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

Registered Charity No: 1102159

Upper Beeding Primary School,

School Road, Upper Beeding, West Sussex, BN44 3HY

Tel: 01903 812288 Fax: 01903 816401 Email: office@upperbeeding.w-sussex.sch.uk

Chair: Mrs Sarah Bennett Secretary: Mrs Coralie Willmott Treasurer: Mrs Sarah Johnson

**FUBS COMMITTEE**

**Charity Trustees (6)**

Sarah Bennett (Chair), Helen Appleyard (Vice Chair), Coralie Willmott (Secretary), Sarah Johnson (Treasurer), Kathryn Waterman (parent) and Rob Edgley (parent).

**Committee Members (4)**

Cally Strevet, Charlotte Buttress, Julie Krysik, Chrissy Szwarc (parents)

**Minutes for the FUBS Meeting held on**

**Monday 12 November 2018**

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

**Present :** Alice Garner, Ben Adam, Cally Strevett, Charlotte Buttress, Chrissy Szwarc, Coralie Willmott, Daisy Dawson Dave Bennet, Dee Taylor, Geraldine Fewster, Helen Appleyard, Julie Krysik, Kathryn Waterman, Katie Watts, Liz Grinham, Phil Appleyard, Sarah Bennet, Sarah Johnson, Sue Quigley.

**Apologies :** Becky Linford, Cathy Saul, Chrissie Harding, Elfie Gloster, Karina Hardwick, Kelly Verstappen, Lucy Watson, Sammy van Galen, Zoe Cunliffe

1. **Minutes**

The minutes of the meeting held on 2nd October 2018 were agreed.

1. **Matters arising**

Daisy Dawson and Ben Adams were welcomed to the FUBS committee.

1. **Treasurer’s update**

Liz Grinham gave her report and the highlights were:

* Halloween disco and pumpkin carving raised approx. £400.00
* Uniform raised £40.00
* Christmas cards raised £1835.00 gross. Final figure to come.
* Bags 2 School raised £212.00

**4. Halloween disco**

It was agreed that keeping the disco inside was a good idea. The entry tunnel worked well, and Alan Szwarc on guard was also successful.

**5. Christmas Cards**

All in hand. Handing out led by Chrissy Szwarc.

**6. Christmas Fair**

Currently have 15 stall holders, 9 of whom are parents. Spaces in classes have been allocated.

Face painting is in hand. Geraldine has a friend who does it professionally. **Katie is sending her a booking form – ACTION**

There is a notice in the staffroom about staff stalls. **Katie and Helen are chasing this up – ACTION.**

Bar team are happy.

**ACTION – bar team need an update of bar stock.** **Who will do this?**

Both bars are available at the moment. Arrangements will be made to get the bar to school on the morning of the fair. Katie Watts explained to all who Mixology are. Anyone interested in joining the bar team, to let FUBS know. Discussed need for urn for bar for mulled wine etc. Card machine to be used for takings on bar.

**ACTION – Helen Appleyard to ask Lucy Watson about hot chocolate.**

James Willmott and Julian Waterman to cook meat on hotplate. Kathryn Waterman hold food hygiene certificate. Vegetarian, vegan and gluten free options to be made available.

Grotto team are happy.

**Old Grotto sleigh to be removed and stored by Coralie – ACTION**

£2.50 entry fee. Discussion about involving the media to advertise, but Grotto team would like to keep it more secret and it is already very busy.

Volunteers rota has begun and is with Coralie and Sarah Bennet.

**ACTION – Katie to buy different coloured bins for rubbish and recycling.**

Supplies – **need to stock take and do Bookers run – ACTION Sarah Bennet, Katie Watts a& Helen Appleyard.**

Raffle update from Cally Strevett. 18 confirmed prizes. 7 awaiting response. Tickets being ordered. Lottery rules were explained by Katie Watts. Must draw top prize down. **Helen to call raffle.**

Chloe Boxall is working on the brochure.

**ACTION – Helen to email class reps about clear up.**

**7. Christmas gift sale**

All in hand. Sarah Johnson in charge with Julie Krysik to support. **Shop to take place on Dec 7th. Help with wrapping & sale needed – ACTION Sarah Johnson and Julie Krysik.**

**8. Christmas presents/funding for classes**

£50.00 has been allocated for each class as a Christmas present. The teacher and class can decide what they want to spend it on.

**ACTION Katie Watts to arrange with Rosie O’Hara.**

Other money is also to be gifted to China classes. £300.00 had been allocated for their mud kitchens but they are being made for free. They need new whiteboards, sand etc so the money will go towards this.

Reception have also indicated that they need a new outdoor roleplay shed.

**ACTION three quotes for replacing the shed are needed - Sarah Bennett?**

Co-op funding was discussed and is available.

Rampion wind farms are also an option for funding for schools. Elfie Gloster is happy to support funding application with Julie Krysik.

Crackers to be provided for school Christmas lunch.

**ACTION Katie to buy and deliver.**

**9. AOB**

Leavers hoodies – last year facilitated with orders and organising with First for Uniform in Lancing. £15.50 each. Can we fund or subsidise them this year? Katie Watts will support this, with the experience of doing it this year.

**DBS checks of FUBS members need to be checked with Rosie O’Hara. ACTION – Sarah Bennett.**

First Aid – the list of first aiders was passed from Chrissy to Coralie.

Geraldine was thanked for all of her hard work on risk assessment writing.

New cables at gate entrance were discussed. They will impact access with vans.

**ACTION Julie Krysik to use Rampion funding application to possibly fund putting the cable underground? UPDATE – it is believed this in hand by school.**

Discussion about possibility of roller disco.

Discussion about teaching First Aid to children. Year 5/6 recently did this. Reception also do as part of PSHE in school. Could FUBS fund the whole school becoming First Aid trained?

Discussion about recycling shoes. Sal’s Shoes take old shoes to be used for those in need. **ACTION Kathryn Waterman to find out what happens to the shoes, and where they go.**

Discussion about FUBS cupboard. Rummaging around happens. Should people gain permission before doing this? Sarah Bennet or Helen Appleyard should be notified.

Bags 2 School next delivery is March 4th 2019. Sept/Oct delivery needs to be booked. **Chrissy Szwarc please confirm you are still happy to organise this.**

**Next meetings:**

**Christmas team meeting: November 26th 7:45pm at The Rising Sun**

**FUBS meeting: January 14th 7:45pm at The Rising Sun**