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

Registered Charity No: 1102159

Upper Beeding Primary School,

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

**FUBS COMMITTEE**

**Charity Trustees (6)**

Sarah Bennet (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 Christmas Meeting held on**

**Monday 26th November 2018**

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

**PRESENT**

Sarah B, Sarah J, Katie W, Helen A, Cally, Charlotte, Kathryn, Coralie, Lucy W.

**APOLOGIES FOR ABSENCE**

Rob E, Chrissie H, David Bennet, Chrissy S, Becky Linford.

**MINUTES**

Minute from meeting 12.11.2018 to be signed off at the next meeting on 14.1.19

**Raffle:**

Cally has received the raffle tickets. Get Year 6 children to fill envelopes. All in hand. Need to make sure we know who stuffed envelopes to be able to thank them. Chloe has been asked to do poster for the raffle to show top three, and all other prizes too (tickets only show top three prizes)

Voucher for the turkey from Steyning butchers – **ACTION Helen will get this.**

Ockenden Manor voucher – **ACTION Katie to contact**.

Helen will call the raffle.

**Grotto update**

Santa is DBS checked and ready to go.

KATHRYN HAS VOLUNTEERED TO LEAD THE GROTTO TEAM NEXT YEAR! 😊

**Bar/Mulled Wine**

Prices are set. Lucy W has the list.

Mulled wine includes a mince pie as is stated in the brochure. £2.50

Shopping list discussed. Sarah B has it.

Chrissie is happy. Lucy and Zoe sorting. More soft drinks need to bought than last year. Cans of fizzy drink are better than large bottles. Water and juice cartons will be bought from Bookers, but bar team are sorting everything else.

In future – consider keeping mulled wine away from bar (may consider for this year)

Mugs ‘loaned’ for £1 – refunded on return.

Riverside are happy to do ale in bottles on sale and return. Chrissie H is sorting.

Bins – Katie W was going to buy bins – instead Cally will source with husband who works for the council – **ACTION Cally.**

**Izettle – usage and wifi access.**

Sarah J has it. Katie W will bring iPad. Need to think about how we use it on-going – long term need to buy a device to go with it.

**Tea/coffee/hot choc**

Helen spoke to Vickie Butchers – Hub are lending us equipment and ground coffee.

Hot choc to be made with milk in the staffroom in advance, then put in Thermos flasks ready to sell. **ACTION – do office have Thermos flasks? Helen A to ask office.**

Cally is organising team for tea and coffee.

**Hot food BBQ**

Sarah B doing Co-op for bread and condiments. Co-op are also being asked if they can provide sausages. **Sarah B to contact - ACTION**

Ask Julian and James to bring their own tongs for cooking. Separate tongs for meat/veg. **ACTION Kathryn and Coralie.**

**Guess the weight of the cake**

Emma Welsh (Reception parent) is making. Coralie to ask her to drop it off on Fri morn. She needs to know the weight of it. What will she be bringing it in? Does she need it back? **ACTION Coralie**

**Children’s lucky dip**

We have one bag of shredded paper. Polystyrene packaging to be purchased? Kathryn is going to buy, and expense to FUBS. **ACTION - Kathryn**

Gifts will be wrapped in neutral, boy and girl paper to cover all angles having had complaints before. Cally has 2x 10m rolls of wrapping paper.

Sarah and Sarah are stepping down from the uniform store, charlotte B and Kathryn will carry this on. Discussion about rota and who will in charge of this. Coralie is going to ask Chrissy if she would continue to organise the rota.

**Class stalls**

Sarah J has made a list of class stalls and suggested prices.

* Canada – made stuff to go in jars – made on enterprise week. Mr Hughes will be running the stall.
* USA – chocolate tombola. Price should rise to 20p per ticket, 50p for 3.
* France – photo booth. Donation. Photo frame, hats, glasses and silly Christmas things there as props.
* Are other classes prepared. Yes. Sarah J has list, to be shared with staff tomorrow.

**Bottle tombola**

50p per ticket, £1 for 3. Bottles being donated by parents on mufti day.

**External stall holders**

There are 16 external stalls. This includes a child as 16th.

Helen A gave brief description of each stall.

Had an enquiry through Facebook page about another stall. Seeing if we can fit them in.

**Rota**

Coralie has. Going to give to office to put up at front of school. Email to ask for help.

**First Aider Cover**

These people are trained:

* Coralie
* Kathryn
* Julian
* Lucy W
* Charlotte
* Helen A
* Katie W
* Julie K
* Geraldine

Coralie to email all First Aiders on Chrissy’s list to find out who will cover an hour. **ACTION – Coralie.**

**Car parking attendant**

Need someone to attend car park, for arrivals and departures. Coralie to ask her Dad to do 4:30 – 5:30 or when people are in. **ACTION – Coralie to ask her Dad.**

8:00 – 8:45 or when everyone has gone – this slot will need filling too. **ACTION – Coralie to add to rota.**

**School Access**

Discussed issue with not having a permanent room in school until 10:40. Will possibly put a gazebo up outside school on fair day morning, for bottle and other donations to go in, before moving to room later in the morning? Will depend on the weather. Decision to be made next week.

Thank you to everyone for attending the meeting/helping with organisation.

**Next meeting:**

**Monday 14th January 2019**

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