

Date
11/10/18

Friends of Beetham School AGM
Minutes

Time 6pm

1. **Present**

1.1. Jackie Jenner (JJ), Rachel Binley (RB), Claire Kinnear (CK), Michelle McDowell (MM), Lucy Hunn (LH), Rachel Shaw (RS), Nicola Vincent (NV), Rachel Wray (RW), Jenny Beresford-Jones (JB-J), Vicky Sodeau (VS), Dawn Fairless (DF), Dawn Shepherd (DS), Sarah Carradus (SC), Kim Burn (KB).

2. **Apologies**

2.1. Janan Morgan, Hannah Gardner.

3. **Minutes of previous meeting**

3.1. To be approved at next committee meeting.

4. **Outstanding actions**

4.1. To be discussed at the next committee meeting.

5. **Meeting business**

5.1. JJ explained about the newly formed FOBS group, its aims and constitution. The new committee members were introduced and their various roles explained. The need to raise substantial amounts of money was discussed and the benefits of becoming a charity (if income is >£5K, need to become registered as a charity anyway).

5.2. **Action 1:** LH/JJ to ensure the new FOBS noticeboard is kept up to date.

5.3. **Action 2:** JJ to ask Becky to create a FOBS page on the school website.

5.4. **Action 3:** CK to keep FOBS website page up to date.

5.5. School council has been organised differently this year – all pupils to be involved in one of the subgroups. There is now a fundraising group within School Council with whom we can liaise.

5.6. Would it be possible to have a noticeboard outside school? **Action 4:** Discuss at next committee meeting.

5.6. The importance of advertising the 200 Club and Easyfundraising was discussed. **Action 5:** CK to create a leaflet to put in book bags and Beetham Tearooms and The Wheatsheaf Pub. Is there any way to create a QR code to make it easy for people? Is this something the School Council could get involved in?

5.7. Bags4Schools was discussed – would it be worth contacting businesses undergoing refurbishment to ask for old curtains? RW suggested anyone who works in a big organisation could send an email round asking for donations. **Action 6:** LH to check whether a date has been set for the next Bag4Schools.

5.8. DF reminded those present that her company is able to match-fund up to £1000 and NatWest (KB) can match-fund up to £250.

5.9. Alternative dates for the Christmas Fair were discussed as some parents won't be able to attend on the 1st due to other commitments. It was decided to keep it on the original date as the Church may already be advertising it.

5.10. Stalls for the Christmas Fair were discussed. **Action 7:** RS to ask Robert Dickinson if he would be available to take photos at the Fair (he has offered to do this for free).

5.11. VS offered to provide wine for the Wine or Water stall.

5.11a) DF is going to sort out a 'Pin the ... on the ...' for the Christmas Fair. RS offered to sort out the 'Guess the number of ...' in the jar. Michelle McDowell offered to so the Christmas biscuit stall. A list will be posted on the FOBS noticeboard closer to the date of the event.

5.12. The possibility of a Santa's Grotto was raised. Either the library or the new classroom to be decorated by volunteers – a list for volunteers to be put up on the noticeboard nearer the time. Various options were discussed for prizes – donations from The Book People, The Works, Selection boxes from Morrisons. **Action 8:** NV to ask Poundland in Morecambe for donations.

- 5.13. DF offered to buy the Lego Advent Calendar – courtesy of her parents and Fairless Racing. **Action 9**: RS to ask Sarah Ratcliffe if she would be willing to make the Golden Tickets this year – or RS to get the information from her to do it.
 - 5.14. **Action 10**: JJ to contact Morrisons and Sainsburys to ask if they will donate sausage rolls for the Christmas Fair.
 - 5.15. **Action 11**: LH to ask Wendy if there is to be a Christmas Craft club running after half-term so the children can make some cards etc for the Christmas Fair. Could they also design a Christmas Fair poster? Also, is the Christmas Card/Mug/Tea towel design happening this year.
 - 5.16. Possibilities for the field were discussed. RS's brother-in-law has offered to sort out the fallen tree for free - Wendy Nicholas has been made aware of this offer. Various options were talked about; funding can come from many different sources. **Action 12**: RB to contact local supermarkets to see if they would be able to donate towards any sports equipment etc.
 - 5.17. JJ has spoken to Parentkind who advised that you don't need to be a charity to claim Gift Aid. Would there be any parents with the skills and time to organise Gift Aid for school?
 - 5.18. RS mentioned that the Field Committee had asked David Shaw to sort out football posts for the field. Could we find some funding to pay for this? Nothing can really happen until we have a plan drawn up – HG has offered to help with this if we can liaise with the Field Committee.
 - 5.19. It was decided that the suggestion box should be left out until half-term to give people a chance to have their say. **Action 13**: RW offered to sort out a sheet of paper to go in book bags to encourage people to write down their ideas.
6. **Any other business**
 7. **Date & location of next meeting**
To be confirmed.

| Seq. | Meeting date | Meeting action number | Action | Status | Completed | Actionee |
|------|--------------|-----------------------|--|---------------|-----------|-----------|
| 1 | 21/9/18 | 5a | LH to contact Wendy Nicholas about dates for fundraising events Still waiting for Easter Bingo Date | Partly closed | | LH |
| 5 | 4/10/18 | 1 | LH/JJ to contact Becky Rodgers about setting up a FOBS page on the school website, with the constitution on there. | Open | | LH/JJ |
| 6 | 4/10/18 | 2 | JJ to call Parentkind for advice on Gift Aid | Closed | 11/10/18 | JJ |
| 7 | 4/10/18 | 3 | RB to see if Gift Aid can be managed though ParentMail. | Open | | RB |
| 8 | 4/10/18 | 4 | JJ to call Parentkind for advice on charity registration regarding GDPR rules. | Open | | JJ |
| 9 | 4/10/18 | 5 | LH to share log in details for Parentkind with the rest of the committee. | Closed | 11/10/18 | CK |
| 10 | 4/10/18 | 6 | CK to sort out a suggestion box to go into school on Monday 8 th October. | Closed | 11/10/18 | LH |
| 11 | 4/10/18 | 7 | LH/CK to formulate a letter to the Governors. | Closed | 8/10/18 | LH/CK |
| 12 | 4/10/18 | 8 | CK to buy food for disco using TESCO vouchers | Closed | 11/10/18 | CK |
| 13 | 4/10/18 | 9 | CK to investigate funding for the Daily Mile track. | Open | | CK |
| 14 | 4/10/18 | 10 | RB to look into Token schemes at local supermarkets | Open | | RB |
| 15 | 4/10/18 | 11 | JJ to ask Becky Rodgers to send out event dates and information on the 11 th October fundraising meeting through ParentMail | Closed | 5/10/18 | JJ |
| 16 | 11/10/18 | 1 | LH/JJ to ensure the new FOBS noticeboard is kept up to date | Open | | LH/JJ |
| 17 | 11/10/18 | 2 | JJ to ask Becky to create a FOBS page on the school website | Open | | JJ |
| 18 | 11/10/18 | 3 | CK to keep FOBS website page up to date. | Open | | CK |
| 19 | 11/10/18 | 4 | Discuss getting a noticeboard outside school | Open | | Committee |
| 20 | 11/10/18 | 5 | CK to create a leaflet to put in book bags and Beetham Tearooms and The Wheatsheaf Pub. | Open | | CK |
| 21 | 11/10/18 | 6 | LH to check whether a date has been set for Bag4Schools | Open | | LH |
| 22 | 11/10/18 | 7 | RS to ask Robert Dickinson if he would be available to take photos at the Fair | Open | | RS |

| Seq. | Meeting date | Meeting action number | Action | Status | Completed | Actionee |
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| 23 | 11/10/18 | 8 | NV to ask Poundland in Morecambe for donations. | Open | | NV |
| 24 | 11/10/18 | 9 | RS to ask Sarah Ratcliffe if she would be willing to make the Golden Tickets this year – or RS to get the information from her to do it | Open | | RS |
| 25 | 11/10/18 | 10 | JJ to ask Morrisons and Sainsburys to donate sausage rolls for the Christmas Fair | Open | | JJ |
| 26 | 11/10/18 | 11 | LH to ask Wendy if there is to be a Christmas Craft club after half term to make items for the Christmas Fair | Open | | LH |
| 27 | 11/10/18 | 12 | RB to contact local supermarkets to see if they would be able to donate towards any sports equipment etc. | Open | | RB |
| 28 | 11/10/18 | 13 | RW offered to sort out a sheet of paper to go in book bags/homework books to encourage people to write down their ideas for the suggestion box. | Open | | RW |