

FRIENDS OF UPPER BEEDING PRIMARY SCHOOL

MINUTES FOR THE FUBS COMMITTEE MEETING TO BE HELD AT THE RISING SUN PUBLIC HOUSE ON WEDNESDAY 2ND MARCH 2022 AT 7:30PM

01	APOLOGIES FOR ABSENCE AND ATTENDANCE REGISTER - Chair	7:30pm	5 mins
	Absences: Lucy Cordingly, Hannah Steele, Lucy Watson, Tom Owen		
02	DECLARATION OF INTERESTS – Chair	-	-
	None		
03	NOTIFICATION OF URGENT ITEMS – Chair	-	-
	None		
04	APPROVAL AND SIGNING OF PREVIOUS MINUTES - Chair	7:35pm	5 mins
	Done		
05	MATTERS ARISING FROM PREVIOUS MINUTES - Chair	7:40pm	15 mins
	Band for fete – Others Brothers have been contacted, still awaiting confirmation of availability. Coralie to chase.		
	Christmas Cards - Steph continuing to research new company's		
	Thank you letters to Pepperscombe – Coralie contacted Mr Hughes for a thank you letter from the yr 6 children		
	Uniform sales update Lou Brown said that people are not allowed to help in school for the uniform. They are happy to have emails that means they find the uniform wanted.		
	Leavers packs and hoodies – CW spoke to BL Ongoing – we will pay the difference. Leavers packs to stay as they are, teachers not up to sorting a book. HA to Speak to Elfie to organise these.		

Notice board – thanks to Kim Thurston

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| 06 | Bags2School collection

Date of next collection: 26.4.22 9:15am
Volunteers to move bags not needed, all bags come on the day that they are collected.
Posts needed on FB from MJ to remind people to drop bags.
Before Easter Spring post to remind people for a Spring clean and clear out for bags to school- JA to Speak to MJ | 7:55pm | 5 mins |
| 07 | Mothers' Day gift sale 22.3.22
Massive thanks to Charlotte for being so on it!
Charlotte is amazing at organising!
Mother's Day Gifts:
Shop 15 th March – CB to do
Wrappers needed text message from school on the morning of wrapping 15 th March from office – CW to ask school to text day before

Wrapping paper % Plastic bags needs to be brought- Ask for donations via text message from school CW

On the day to help: So far CB, CW(till 12:30) , KH
Children from Y3 – Y6 to write their own labels – NOT CB

Fathers Day Sale – 14 th June! | 8:00pm | 10 mins |
| 08 | Easter:
Go for Smarties challenge for Easter

SB to buy smarties – SB to check with Lou at school how any smarties to buy.

HA has the letter to put around the smarties. | 8:10pm | 10 mins |
| 09 | Social Media
Need to raise profile – Need more posts, regularly to include regular events that are happening in school. DD to do the regular posts and MJ to do to help with main events. MJ and DD to become the team together. | 8:20pm | 10 mins |
| 10 | Summer Fete 25.6.22

Aim is to have teams to they organise their own volunteers and set their team, make sure change overs happen so people are not volunteering too long.

Teams: <ul style="list-style-type: none"> • Bar – Lucy and Ben Cordingly (Lucy Watson to help) Bar – New license needs to change over. | 8:30pm | 25 mins |

- Tea Tent (11-4pm) – Nikki Rennie
- Entertainment / arena events (no payment for these event) – Kelly Verstappan (final year to do this)
- Evening entertainment – HA
- Money – SB to organise floats with tea tent, bar and tuck / on the day to confirm?
- Classic cars – coming David Gear and HA to contact
- Buses – Neil Bird
- Dog Show – HA main contact Sharon from Handsome Hounds
- Nick and Ben Amenities - Donation given to come
- Toilets 5x units (1 disabled) – CW
- Advertising – Deva Signs and Kim Thurston
- External Stalls – Nikki Rennie and HA pre-event / on the day someone else
- Food:
 - BBQ Tom Owen to be confirmed day time (needs to do new food hygiene certificate)- chat to Tom CW
 - Evening Alternative food? (Do we ask to pay to come on site?) Vegan? Glutan Free?
 - Pizza Fattelo / Oliver? (Small Dole on Mondays) – Nikki to Ask
- Mick Steyning butcher?? For the evening? Is he keen
- FUB's Stalls (tuck, tombola, splat the rat, bottle game, coconut stall) – Daisy Dawson
- Marshall's / volunteers –
- Marquees?
- Sponsorship: SB to organise - Ask from school- what wants to sponsor the fair? Previously signs were from HJ Burt to advertise the fete / Benjamin Franklin. Bins, Bogs and Bands
- First Aid Certificate – Need enough volunteers for day and evening / Charlotte to coordinate with Sarah and gather a team.
- Ice cream – Freezer from Sue Platt and she organises the ice cream, left over goes into FUBs for sports day. – potential Kerry Blazdale husband Freeze Man to sell ice creams????
- Candy floss??? HA and DD to get together to discuss?
- Fodder Box? Do we invite Duncan to come and have a stall for evening to have as an alternative for the bar. CW to ask, offer a donation for the event.

Need to order more FUB's T-shirt / uniform – CW and HA

Marquee and stage options- is it worth having a marquee? Last time £570 cost from Late Fete. – We will research marquee? Ask at school CW

Tea Tent to go in another tent to come down between 4 – 6pm.

Nick and Ben have a stage truck, it costs £500 with kit. Looks awesome, we need to put the PA up but we decorate it and it is undercover. Bands to perform on, set up and taken home.

Do we ask at school if there is a marquee company through school to donate a marquee?

Programme – Previously programme that people can pay for advertising for the the programme. – **Ben Adam? – coordinate with Rob Edgely**

It has the day programme of events in the arena and timings / bar prices
 Advertise FUBs do

Do we get someone to create this?

Do we have a physical copy of programme?

Sponsorship – someone to produce for the fete? Deva signs?

11	FUTURE AGENDA ITEMS AND KEY DATES – Chair	8:55pm	5 min
	<p>Create Spreadsheet of details that FUBs organise needed to collate FUBs details of events and how to run the different events. Need to collate details of all the teams so all details are know to FUBs – JA to coordinate</p> <p>Mothers Day – 22nd March</p> <p>Smarties for Easter</p> <p>Father Days 14th June</p> <p>Summer Fete – 25th June</p> <p>Sports Day 30th June</p>		
12	REVIEW OF EFFECTIVENESS OF MEETING – Chair	9:00pm	-
13	DATE AND TIME OF NEXT MEETING: Wednesday 30th March	-	