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

Registered Charity No: 1102159

Upper Beeding Primary School,

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Chair: Mrs Katie Watts Secretary: Mrs Christina Szwarc Treasurer: Mrs Liz Grinham

**FUBS COMMITTEE**

**Charity Trustees (6)**

Katie Watts (Chair), Helen Appleyard (Vice Chair), Christina Szwarc (Secretary), Liz Grinham (Treasurer), Becky Linford (Head Teacher), and Rob Edgley (parent).

**Committee Members (4)**

Cally Strevet, Lucy Watson, Kerry Brown-Standing and Sarah Johnson (parents)

**Minutes for the FUBs Meeting Held on**

**Tuesday 2 October 2018**

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

**Present :** Cally Strevett, Charlotte Buttress, Chrissy Szwarc, Helen Appleyard, Katie Watts, Lucy Watson, Sarah Bennet, Sarah Johnson,

**Apologies :** Coralie Willmott, Dave Bennet, Geraldine Fewster, Julie Krysik, Karina Hardwick, Liz Grinham, Phil Appleyard, Rob Edgeley, Sammy van Galen

1. **Minutes**

The minutes of the meeting held on 10 September 2018 were agreed and signed.

1. **Treasurer’s update**

There was no update as Liz Grinham was unable to attend the meeting.

1. **Halloween Disco**

All tickets are now sold, again very quickly, despite a 50p price increase. It was agreed that it would be helpful to consider different options for ticket allocation ahead of next year’s disco.

Sarah Bennet ran through the arrangements for the disco.

Helen confirmed that the school have agreed that the external lights can be put up the night before.

**Action :** Katie Watts will ask Rob Edgeley to do a poster for the fancy dress competition.

**Action :** Sarah Bennet to speak to James Herman about whether glass can be recycled via school. Currently glass has to be taken home and put in domestic recycling.

**Action :** Katie Watts to send the bar list to Lucy Watson and ask Rob Edgeley to write a sign for bar prices.

1. **Pumpkin Competition**

After some discussions it was agreed that the pumpkin carving competition will be held on Friday 12 October 2018 and will be managed by Chrissie Szwarc.

Following the meeting Christine Gilliam at school agreed to judge the competition.

1. **Christmas Cards**

The artwork packs have gone to the teachers with a deadline for return of Friday 12 October 2018.

1. **Bags to School**

Bags are being collected on Thursday 4 October 2018. The next collection will be in March 2019.

1. **Quiz Night**

The meeting agreed a possible date of Friday 8 March 2019.

**Action** : Chrissy Szwarc to check this date with school.

1. **6 week in meeting**

This will be held on Tuesday 16 October. Helen Appleyard, Sarah Bennet and Chrissy Szwarc will be attending to explain the work of FUBS to new parents at school.

1. **Gift Sale**

This is confirmed for Thursday 13 December 2018.

1. **Christmas Raffle**

A number of prizes have already been identified, including a spa day at Ockenden Manor, vouchers from Springs Smokery and The Beauty Box. Cally Strevett is managing the raffle.

1. **Christmas Fair**

There will be around 10 external stall holders.

**Action :** Katie Watts and Helen Appleyard will meet with the teachers to discuss the class stalls.

The bar will be run by Lucy Watson and Zoe Cunliffe. If the “lighted bar” is not available then Phil Appleyard has a bar than can be used.

Mulled wine will be served in a heated soup terrine. We will ask Zoe Cunliffe if she is happy to organise this.

**Action :** Lucy Watson to source staff to run the bar.

Hot water pump flasks for coffee and hot water will be borrowed from the Hub.

**Action**: Helen Appleyard to ask the HUB if we borrow the flasks again this year.

It was suggested that a slow cooker could be used to heat the hot chocolate.

**Grotto**

This will be the last year for the current grotto team, which includes Rob Edgeley and Kerry Brown-Standing. A new team will be needed for next year.

**Action :** Katie to speak to Tim Meierdirk and see if he would be happy to be part of the new team.

**Food**

Michelle and Nick Stubbs managed the barbeque last year but are unable to attend this year. We need to source someone else to run this or think of other options for this year.

**Action :** Helen Appleyard to check with Mick (the butcher) about cooking the hot dogs as there are no FUBS members with appropriate food hygiene certificates.

**Clear up**

Every stall and room will have a number of bin bags for clear up. There will be a clear rota for each room to ensure that clear up is completed within a sensible timescale this year.

1. **Class reps**

Despite two emails there has only been one class rep volunteer. It was agreed that class reps shouldn’t be regular FUBS regulars but someone who can round up volunteers and spread messages and information through the class parents.

**Action :** a further request to be sent by Chrissy Szwarc in a few weeks.

1. **First Aid**

**Action :** Chrissy Szwarc to check which FUBS members have a first aid certificate. Then other FUBS members who are interested may be able to join the school’s next training session.

1. **Newsletter**

Chloe Boxall will be writing the next newsletter shortly which will include updates on the summer fete along with the other various fundraising events. It will also include information about the forthcoming AGM, where a new chair and treasurer will need to be appointed.

**Action :** Katie Watts to discuss the newsletter with Chloe Boxall.

1. **Wish Tree**

There has been a suggestion that the tree outside the front office could be used as a wish tree.

**Action :** Katie Watts to speak to school about this.

1. **Wish List**

The school have expressed an interest in sun sails to provide shelter in the playground, a new playhouse for Reception, and outside benches and tables for the whole school. More information is awaited.

1. **Any other business**

**Candyfloss machine**

It was proposed that FUBS buy a candyfloss machine which costs £200. This could then be used at many future events and FUBS members will all be able to understand how it works.

This was proposed by Chrissy Szwarc and seconded by Helen Appleyard and agreed unanimously.

**Cup recycling**

FUBS are keen to be as green as possible. The introduction of reusable mugs for hot drinks last year was well received. We are now reviewing the best options for the cups/ plastic glasses for the bar / cold drinks. The following options were discussed:

*Polypropylene – FUBS already use these and are working through their existing stock. The discussion is whether we continue to purchase these.*

*Pros: cheap / don’t need storage/ don’t need cleaning/ widely recycled*

*Cons: single use plastic*

*Polystyrene – clear plastic glasses – rigid and reusable up to approx. 100 times*

*Pros: reusable and widely recycled*

*Cons: sturdy but not shatterproof/ need cleaning and storing long term/ cost*

*Polycarbonate – clear plastic glasses – reusable up to approx. 500 times*

*Pros: reusable / shatterproof*

*Cons: Not currently recyclable / need cleaning & storing long term / cost*

*PLA– vegware etc. clear glasses*

*Pros: ??*

*Cons: Single use / not recyclable/ compostable but only in an industrial composter and not currently by HDC.*

*Future discussion points:*

*Will polycarbonate ever be recyclable. This should be discussed with West Sussex and perhaps Virador directly.*

*Reusable cups (whether polystyrene or polycarbonate) how would FUBS absorb costs. Would they charge a deposit for cups at events which is then returned when the glass is returned.*

*Sell the glasses so that people keep them and reuse them / charging them again for another if they lose their glass/ don’t bring it. If FUBS are keeping and reusing glasses how are they going to clean and store them.*

*Other discussion points include whether FUBS should :*

* *Encourage people to bring their own plastic cups to events but either:*
  + *keep a small stock of single use cups for those who forget / lose their reusable cups*
  + *Offer Polystyrene cups which people have to buy*
  + *Offer Polystyrene cups which people pay a deposit for*
  + *Offer Polycarbonate cups – if we can find where and how they can be recycled.*

***If people bring their own cup / glass (not real glass) to an event offer them a discount on drinks***

*Review Polycarbonate recycling as these glasses are shatterproof and therefore potentially safer at large events.*

It was agreed to remain as we are for 2018 and look at the options again in 2019.

**Date of Next Meeting**

The AGM will be held at 7.45pm on Monday 12 November 2018. This will be followed by a standard meeting.