

FRIENDS OF UPPER BEEDING PRIMARY SCHOOL

MINUTES FOR THE AGM & FUBS COMMITTEE MEETING

HELD AT Upper Beeding Primary School

ON THURSDAY 25th September 2025 AT 7:30PM

01 APOLOGIES FOR ABSENCE AND ATTENDANCE REGISTER - Chair

Attendance: Jo , MJ, Kylie, Steph, Laura, Ellie, Victoria, Charlotte
Lou, Helen, Matt, Hannah
Apologies: Rikki, Chris

02 DECLARATION OF INTERESTS – Chair

03 NOTIFICATION OF URGENT ITEMS – Chair

Dates to be agreed for the year:

Pumpkin trail: Thursday 23rd October - **AGREED**

Christmas fair: Friday 5th December - **AGREED**

Christmas Gift Sale: Monday 8th December - **AGREED**

Summer Fair: Saturday 13th June - **AGREED**

04 APPROVAL AND SIGNING OF PREVIOUS MINUTES - Chair

05 CHAIR and TREASURER'S REPORT – Steph & Jo

Steph to share via email to be added to minutes

Looking forward, want to try and aim £10,000 p/y to keep everything ticking over

ON-GOING FUNDING

- Leavers packs
- Leavers' hoodies. Top up cost above £15
- Christmas crackers for school Christmas lunch
- Maths, English and Art weeks – this to be fully funded so parents are no longer asked for contributions
- School Panto
- Enrichment Day Y6
- Wow days – this part of topic to be funded by FUBS also

Jo to share Chairs report via email.

Push the lottery further, more participants will provide more winnings and more for the school.

Thanks from Lou and the school for all of the efforts, particularly for the KS1 Outdoor shelter, which has been very well used already by all.

ELECTION OF COMMITTEE MEMBERS

Chair: Lou Brown

Proposed: MJ Mitchell

Seconded: Jo Ashworth

Vice Chair: Laura Baverstock

Proposed: Kylie Morris

Seconded: Ellie David

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Secretary: Kylie Morris

Proposed: Laura Baverstock

Seconded: MJ Mitchell

Treasurer: Ellie David

Proposed: MJ Mitchell

Seconded: Stephanie Bennett

Charity Trustees: Currently (Charlotte, Nikki, Lou, Kylie)

1. MJ Mitchell (Co-Vice Chair)
2. Charlotte Buttress
3. Matt Jennings
4. Victoria Mason

AGM AOB Followed by items for general committee meeting

~ COMMITTEE MEETING ~

MATTERS ARISING FROM PREVIOUS MINUTES – Chair

REVIEW OF Summer Fair

We made: £5,000

Pumpkin Trail - Thursday 23th October 5.30PM-7PM

MJ to do social posts / comms this week

£1 entry for pumpkins - **2025 PRICE TO STAY AS £1 BRING A POT (STAND)**

HELPERS ON MORNING OF TRAIL - KYLIE / ELLIE / ED / VICKY / LAURA

HELPERS AFTER SCHOOL - ED / MATT (ELECTRICAL SET-UP) / LOU / HELEN / LAURA TBC /

Drop off in morning worked well - **2025 TO STAY AS £1**

NEW LIGHTS PURCHASED BY MJ

Beers / Baileys Hot Chocolates / sweets and cakes (Abbie made them last year) **Hot Chocolate to be pre-made in urns - NEW URNS TO BE PURCHASED 2 OR 3 BY LAURA, IN 2 WEEKS TIME.**

HOT CHOCOLATE TO BE PURCHASED BY HELEN FROM BOOKERS

ABBIE TO MAKE CUPCAKES - MJ HAS ASKED, TBC

ELLIE & MATT (MIL) TO BAKE EXTRA CUPCAKES

Tuck Shop did very well outside fubs cupboard, was good for light and power

VICKY TO RUN TUCK SHOP, WITH VOLUNTEERS TO SUPPORT

SET-UP OUTSIDE FUBS CUPBOARD, UNDER SHELTER, SET-UP ONE-WAY SYSTEM

Ricky – Projections worked really well, amazing feedback

Glow sticks / lights to sell?

RIKKI TO DO PROJECTIONS, INCLUDING CENTRAL CIRCLE (TO BE FENCED OFF)

MATT TO SET UP LIGHTS, FESTOONS, TREE UPLIGHTERS,

TREASURE HUNT, LAMINATED PICTURES ALREADY IN PUMPKIN TRAIL BOX, 50P TO ENTER. SET-UP AT GATE AT ENTRY,

LAURA TO ORDER FIBRE OPTIC WANDS X120 UNITS - SELL FOR £2 EACH

Children running around, need to be mindful and reminder to all prior to event. Needed people policing at the bottom of the field.

10 X PRIZES TO BE PURCHASED BY ELLIE

SHOPPING LIST

HOT CHOCOLATE

SWEETS TBC

CHOCOLATE TBC

BAILEYS?

BEERS TBC

STOCK CHECK NEEDED

School lottery

Has done brilliantly, needs more publicity on socials.

Advertising / Notice board / socials

Needs up dating

Need a save the date poster on it and the take down summer fair info. **KYLIE & ELLIE TO REMOVE OLD POSTER FRIDAY 26TH SEPT.**

Teams:

Who are our teams?

Bar:

Tea:

FUBS Stalls:

Externals stalls:

Gift sales – Charlotte

NEED VOLUNTEERS FOR WRAPPING

CHARLOTTE & EVELYN

RUNNER VICKY

ELLIE

Date: **MONDAY 8TH DECEMBER**

Date for Mothers' TBC

Fathers' day TBC

Christmas Fair

Two donation days – dates as below.

Donation day one - 28TH NOVEMBER

Bottles - Rec

Teddies – year 1&2

Lucky dip toys & chocolate – year 3&4

Bottles – year 5&6

Donation day two – 5TH DECEMBER

Wear something Red / Festive

Mince pies - Rec

Cakes – year 1&2

Lucky dip toys and chocolate – year 3&4

Bottles – year 5&6

Ask Abbie if she'll make the gingerbread reindeers and guess the cake weight

Stalls:

Need to advertise - email previous stall holders

LAURA TO MAKE CONTACT WITH INTERESTED STALL HOLDERS VIA EMAIL

£25 PER STALL (IF BOOKING SUMMER FAIR AT SAME TIME DISCOUNT £50 FOR BOTH)

FUBS stalls:

All previous stall info is on a spreadsheet on the Google drive.

BBQ:

Steinyng butchers to run – burgers and hot dogs like last year?

Bar: - Helen

Stock:

Tea Tent:

Stock:

Who to run it?

Grotto:

Hannah to do one final year - Kylie happy to support on doing

Need to ask Duncan

Presents?

Charity applications – are we doing any this year?

ELFIES GRANTS WEBSITE -

LOU TO SPEAK TO NEW BURSER, KYLIE

09 New ideas for next year

AOB:

HOODIES TO BE PURCHASED (PAY FOR OWN): VICKY / KYLIE / LAURA

PLASTIC STORAGE BOXES FOR LEADS & WIRES TO WATERPROOF

HELEN TO DISCUSS WITH GARETH RE BAND

HANNAH TO SPEAK TO 'TWO CHOICES'

LOU HAS GIVEN ELLIE INVOICE FOR CHRISTMAS PANTO

6 WEEKS IN MEETING, ELLIE TO MENTION FUBS, NEED FOR VOLUNTEERS, WHAT FUBS DO FOR THE SCHOOL

WISH LIST FOR FUNDING FOR SCHOOL THIS YEAR (SHOULD TRY AND FOCUS ON KS2, AS A LOT OF FUNDING HAS BEEN PROVIDED TO EYS/KS1 IN PAST COUPLE OF YEARS)

WISH LIST AMOUNT £

- **HELP WITH COMPUTERS THAT NEED REPLACING (£400 EACH)**
- **PHONICS BOOKS (£2600 X 2 SETS)**
- **EUKALALES (£1000 X 30 AS A CLASS SET)**
- **SPORTS KITS (LOU TO DISCUSS WITH MR MARSH / MR LONG)**
- **ALREADY PAID £2000 TOWARDS KS1 PLAYFUL LEARNING OUTDOOR AREA (MRS GILPIN) OUT OF 25/26 FUNDING**

10 All to keep an eye out for crackers in Jan.

11 DATE OF NEXT MEETING 6TH NOVEMBER