen. Officers will discuss this with Mrs Linford at their next update meeting which will take place soon.

More organised promotion of recruitment required – Lucy C and Helen to discuss this and put plan together.

ACTION Helen Appleyard

To talk to parents at school once a week wearing FUBS tee to identify herself. Will ask for another to do this if she is unavailable one week.

ACTION Elfie Gloster

To produce FUBS promotional trailer to raise profile of FUBS

ACTION All Committee

To let Helen know of availability to help at Six Weeks in meeting and KS1 Coffee Morning if FUBS' attendance at these events is confirmed.

ACTION Lucy Cordingley, Helen Appleyard

To discuss how recruitment can be best promoted and start plan of action

1409 09 ANNUAL SUPPORT

FUBS provide a lot for the school on an annual basis, and this will all hopefully continue. This will be discussed further at next meeting in October to agree actual support to be given and amounts etc.

ACTION Lou Brown

Add annual support discussion to October FUBS agenda.

1409 10 DEBRIEF FOR PREVIOUS EVENTS AND IDEAS FOR FUTURE EVENTS

Although it has been a strange 18 months during the pandemic, FUBS have still managed to set up and run events, and have raised money, although obviously not on the same scale as usual.

The online raffles have been well supported.

Question – what are the big money raisers? Summer Fete, Christmas Fair, combined gift sales.

The Smarties Challenge was an amazing success, raising over £700! There was hardly any effort involved to set up, but quite a lot of counting at end!! Although it was noticed that parents who could not find the required 20p coins were just putting a note in the tube.

Committee discussed the Halloween Disco which has not been added to this year's list of events as it was not known whether indoor events could take place. It is always hard to get volunteers for this event as it falls around half term, and it is always over-subscribed which causes discontent amongst parents. Question – how much does this event raise generally? – similar to the Smarties Challenge, but with a lot more hassle! Committee discussed whether a Halloween film night could take place instead. Again, it is still unsure how things will pan out for indoor events, and the Late Fete must take precedence anyway this year. Might be worth considering for future years – maybe dress up/disco for little ones, and dress up/film show for older ones? A Halloween theme may be brought into the Late Fete - the pumpkin carving competition entries could be displayed/used as decoration using battery candles.

Concerns raised that a lot of small plastic items are still being used by FUBS as prizes. FUBS are using up stock held in store cupboard, but are no longer purchasing such items to be used as prizes etc and would welcome suggestions for future practise. Elfie to investigate greener ideas and report back at October meeting.

FUBS are always open to new ideas and encourage members to come forward with suggestions – they will always be discussed, but their use will depend on suitability and where they could fit into the annual calendar of events.

Easyfundraising and Amazon Smile are two very simple ways of raising money which FUBS are registered for, and with everyone starting to do their Christmas shopping online now, it was agreed that FUBS really should promote them more from now on. Elfie will compile simple text messages for Lou to send out to all parents through the school system. Lou will also add as regular item in FUBS section of school newsletter.

Lucy W and Lucy C suggested a big school sleepover either in the school or in the grounds as they had heard these had been successful at other schools. These have been attempted at UBPS in the past, but were not very successful and required a lot of organisation and paperwork. They were also extremely hard work and involved dealing with homesickness, bedwetting, night terrors, and vomiting caused by over indulgence in 'midnight feast' treats!!! It was suggested Lucy W and Lucy C get further information from the schools involved for further discussion.

Maybe a Valentine's Quiz Night next year – this was a great event last time it was held. To be discussed nearer to February.

ACTION Elfie Gloster

To investigate green alternatives to small plastic items given as prizes and report back at October FGB.

ACTION Elfie Gloster

To produce simple text reminders for Easyfundraising and Amazon Smile and send to Lou to send out to all parents.

ACTION Lou Brown

To add Easyfundraising and Amazon Smile as regular item in FUBS section in school newsletter.

ACTION Lucy Watson, Lucy Cordingley

To obtain information from schools who have successfully held a school sleepover for further discussion at a future meeting.

1409 11 COMMUNAL PAPERWORK**External Providers Contact List:**

There are a lot of contacts used by FUBS throughout the year, but generally they are stored in people's heads and not readily available. Good idea to have central list of all external providers available.

All members to send details through to Lou who will start compiling list – details needed are company, contact name, telephone number, email address, our FUBS reference if needed, and what service they provide to FUBS.

Question – how will this (and other similar information) be accessible by FUBS? It may need a Drop Box system set up, or maybe something via Google – Elfie will investigate and provide details of how to set up and also access information.

ACTION Lou Brown

To compile central list of contacts with information provided by FUBS members.

ACTION Elfie Gloster

To investigate best way to make central information accessible to all – maybe Drop Box or Google? – and provide details of how to set up and use

How-To Guides:

It is a good idea to have a step-by-step guide for each event so this can be shared, and will also be very useful to new members taking ownership of an event.

Event Managers to draw up a how to guide, and send to Lou to collate and add to central information section when set up. These can be updated and tweaked to keep best practise, and also to highlight what doesn't work.

Question – who checks the FUBS Gmail inbox? Sarah J and Helen at the moment, but responsibility will go to the Secretary when one is appointed.

ACTION All Event Managers, Lou Brown

To draw up step by step guide to their events and send to Lou to add to central information system when set up.

1409 12 PROPOSED FORTHCOMING EVENTS FOR YEAR AHEAD**Sept Pre-Loved Uniform Sales 6,7,8th all day and 23rd September 3:00pm****Manager: Lou**

Two sales held before term started, and three held last week were all very successful. They also trialed self-service which worked very well & will continue. Rails placed at front of school, parents choose items and bring into office to pay. All stock in cupboard has been sorted and washed over Summer break. Donations coming in. Will be weather dependant as outside at present, but if weather very good rails may go out to catch morning drop off too.

As uniform sales now up and running again the Virtual Uniform Shop on Facebook will be changed to a Fancy Dress site – costumes are always needed for topic Wow Days and performances, but there is sadly no storage available at school to set up a shop. Elfie and Charlotte will change the virtual store and monitor – parents can ask for help, advertise costumes they have, swap costumes, and £3 donation can be made to FUBS.

ACTION Charlotte Buttress, Elfie Gloster

To set up and monitor FUBS Virtual Fancy Dress Costume Store on Facebook, placing FUBS Virtual Uniform Store

Sept KS1 Coffee Morning 9:00am

Manager:

Officers to ask Mrs Linford at their next meeting re FUBS attending, providing refreshments, and talking to parents as missed seeing this year group due to pandemic.

ACTION Sarah Bennet, Helen Appleyard, Sarah Johnson

To talk to Mrs Linford about attending this meeting and providing refreshments.

Oct Pre-Loved Uniform Sales 4th & 21st October 3:00pm

Manager: Lou

Oct The Late Fete 16th October

Manager: Helen

Bar Managers: Lucy C, Ben C

Stalls Manager: Sarah Bennet

This didn't happen in July or September due to the pandemic and the uncertainty of the situation. New date agreed as 16th October from 3:00pm to 8:30pm. Idea is to create a space where families and community can come together.

Marquee 9 x 12m hired in - set up Friday.

Bar, BBQ, and other food stalls to cater for all.

Nick & Ben Entertainments – inflatables, roundabouts etc – they are free so space not charged, they charge reduced prices and they give donation at end.

Entertainment – Other's Brothers not available. Local group Beeding Heart booked for 2 x 1hr sets in evening (are playing at Rising Sun on 24th Sept if anyone wants to see what they are like!). Cost of band sponsored by Gareth at Rising Sun. Infill between band sets – could do bingo or equivalent.

Bee Fit Tina booked for children's entertainment.

Outdoor Project may also be able to do something – Sarah B will contact Rob Cruise to find out.

Kelly is still in charge of arena entertainment.

Money will come from bar and food plus 4 or 5 FUBS stalls – adult tombola, kids tombola, light up accessories, UV face paint, tuck shop etc

Sun sets at 6 so light up accessories a must for evening – people walking round with collection buckets decorated with lights etc.

Question – will there be enough general lighting? This will be reviewed by planning team to see how much is available. Will be using pumpkins from carving competition too.

Toilets and urinals coming on Friday. Will need to be positioned so they don't affect school day.

Question - can they supply lights as generally placed in dark area of event? Helen will ask.

Question – will there be recycling bins? They will come from the council.

Question - will there be a raffle? No as there will be a raffle for Christmas. May do 100 square of similar that can be walked around.

Question – how much does all this cost? Marquee £570, Toilet £300, Band £250 (but sponsored!).

Marketing – Kim producing poster. Good promotion needed.

Question – how much will fete make? No idea. This is a new time of year, and will obviously not be on scale of previous fetes, but people are starved of entertainment due to pandemic so it will hopefully be very good.

Card reader has been great in bar and te tent previously, and can be used for raffle, but relies on people loaning their i-pads/tablets. Ben to investigate purchasing some for FUBS. Sarah J will send system spec to Ben. Police Property Fund accepts requests for funding up to £500 from registered charities every 5 years – Ed and MJ to apply.

Question – is there a tea tent at the fete? There will be a cake stall, hot chocolate, and a tuck shop.

Can FUBS do the hot food? Is easier if BBQ is brought in, but can be done and does raise more funds.

Would need current hygiene certificate and access to cooker and water etc. Helen will talk to Mick who provides BBQ – we definitely want him for next June, but obviously need to raise maximum funding at this October fete. Food will be provided between 5 and 7 only.

First Aid training – Lucy C has agreed to do course if school still has spare courses. Lou will issue to her and chase up the five others who have yet to complete their courses. There is an expiry date on these!
Late Fete preparation meeting for planning teams only – Tuesday 21st September 2021 at Rising Sun at 7:45pm.

ACTION Sarah Bennet

To contact Rob Crusie at Outdoors Project re children's entertainment at Late Fete.

ACTION Helen Appleyard

To contact the toilet supplier re whether they provide lighting.

ACTION Ben Cordingley, Sarah Johnson

To investigate purchasing i-pads/tablets for FUBS to use with the card reader. Sarah J to send system spec to Ben C.

ACTION MJ Mitchell, Ed Mitchell

To apply for funding of £500 from Police Property Fund.

ACTION Helen Appleyard

To talk to Mick Kemp, Steyning Butchers, re maybe not doing BBQ provision at Late Fete.

ACTION Lou Brown

To chase up FUBS members who have yet to complete their first aid training, and get Lucy C and Karina set up on a course if school still has enough available.

Oct Six Weeks In Meeting 12th October 9:15am

Manager:

Officers to ask Mrs Linford re FUBS attending, providing refreshments, and talking to parents as missed seeing this year group due to pandemic.

ACTION Sarah Bennet, Helen Appleyard, Sarah Johnson

To talk to Mrs Linford about attending this meeting and providing refreshments.

Oct October Pumpkin Carving Competition

Manager:

To be completed on Friday 15th October so pumpkins can be displayed at Late Fete. Prizes will be presented at fete.

Oct Christmas Cards

Manager: Sarah B

Sarah is investigating a new company this year and will get starter pack ordered as soon as possible. All orders will be online as before. This will all be done before half term hopefully so there are no last minute panics re orders.

Nov Pre-Loved Uniform Sales 2nd and 18th November 3:00pm

Manager: Lou

Nov Bag2School Collection 15th November 9:00am

Manager: Lou

Nov Christmas Raffle

Manager: Elfie and MJ

Will be online as before.

Dec Pre-Loved Uniform Sales 2nd & 15th December 9:00am

Manager: Lou

Dec Christmas Gift Sale 9th December to be confirmed

Manager: Charlotte

Date to be confirmed when room for the sale identified.

Dec Christmas Fete 3rd December

Manager: Helen

To be discussed further at next meeting and planning meeting booked in.

Jan	Pre-Loved Uniform Sales 5th & 17th January 3:00pm Manager: Lou
Feb	Pre-Loved Uniform Sales 2nd & 14th February 3:00pm Manager: Lou
Feb	February Smarties Challenge <i>Manager:</i>
Mar	Pre-Loved Uniform Sales 2nd & 14th March 3:00pm Manager: Lou
Mar	Mother's Day Gift Sale 24th March to be confirmed Manager: Charlotte Date to be confirmed when room for the sale identified.
Apr	Pre-Loved Uniform Sales 1st & 26th April Manager: Lou
Apr	Bag2School Collection 26th April 9:00am Manager: Lou
Apr	Easter Activities <i>Manager:</i>
May	Pre-Loved Uniform Sales 5th & 16th May 3:00pm Manager: Lou
May	It's a Knockout 7th May to be confirmed Manager: Helen and Lou New event. Great community event – teams from school, pubs, sports teams etc. Mainly adults but children bit will be looked at. Lou getting details from 7 different companies supplying Knockout events at the moment.
Jun	Pre-Loved Uniform Sales 8th & 30th June 3:00pm Manager: Lou
Jun	Father's Day Gift Sale 16th June to be confirmed Manager: Charlotte Date to be confirmed when room for the sale identified.
Jun	Sports Day Ice Lollies 30th June <i>Manager:</i>
Jun	Summer Fete 25th June Manager: Helen Planning teams are getting sorted as planning has already started.
Jul	Pre-Loved Uniform Sales 11th & 18th July 3:00pm Manager: Lou
1409 13	TERMLY NEWSLETTER <i>Manager:</i>

It's important this gets back up and running as will highlight what FUBS does, what is planned, what has been purchased, and gives a platform to thank parents for their support.

Question – how much does FUBS raise in a good year? Has been £35K total, £25K net. There is always a detailed breakdown shared at AGM.

The fundraising thermometer at the front of the school needs to be updated.

Question – could pictures be added to thermometer to show what has been done and what is being saved for? This is a nice idea, but not sure of practicality of this position really. Newsletter can be used for this.

Needs a project for the year, something big and visible – Golden Mile replacement is one project for this year.

1409 14 TRAINING

First Aid and Food Hygiene have already been discussed.

1409 15 THANK YOU HOODIES

Three FUBS members left during the pandemic and never received their thank you hoodies – Rob and Julie Edgley and Chrissie Harding. They will be invited to the Late Fete so presentation can be done.

ACTION Kim Thurston

To purchase Leavers Hoodies as discussed.

ACTION Lou Brown

To invite Rob, Julie and Chrissie to Late Fete.

1409 16 FUTURE AGENDA ITEMS AND KEY DATES

Kim has created a lovely desk calendar which she is selling with 15% of profits going to FUBS. The Committee thanked Kim.

1409 17 REVIEW OF EFFECTIVENESS OF MEETING

Productive meeting, great number of people in attendance, good discussions held, nice to see plan of events taking shape for year.

1409 18 DATE AND TIME OF NEXT MEETING

Tuesday 19th October 2021 7:45pm for 8:00pm (date changed from Wednesday 13th October 2021 to be after Late Fete)

The meeting closed at 10:15pm

These Minutes have been discussed and agreed to be a true representation of the meeting:

Signed..... Date.....