

# FRIENDS OF UPPER BEEDING PRIMARY SCHOOL

## MINUTES FOR THE FUBS COMMITTEE MEETING TO BE HELD AT THE RISING SUN PUBLIC HOUSE ON TUESDAY 9<sup>th</sup> NOVEMBER 2021 AT 8:30PM

01	<b>APOLOGIES FOR ABSENCE AND ATTENDANCE REGISTER - Chair</b>	8:30pm	5 mins
02	<b>DECLARATION OF INTERESTS – Chair</b> None	-	-
03	<b>NOTIFICATION OF URGENT ITEMS – Chair</b> None	-	-
04	<b>APPROVAL AND SIGNING OF PREVIOUS MINUTES – 19<sup>th</sup> October 2021 - Chair</b> All agreed and signed off	8:35pm	5 mins
05	<b>MATTERS ARISING FROM PREVIOUS MINUTES – Chair</b> Treasurer's report: New email is: fubscontact@gmail.com	8:40pm	5 mins
06	<b>Bags2School collection 15.11.21</b> Next Monday. Use own bags again. MJ will put social posts out this week. Collection at 9:30. Only taking donation on the day. Reminder of what to and not to put in to go out on social media too.	8:45pm	5 mins
07	<b>Christmas Raffle</b> Christmas raffle will be online again. Safest option. We need prizes. Anticipate raffle will be called on Sunday 10 <sup>th</sup> . Two prizes have been donated and are in the office. Elfie has said she'll support but MJ will lead on this. Ideas: Steyning tea rooms Steyning butchers Garden centres Cash from local business Beauty Box Swimming vouchers Hamper Any communication with MJ needs to be through messenger please	8:50pm	10 mins
08	<b>Pre-loved uniform sales: 2.12.21 ~ 15.12.21 ~ 5.1.22 ~ 17.1.22</b> Promotion for this needed. MJ has agreed to do this. MJ asked if she could ask Kim Thurston for help.	9:00pm	5 mins

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| <b>09</b>  | <b>Christmas Gift Sale 9.12.21</b><br>Charlotte updated us. Arrangement have been made with Poundland. Price has gone up to £2.50. Charlotte has emailed the office with posters and forms. Still in talks about how the sale goes ahead – spread over more than one day? In school? In solar dome? Shopping is booked for Nov 30 <sup>th</sup> . Lots of volunteers needed for wrapping.<br><b>ACTION:</b> Text to go out to ask for wrapping volunteers.<br>Wrapped gifts to be returned to school by the 7 <sup>th</sup> .  | <b>9:05pm</b> | <b>5 mins</b>  |
| <b>10</b>  | <b>COMMUNAL PAPERWORK</b><br><i>Lou has said she'd set this up.</i><br>Jo Ashworth as new secretary will have a chat with Lou.   | <b>9:10pm</b> | <b>5 mins</b>  |
| <b>11.</b> | <b>Christmas Fair 3.12.21 5 - 8pm</b><br>Agreed that outside with be used with classrooms on year 1 & 2 side. Wrap up warm warning to be given! Two classrooms and toilets in blue building available. Hall as gathering space for singing. Bar location to be confirmed but tea stall in hall. BBQ to go outside in between blue building and hall. Old Canada classroom also available.<br>Grotto: Hannah Seale is leading. MJ supporting.<br>We need to talk to the elves to find Father C!<br>Presents: books didn't go down too well last time. A bit too young. Discussed option of selection box. Grow your own Christmas trees.<br><b>ACTION:</b> Coralie and Helen to explore options for presents. Karina has offered to look too.<br>Donation day on the day:<br>Year 5 / 6 chocolate<br>Year 3 / 4 Teddies<br>Year 1 / 2 bottles<br>Rec mince pies<br>Teachers are more involved in the stalls at the Christmas fair.<br>Need someone to head up stalls – see what's needed for each stall and make sure it's all ready in the correct place for each stall.<br>Lists of stalls need to be given to treasurer for floats to be ordered – Sarah Johnson will do this for now.<br>External stall will pay a fee for being there – they pay a fee to FUBS to be there.<br>Kim Doodle<br>Katie's Kart<br>Body Shop<br>Art<br>Tropic<br>Ask Chris Welsh if he'll manage traffic.<br>Soft drinks issue to be addressed as previous minutes – need more available.<br>Roasted chestnuts or marshmallows option.<br>Nick and Ben's entertainments have inflated Christmas tree.<br>Planning team meeting arranged for Wednesday 17 <sup>th</sup> November 7:30pm at Steph Bennett's. Whatsapp group to be set up by Helen.<br>Mrs Welby needs times for singing. KS1, KS2 and boys' vocal group.<br>Bar to be built – in hand. | <b>9:15pm</b> | <b>15 mins</b> |

<b>12</b>	<b>TERMLY NEWSLETTER</b> Need someone to write this – Coralie and Helen will do this.	<b>9:30pm</b>	<b>1 min</b>
<b>13</b>	<b>FUTURE AGENDA ITEMS AND KEY DATES – Chair</b> Need to look for people who are willing to complete funding forms to try and get more in. Also companies who will do match fundraising. MJ is doing a social media schedule and would like to do an announcement of the new committee – agreed. Photos to be taken. She will schedule all up-coming events on social media. FUBS Facebook page needs a profile raise. FUBS cupboard desperately needs a clear – this will be arranged for the New Year at some point.	<b>9:31pm</b>	<b>1 min</b>
<b>14</b>	<b>REVIEW OF EFFECTIVENESS OF MEETING – Chair</b> Very effective!	-	-
<b>15</b>	<b>DATE AND TIME OF NEXT MEETING</b> <b>Christmas Fair planning meeting and next committee meeting dates TBA</b> 17.11.21 for Christmas fair planning 13.1.22 for next committee meeting	<b>9:32pm</b>	-