

## Friends of Beetham School Minutes

Wednesday 22<sup>nd</sup> October 2021

7.30pm Wheatsheaf, Beetham

### 1. Present

1.1 Abi Johnson (AJ), Father Andrew (FA), Michelle McDowell (MM), Katharine Parrot-Edwards (KPE), Fiona Morphet (FM), Claire Kinnear (CK), Louise Hodgson (LH), Janan Morgan (JM)

### 2. Apologies

2.1 Dawn Shepherd (DS), Ilse Bujok (IB), Nicola Vincent (NV), Julie Bryning (JB), Jackie Jenner (JJ),

### 3. Outstanding actions – see table below

### 4. Meeting Business

### 5. Date of next meeting

5.1 TBC

Topic	Actions
4.1 Initial items to raise money for: <ul style="list-style-type: none"> <li>• £10K to upgrade IT. 5 more ipads to add to current 5 and 20no. chrome books</li> <li>• £15k field budget required for composting toilet, trim trail etc</li> </ul>	1. AJ has drafted a begging letter and will circulate to all local businesses. Records to be kept of who sent to/donated to avoid flooding the same business year on year. 2. To enquire about lease schemes and compare pros/cons to bought equipment – Any takers?
4.2 Grants <ul style="list-style-type: none"> <li>• Source local Companies who are known for donating, as well as asking blindly               <ul style="list-style-type: none"> <li>○ Awards for All</li> <li>○ Tarmac – local site</li> <li>○ Ernest Cook Trust</li> </ul> </li> <li>• Pay £100.00 per year to get grant info</li> </ul>	1. CK got the website for the annual £100 payment grant updates and will look into setting up 2. Begging letters to be sent far and wide
4.3 Website <ul style="list-style-type: none"> <li>• It was agreed the current website is out of date and awkward to use. Rather than trying to update, it was suggested a new website be designed</li> <li>• Big Fish host the website for £250pa</li> <li>• Link Instagram and Twitter to the new website to keep current</li> </ul>	1. FM offered to create and host a new website 2. Rachel Shaw (RS) was nominated to maintain the new website 3. JM to ask RS to update current FOBS page with new members
4.4 Parents <ul style="list-style-type: none"> <li>• An audit of parents is required to ascertain which skill sets we have in-house</li> <li>• Report back to parents on a regular basis, so they know how much has been raised, what it was spent on and how</li> </ul>	1. AJ to set up on-line to see if any family members will donate their skills. To be 'written' from the kids

<p>this has benefitted their kids</p>	
<p>4.5 Charity status</p> <ul style="list-style-type: none"> <li>It would be beneficial for FOBS to operate as a charity</li> </ul>	<p>1. JM to start process of setting up charity</p>
<p>4.6 Various other fundraisers were discussed:</p> <ul style="list-style-type: none"> <li>Jubilee on the school field- June 2022</li> <li>Big breakfast</li> <li>Buy advertising space on school fence</li> <li>Raffle – 16<sup>th</sup> December (last day of school)</li> </ul>	<p>1. To plan Jubilee first meeting after half term  2. Dates to be confirmed for Big Breakfast  3. NV to ask CM Signs if they could make Big Breakfast signs for A6 (as well as notice board)  4. JM to look into raffle tickets  5. AJ to put out ParentMail asking for donations for raffle</p>
<p>4.7 Recapped on key outgoing</p> <ul style="list-style-type: none"> <li>FOBS to continue to donate £1500pa for school trips, to include Maize Maze, Christmas panto, Swimming coach, buying books for Santa's Grotto</li> </ul>	<p>1. Buy books for the Grotto. Is there a usual process/where to buy from/discounts?</p>
<p>4.8 FOBS logo competition</p> <ul style="list-style-type: none"> <li>This was judged by FA and the winner to be announced in church on Friday 22.10.21</li> </ul>	<p>1. JM to source 1<sup>st</sup> prize  2. KP-E &amp; JM to get small prizes for each competitor out of loft, Thurs after school  3. FM to create usable vector? logo from winners design</p>
<p>4.9 Carol Singing</p> <ul style="list-style-type: none"> <li>The date has been confirmed as Sunday 5<sup>th</sup> December 11-1pm</li> <li>FA mentioned the time clashed with Church service and to move to 12pm in the hope more people could attend</li> <li>Fred has confirmed he'll play keyboard</li> <li>Carol sheets to source</li> </ul>	<p>1. NV to ask Tim if the time can be changed to 12-2pm  2. KP-E / FA to ask Church committee if we can use their sheets</p>
<p>4.10 Brightening Beetham</p> <ul style="list-style-type: none"> <li>It was mentioned the Christmas tree light switch on was none eventful and it would be nice if it was more of an event</li> <li>The community to decorate their gardens, similar to Duck Day garden competition (but Christmas themed!)</li> <li>Sell soup, tea, coffee, mulled wine on the school field. Maybe the pub could sell the mulled wine, if C. Christou couldn't be there with his licence</li> <li>Marquee needed in case of rain but can't put up in heavy wind</li> <li>Ask the pub if they wanted to group resources</li> <li>Suggested date was Sunday 5<sup>th</sup> Dec after the Beetham Nurseries carol singing</li> <li>Card machine was suggested as not many people have cash (SumUp is 1.6% on each transaction, no monthly costs)</li> </ul>	<p>1. MM to speak to Janet about Christmas tree for the field and if they are happy with Sun 5<sup>th</sup> Dec  3. LH to ask Craig Allen about generator  4. AJ to ask RS about using the big sports day marquee  5. CK to enquire about SumUp or similar</p>

<p>4.11 Welcome to any new starters:</p> <ul style="list-style-type: none"> <li>• AJ suggested a cupcake and letter from FOBS welcoming any new starters throughout the year</li> <li>• CK suggested a FOBS key fob for all new starters</li> </ul>	<ol style="list-style-type: none"> <li>1. Letter to draft – Any takers?</li> <li>2. JM Happy to provide cupcakes</li> <li>3. New FOBS logo to be available in key fob size</li> </ol>
<p>4.12 Winter Fair</p> <ul style="list-style-type: none"> <li>• Saturday 27<sup>th</sup> November 11-1pm</li> <li>• A plan A and a plan B where discussed, with plan A, being on the school field and stalls around the track. Plan B, stalls in the school at a reduced level</li> <li>• We would need parents to provide any form of structure to shelter from the elements. Gazebo's not practical for windy weather</li> <li>• The usual stalls were discussed and parent /year 6 participation was essential</li> <li>• A generator would be needed for the food tent</li> <li>• Santa's Grotto could go under the parachute or in the Bee Hive</li> <li>• Sell tables to local craft people etc</li> </ul>	<ol style="list-style-type: none"> <li>1. Ask Brian Smalley if he will be Santa</li> <li>2. JM to send list of stalls to AJ to put out on ParentMail</li> <li>3. AJ to Parent Mail none uniform day on Friday 12<sup>th</sup> . Cost – tombola jars</li> <li>4. LH to ask Craig Allen if he has a generator we can use</li> <li>5. Becky to ask Andrew Richards as a back up</li> <li>6. AJ to ask RS about using big marquee</li> <li>7. CK to ask RB &amp; FB to decorate Santa's Grotto again</li> </ol>

Seq.	Meeting date	Outstanding action	Status	Completed	Actionee
1	29.09.21	Disco to bring together. Party bags to fill. Drinks and fun size chocolate bars still to 'beg' for	cancelled		Committee
2	29.09.21	Confirmation of carol singing date off Beetham Nurseries		Completed	NV
3	29.09.21	Bags to School to organise for November	Open		TBC
4	29.09.21	Winter fair to plan	Open		Committee
5	29.09.21	Decide on dates for other fundraisers	Open		Committee
6	29.09.21	Raffle prizes to source	Open		Committee
7	29.09.21	Notice board to source / Install	Open		NV / AJ
8	22.10.21	Send out begging letters	Open		AJ
9	22.10.21	Grants	Open		Committee
10	22.10.21	Website	Open		FM
11	22.10.21	Parents skill sets	Open		AJ
12	22.10.21	Register FOBS as charity	Open		JM
12	22.10.21	FOBS logo into vector file	Open		FM
13	22.10.21	Carol singing- change of time to 12-2pm	Open		NV
14	22.10.21	Brightening Beetham	Open		MM
15	22.10.21	Generator usage for school events – Craig Allen	Open		LH
16	22.10.21	Ascertain if we can use big marquee from Rachel Shaw	Open		AJ
17	22.10.21	Welcome letter from FOBS	Open		Committee
17	22.10.21	List of stalls to AJ	Open		JM
18	22.10.21	Ask Brian Smalley to be Santa	Open		AJ
19	22.10.21	Parents to donate wrapped boxes – to go on ParentMail and empty wine bottles!	Open		Becky
20	22.10.21	Soup to make / source	Open		CK