

FRIENDS OF UPPER BEEDING PRIMARY SCHOOL

MINUTES FOR THE FUBS COMMITTEE MEETING TO BE HELD AT THE RISING SUN PUBLIC HOUSE ON TUESDAY 19th OCTOBER 2021 AT 8:00PM

01	APOLOGIES FOR ABSENCE AND ATTENDANCE REGISTER - Chair Apologies: Lucy Watson Karina Hardwick David Bennet Philp Appleyard Ben Cordingley Attendance: Sarah Bennet Sarah Johnson Helen Appleyard Coralie Willmott Nikki Lucy Cordingley Charlotte Buttress Daisy Dawson	8:00pm	5 mins
02	DECLARATION OF INTERESTS – Chair -	-	-
03	NOTIFICATION OF URGENT ITEMS – Chair -	-	-
04	APPROVAL AND SIGNING OF PREVIOUS MINUTES – 14th September 2021 - Chair All agreed – with a couple of outstanding items: -job descriptions -Elfie to investigate ways of central info access -MJ to look at people who can fill in funding forms Items to be rolled over Sarah Bennet signed	8:05pm	5 mins
05	MATTERS ARISING FROM PREVIOUS MINUTES - Chair As above	8:10pm	5 mins
06	ADMINISTRATION OF THE COMMITTEE - Chair a. Vacancies All vacancies discussed b. Recruitment Discussion about people who have agreed to step up	8:15pm	5 mins

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| 07 | <p>MEETING DATES FOR YEAR
 <i>AGM Tuesday 9th Nov plus general Committee meeting; set rest of dates for year</i></p> <p>Yearly dates to be sorted at committee meeting following AGM</p> | 8:20pm | 5 mins |
| 08 | <p>FUNDING FOR GOLDEN MILE
 Sarah J explained that school would like FUBS to contribute to all-weather track for Golden mile. School have one quote already. Rosie O’Hara has looked into funding also.
 Discussed how much we feel we could contribute after ring fencing and making projections.
 Have said we can contribute £4k but this will be reviewed.</p> | 8:25pm | 5 mins |
| 09 | <p>DEBRIEF FOR PREVIOUS EVENTS
 <i>Good, bad, amendments etc</i></p> <p>a. KS1 Coffee Morning
 Sarah B attended. It was relaxed and well attended. Tea and coffee were served by FUBS. Amazing cake by Abbie!</p> <p>b. Six Weeks In Meeting
 Sarah J and Helen attended. Tea and coffee were served by FUBS.</p> <p>c. The Late Fete
 All agree it was well attended and everyone had a good time. No incidents/first aid. One shout for lost child but child was very quickly found. Mrs Linford collected good donations on the gate and has said how pleased she was that the school had been left in good shape.
 ‘Nick and Ben Entertainments’ – inflated hammers were a disaster! Deflated quickly for £2.50! However, they were so, so pleased to be involved in the event and will come back! Christmas tree bouncy castle is a possibility at Christmas.
 ‘Easy Marquees’ were also very good and easy to deal with.
 Huge thanks to Hannah Searle for amazing hanging decorations!
 Bins were collected early Monday morning.
 Toilets were collected without issue also.
 Bar – quite a lot of stock left over but it was very busy and successful.
 Unfortunately, there were issues with the pumps for the Neck Oil IPA but these issues were addressed. Ran out of cans of soft drinks. More soft drink availability would be good. Bookers run was restricted though, so need to get onto this for Christmas & other events. Non-alcoholic drinks sold well too. Izettle was very slow and slowed the service down. Bar team were excellent and also really enjoyed doing it. Pre-made cocktails was a great idea. Changing barrel was a bit of an issue. How cash is collected needs to be looked at – notes waft in an ice cream tub. Sale and return amount yet to be calculated. Talking about cups going forward as still plenty left- looking at disposable.
 HUGE well done to bar team. Next event for bar is Dec 3rd.
 Tea Tent – great success. Could cut cake slices smaller. More slices sold than pieces of cake. Next time cut down on certain cakes and up the tiffin’s etc. Hot choc with toppings sold well. Irish coffees possibly better for Christmas. Not much oat milk sold. Thinking a bar style set up may be better for the tea tent.
 Huge thanks to Nikki and the Tea tent team.</p> | 8:30pm | 10 mins |

BBQ all sold. 220 burgers from Mick at Steyning butchers. Huge success. Massive thanks to Tom and the BBQ team.

Band were an awesome hit and everybody loved them. A huge thanks to them and to The Riser for sponsoring them.

Volunteers: First responder (Jo) stepped in to help. Many new parents helped on stalls. Many volunteers were on stalls for a long time. Really noticed the lack of bottle donation etc, due to no mufti day.

Wine game – need a different way of this working. Two people needed to shuffle and do without people seeing!

- 10 COMMUNAL PAPERWORK** **8:40pm** **5 mins**
 Lou is setting this up.
- Set up contacts list for external providers, start how-to details, where to store communal files etc*
- Christmas cards being picked up from school on Thursday.
 Bags 2 School - 15.11.21. Collection after 9:30am
 Christmas raffle – Elfie and MJ. Need call out for raffle prizes. Draw on app at event.
 Christmas fair – Hannah happy to do grotto but needs team of creative people.
 Tuck – external stall could be a better idea. Katie’s Kart.
- 11 PROPOSED EVENTS AND IDEAS FOR YEAR** **8:45pm** **30 mins**
Event, date, event manager, planning group members & meeting dates etc
- October:** Christmas Cards (*underway*), Pre Loved Uniform Sale (*21/10*)
- November:** Bag2School Collection (*15/11*), 2 x Pre-Loved Uniform Sales (*02/11 + 18/11*), Christmas Raffle (*TBC*)
- December:** Christmas Fair (*03/12*) (community),
 Christmas Gift Sale (*09/12 TBC depending on room available*) Price increase necessary - £2.50 per present. Gifts in Poundland have increased.
- Christmas Lunch Crackers (*TBC*) sorted
 2 x Pre-Loved Uniform Sales (*02/12 + 15/12*) sorted
- January:** 2 x Pre-Loved Uniform Sales (*05/01 + 17/01*)
- February:** Smarties Challenge (*TBC*), 2 x Pre-Loved Uniform Sales (*02/02 + 14/02*)
- March:** Mother’s Day Gift Sale (*24/03 TBC depending on room available*), 2 x Pre-Loved Uniform Sales (*01/03 + 17/03*)
- April:** Easter Activities (*TBC*), Bag2School Collection (*26/04*), 2 x Pre-Loved Uniform Sales (*01/04 + 26/04*)

May: It's a Knockout (*TBC*)(community), 2 x Pre-Loved Uniform Sales (*05/05 + 16/05*)

June: Summer Fete (*25/06*) (community), Father's Day Gift Sale (*16/06 TBC depending on room available*), 2 x Pre-Loved Uniform Sales (*08/06 + 30/06*), Sports Day Ice Lollies (*30/06*)

July: 2 x Pre-Loved Uniform Sales (*11/07 + 18/07*)

12	TERMLY NEWSLETTER To be written. Not agreed who by.	9:15pm	5 mins
13	FUTURE AGENDA ITEMS AND KEY DATES – Chair 2022 planning (as above)	9:20pm	5 mins
14	REVIEW OF EFFECTIVENESS OF MEETING – Chair Absolutely brilliant!	-	-
15	DATE AND TIME OF NEXT MEETING AGM Tuesday 9 th November 2021 at 7:45pm for 8:00pm start followed by general FUBS Committee meeting	9:25pm	-