

Date
22/11/18

Friends of Beetham School Minutes

Time 3.15pm

1. **Present**

1.1. Jackie Jenner (JJ), Rachel Binley (RB), Michelle McDowell (MM), Lucy Hunn (LH), Nicola Vincent (NV), Janan Morgan.

2. **Apologies**

2.1. Hannah Gardner, Rachel Shaw, Claire Kinnear.

3. **Minutes of previous meeting**

3.1. Approved.

4. **Outstanding actions**

4.1. To be discussed at the next committee meeting due to time constraints.

5. **Meeting business**

5.1. **Action 1:** Constitution to be signed by JJ, LH and CK then published to the FOBS section on the website.

5.2. CK asked us to discuss giving each committee member a role e.g. Early Years Rep, KS2 rep. No decision was made as yet.

5.3. The choices for the bank account were discussed. It was decided that setting up a separate bank account would be best. **Action 2:** JJ/CK/LH to sort out a bank account after discussion with Dawn Fairless.

5.4. The best way to distribute the Autumn newsletter was discussed. It was suggested that we should ask for it to be sent out in the Gateway, as well as handing out in the school playground (along with a 200 Club form and Sports Field suggestion sheet) and sending out on Parentmail. **Action 3:** LH to ask school to print the newsletter.

5.5. The reply from the Governors was discussed. CK has put together a spreadsheet collating suggestions and grant possibilities for the sports field and is happy to do a presentation to the Governors after a more informal discussion with Wendy. **Action 4:** LH to find out when the next Governor's meeting is.

5.6. The Christmas Fair was discussed. RB will decorate the Santa's Grotto and volunteered to be an elf to assist Father Christmas. NV, MM and JM agreed to wrap presents for the Grotto and sort tickets onto jamjars and boxes. Non-uniform day was suggested for Friday 30th November with payment in jamjar tombola/wrapped box prizes. Crafts have been donated and Wendy will check what crafts are left in the loft; School craft club will make something next week for the Christmas Fair. **Action 5:** JJ to contact Wendy/Becky to ask for a reminder to be sent out on Parentmail about jamjars/boxes.

5.7. NV confirmed that £350-400 should be on its way from NISA soon.

5.8. Raffle prizes for Duck Day were discussed and the importance of thinking about this well before May. Booths are happy for us to sell raffle tickets in store. Other fundraising ideas discussed – Auction of Promises, Table top sale, Beetham Boogie.

6. **Any other business**

6.1. None discussed

7. **Date & location of next meeting**

7.1. 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.	Closed	22/11/18	LH/JJ
7	4/10/18	3	RB to see if Gift Aid can be managed though ParentMail.	Closed	22/11/18	RB
8	4/10/18	4	JJ to call Parentkind for advice on charity registration regarding GDPR rules.	Closed	22/11/18	JJ
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
16	11/10/18	1	LH/JJ to ensure the new FOBS noticeboard is kept up to date	Ongoing	22/11/18	LH/JJ
17	11/10/18	2	JJ to ask Becky to create a FOBS page on the school website	Closed	22/11/18	JJ
18	11/10/18	3	CK to keep FOBS website page up to date.	Closed	22/11/18	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	Closed	22/11/18	LH
22	11/10/18	7	RS to ask Robert Dickinson if he would be available to take photos at the Fair	Closed	22/11/18	RS
23	11/10/18	8	NV to ask Poundland in Morecambe for donations.	Closed	22/11/18	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	Closed	22/11/18	RS
25	11/10/18	10	JJ to ask Morrisons and Sainsburys to donate sausage rolls for the Christmas Fair	Closed	22/11/18	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	Closed	22/11/18	LH

Seq.	Meeting date	Meeting action number	Action	Status	Completed	Actionee
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.	Closed	22/11/18	RW
29	22/11/18	1	Constitution to be signed by JJ, LH and CK then published to the FOBS section on the website.	Open		JJ/CK/LH
30	22/11/18	2	JJ/CK/LH to sort out a bank account after discussion with Dawn Fairless.	Open		JJ/CK/LH
31	22/11/18	3	LH to ask school to print the newsletter.	Open		LH
32	22/11/18	4	LH to find out when the next Governor's meeting is.	Open		LH
33	22/11/18	5	JJ to contact Wendy/Becky to ask for a reminder to be sent out on Parentmail about jamjars/boxes.	Open		JJ