

# Friends of Upper Beeding School (FUBS)

Registered Charity No: 1102159

Upper Beeding Primary School,

School Road, Upper Beeding, West Sussex, BN44 3HY

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

## Minutes for the FUBS Meeting held on

Tuesday 2<sup>nd</sup> April 2019

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

Who	Attendance
Sarah Bennet (Chair)	Present
Helen Appleyard (Vice Chair),	Present
Sarah Johnson (Treasurer)	Present
Charlotte Buttress ( committee member)	Present
Julie Krysik (committee member)	Present
Daisy Dawson (Parent)	Present (Part) Joined @point 2
Coralie Willmott (Secretary),	Apologies
Chrissy Szwarc ( committee member)	Apologies
Becky Linford (Head Teacher)	Apologies
Cally Strevet, ( committee member)	Apologies
Katherine Waterman (Trustee)	Apologies
Rob Edgely (Trustee)	Apologies

### Minutes taken by

#	Agenda point	Discussion	Who
1	Minutes from meeting 5 <sup>th</sup> March	Agreed	
2	Treasurers update	<p><b>Bank status</b></p> <ul style="list-style-type: none"> <li>- SJ now has online banking</li> <li>- Balance @ March 25<sup>th</sup> - £14,294.18</li> <li>- Of that... Circa £1300 committed to school but not yet spent</li> <li>- Still money for xmas bonus £50 per class to be spent (money being held for end of year accounting period).</li> <li>- Some accounting still to be reduced – e.g. costs that have been held since</li> <li>- Current estimated available funds £10k</li> </ul> <p><b>ACTION AGREED</b></p> <ul style="list-style-type: none"> <li>- Next year if Xmas bonus given in future - please could it be done in a way which is managed</li> </ul> <p><b>Recent fundraising</b></p> <ul style="list-style-type: none"> <li>- <b>Easy fundraising</b> – has raised £196 in last quarter</li> <li>- Now 28 parents using since the last request encouraging parents to do it</li> </ul>	<p>SJ</p> <p>SJ</p> <p>SJ</p>

		<p><b>ACTION AGREED</b></p> <ul style="list-style-type: none"> <li>- To include in next school letter <ul style="list-style-type: none"> <li>a) how easy fundraising is to use and</li> <li>b) a reminder to use <b>easy fundraising</b></li> </ul> </li> </ul> <p>SJ highlighted how easy it is to use based on personal experience of downloading the reminder link</p> <ul style="list-style-type: none"> <li>- Uniform sales £86</li> <li>- Quiz night £368</li> <li>- Mothers Day £273 – circa gifts left over which will be included in Tombola &amp; lucky dip</li> <li>- £360 of additional income from last years school fete – late amounts that came in</li> </ul>	
3	Quiz Night	<p><b>Thank you to all of the team who were involved in the quiz night</b></p> <p>– many comments received about how much fun it was</p>	
4	Bags to school	<p><b>Thank you to all of the team who were involved in the bags for Thanks schools efforts</b></p> <p>– <b>SPECIAL THANKS to ROB EDGELY and</b> for the early arrival and morning all of the bags on the morning of collection</p> <ul style="list-style-type: none"> <li>- Ideas discussed about how to get more people to participate from the area</li> <li>- The previous bags for school was £212 ( pre-xmas)</li> </ul>	
5	Mothers' Day sale	<p><b>Thank you to all of the team who were involved in The Mothers' Day gifts sale – shoppers, sellers, wrappers and buyers!</b></p> <p><b>AGREED</b> Charlotte B will take over the sales for future from SJ - with the support of other FUBS members. Funding for purchasing of gifts needs to be pre-arranged for each sale.</p> <p>Went well – logistically efficient and completed by lunch time.</p> <p>Preventing duplication of presents –is currently an administrative burden and not easy to do....</p> <p>Lines will be changed to say along the lines of</p> <p>Suggestion to change the line on the form – so no tick box required regarding non duplication of siblings presents.</p> <p><b>AGREED</b> this would change to roughly</p> <p>- <i>"We will do our best to avoid duplication of presents but this cant be guaranteed."</i></p> <p>to ensure an appropriate considerate line in the next sale form – SJ &amp; CB</p> <p><b>Fathers' DAY Sale –</b></p> <p>Charlotte has provisionally booked this for Wednesday - 12<sup>th</sup> of June.</p> <p>Shop to be Wednesday 5<sup>th</sup> June</p>	<p><b>CB</b></p> <p><b>SJ</b></p> <p><b>CB</b></p>
6	<b>Use of Phones in schools</b>	A reminder has gone out to parents not to use phones in school	
7	<b>Easter Cake Raffle</b>	<b>Thanks to Emma Welsh who made the unanimously agreed as AMAZING – cake!</b>	
8	<b>Eggs in the Jar</b>	<ul style="list-style-type: none"> <li>- Seems to be going well</li> <li>- Prizes have been supplied by CO-OP</li> <li>- Teachers comments have been positive</li> <li>- Decorated POT <ul style="list-style-type: none"> <li>– people needed to collect the POTS at drop off in the morning Thursday 4<sup>th</sup> April from 8.30 AM meet under blue canopy in the playground.</li> </ul> </li> <li>- Presents are prepared for Mrs L – SB will confirm with Mrs L how this is to be handed out.</li> </ul> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>- HELEN A to notify the class reps group</li> <li>- SB, SJ &amp; HA will all be there</li> </ul>	
8	<b>Car boot sale 27<sup>th</sup> April</b>	<ul style="list-style-type: none"> <li>- SB had been in touch with Chloe to create POSTER to advertise the boot fair</li> </ul>	

		<ul style="list-style-type: none"> <li>- Forms are created and SB will talk to Sue to make them available via newsagents over easter holidays</li> <li>- Team on the day is required</li> <li>- Need a team needed to open and set up <ul style="list-style-type: none"> <li>o 1 x team lead – <b>SB</b></li> <li>o 3 x traffic managers – needed</li> <li>o 4 x to put up Gazebos – needed</li> <li>o 2 x Cooks needed (of which one needs a food hygiene certificate) – needed</li> <li>o 2 x hot drinks / food – needed</li> <li>o 1 x Fubs Stall – (<b>CB</b>)</li> <li>o 1 x first aider - needed</li> </ul> </li> <li>- 11 staff required – advertising needed on facebook page.</li> <li>- <b>ACTIONS AGREED</b></li> <li><b>Ben Adam</b> - to put out a request on FUBS' Facebook</li> <li><b>Daisy Dawson</b> – has skills from work to improve FB pages. <b>DD</b> to liaise with Ben Adam and take on part responsibility for FUBS facebook page -. HA to step off Facebook page posts.</li> <li>- <b>SB</b> – leading the car boot and will take responsibility for recruiting the team.</li> <li>- <b>HA</b> has arranged with Sharon 4 x radios to be available to help the traffic management</li> <li>- <b>SJ</b> – to prep floats for FUBS stall and food and hot drinks</li> </ul>	
9	<b>Summer Fete Update</b>	<p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>- Deadline for raffle for brochure is for <b>May 20<sup>th</sup></b> - <b>JK</b></li> <li>- Program advertising and printing needs to be in to <b>Rob by May 11<sup>th</sup></b></li> <li>- Helen Appleyard to get info from – advertisers listed for <b>RE</b></li> <li>Evening Band, Handsome hounds ( dog classes) and Kelly for arena events to promote advertising and provide artwork</li> <li>- Chrissy Schwarz <b>CS</b> - to talk to HJ Burt for signs for gardens, - discussions happened about who to approach next.</li> <li>- Email address for advertising for brochure is <a href="mailto:redgely64@gmail.com">redgely64@gmail.com</a></li> <li>If anyone has interested advertising please contact Rob and provide artwork and information.</li> </ul> <p><b>Raffle</b></p> <ul style="list-style-type: none"> <li>- JK talk to CS about theatre contacts</li> <li>- DD to check if Middleton would support a cash raffle prize (possibly for the evening?) – before end of April</li> </ul> <p><b>External booking forms</b></p> <ul style="list-style-type: none"> <li>- Process of approaching people for pitches and forms for sites</li> </ul> <p><b>Toilets are sorted</b></p> <p><b>Hub</b> are not doing the <b>tea tent</b> this year but alternative plans are underway</p> <p><b>Bar</b> is underway</p> <p><b>Arena</b> is underway</p> <p><b>Electronic payment</b></p> <ul style="list-style-type: none"> <li>- cost of second izettle thought to be low £25 - £75</li> <li>- Based on proposed costs - purchase of second iZettle proposed by <b>HA</b> – seconded by <b>JK – all agreed. SJ</b> to follow up purchase</li> </ul> <p><b>Food</b></p> <ul style="list-style-type: none"> <li>- Steyning Butchers doing BBQ and Hog Roast in the evening</li> <li>- Discussion took place about other options for evening food.</li> </ul>	<p><b>JK</b> <b>JK</b> <b>HA</b></p> <p><b>CS</b></p> <p><b>ALL</b></p> <p><b>JK</b> <b>DD</b></p> <p><b>SJ</b></p>

		<ul style="list-style-type: none"> <li>- Options for evening – invite previous curry choice back, the Tasty Thai Truck, Pizza option or another Takeaway Option. Pizza is more child friendly raised. Investigate options and costs = <b>SB</b> will investigate pizza van options</li> <li>- Ice cream – <b>SB</b> to talk to Sue in newsagents to see if previous years can be repeated</li> <li>- <b>Inflatables</b> not available this year due to a <b>personal wedding</b> Other options discussed..... <ul style="list-style-type: none"> <li>o Tug of war possibility</li> <li>o Wet sponges</li> <li>o Gold panning</li> <li>o The Outdoors' project</li> <li>o Toddler options ( dinky dancer s/ inflatables / soft play)</li> </ul> </li> </ul> <p>Fete team to follow up ideas and options. A person is needed to over sea FUBS stalls <b>SB</b> will take on this role</p> <ul style="list-style-type: none"> <li>- Dog show is going ahead but watch out is that <b>Handsome hounds</b> may be unwell – <b>HA</b> managing liaison.</li> <li>- <b>Walkie talkies</b> sorted – 12 ordered</li> <li>- <b>Sound Engineering</b> – Phil Appleyard n/a until evening on 22<sup>nd</sup> , Rob Edgely to take over technical support daytime</li> <li>- <b>Hosting</b> – Neil Pringle confirmed</li> <li>- <b>Candyfloss Machine</b> – purchase required</li> <li>- <b>Friday Set Up</b> – RE will not be available so set up team required</li> </ul> <p><b>Action:</b> Fete team meeting to be held at RE's house on Thursday 25<sup>th</sup> April <b>Required:</b> <b>SJ, HA, SB, RE, JK, RC</b> <b>HA to set up WHATSAPP – group</b></p>	<b>SB</b>
9	<b>Bids team meeting</b>	<b>With Mrs Linford</b>	
10		<b>Meeting Closed</b>	
11	<b>AOB</b>	<ul style="list-style-type: none"> <li>- <b>For info</b> : FUB's team do not require CRB checks</li> <li>- <b>Summer dress sale</b> would be great if possible – Action <b>CB</b></li> <li>- <b>Food hygiene certificates</b> – being reviewed for FUBS teams</li> </ul> <p><b>Meeting Closed</b></p>	

**Next meeting Thursday 9<sup>th</sup> May  
7:45pm @ The Rising Sun,  
Upper Beeding**