

# FRIENDS OF UPPER BEEDING PRIMARY SCHOOL

## MINUTES FOR THE FUBS COMMITTEE MEETING TO BE HELD AT THE RISING SUN PUBLIC HOUSE ON Monday 16<sup>TH</sup> September 2024 AT 7:45PM

### 01 APOLOGIES FOR ABSENCE AND ATTENDANCE REGISTER – Chair

Apologies: Nikki, Coralie, Charlotte, Rikki, Chris, Jess, Laura

Here: Jo, MJ, Steph, Kylie

### 02 DECLARATION OF INTERESTS – Chair - NONE

### 03 NOTIFICATION OF URGENT ITEMS – Chair - NONE

### 04 APPROVAL AND SIGNING OF PREVIOUS MINUTES - YES

### 05 REVIEW OF Summer Fair

We made: £6,070

- **New Timings**

Great feedback, neighbours happy with the earlier finish, good for pack down, as we still had the light. Also donations at the end of the night were great.

- **Arena / Entertainments**

Centre area with stalls was a dead space, move stalls closer and more around the edges to keep centre area clear, especially with people gathering in the afternoon for the band / performances.

Orchestra were fantastic – want longer, better location (need to be on playground due to sound), chairs to be set-up beforehand (people were very happy to help with pack away of chairs)

Next year: possible area for 'Wellness', yoga / kids yoga (could ask Jemma Nice?), Outdoors Project obstacle course, Bee-fit Tina for kids disco, Bootcamp workshop Liz Anscombe?

- **Food / bar / tea tent**

Circus tent worked well – could FUBs buy one?

Samosas went down well, all sold out

Too many cakes

Ice Cream sales worked well and location of the freezer, however, needs to be in the shade

Sue (from Beeding Newsagents) to bring Mr Whippy and staff it at the fair and sell the ice creams for us

Tea Tent

Feedback on food wasn't great, too long queues

Mick (Steyning Butchers) volunteered to help at next years

Needed more food options.

Bar ran well and sold everything except 15 pints of cider from the barrels.

Need to check the stock with Lucy and Ben for next events. Also need to get a break down of how much they buy for each event ready for this year.

- **Stalls**

FUBS stall went down very well, people loved the human fruit machine (Vicki, Ed and Ash were great!)

Scrunchin – braids were expensive, feedback on costings / what is being done.

Games stalls worked very well, need more ideas and more volunteers  
Parents liked that there were more games for children to play and that they cost less.

Tuck shop could be a good idea, alternative to Katies Cart for younger kids who don't want as many sweets.

Stall holders – increase external holders charges (currently £25), 2025 cost to be £35, Charity £25.

Laura & Kylie to do stalls / games next year.

Milk floats very good as always.

- **Set up / pack down**

Set-up and pack down excellent, very efficient and worked very well for all volunteers.

Lights / wire by blue classrooms was too low, vehicles coming in and out (and people) needs to be manned and raised higher – pole?

Vehicles leaving was good, high vis and escorting out was ok.

Vehicles on during the day, need to be reminded they cannot leave.

## 06 Events for this year

- **Pumpkin Trail - Thursday 24th October**

MJ to do social posts / comms this week

£1 entry for pumpkins

Drop off in morning worked well

More battery lights needed to be purchased

Beers / Baileys Hot Chocolates / sweets and cakes (Abbie made them last year)

Option for this year - Hot Dogs & Vegetarian / Vegan options, slow cookers to warm, Rolls from Co-op / Tesco's as donations?

Tuck Shop did very well outside fubs cupboard, was good for light and power

Ricky – Projections worked really well, amazing feedback

Glow sticks / lights to sell?

Children running around, need to be mindful and reminder to all prior to event. Needed people policing at the bottom of the field.

- **Christmas Fair - Friday 6th December**

Ocado donation / voucher for raffle, Steph to look at registration

Jo to meet Mr Andrews and agree non-uniform days, donation days and staff involvement.

What kind of raffle tickets, do we go back to the books?

BBQ – ask Mick if no volunteers

Bar – who to run bar?

Tea – Who to run tea stall in hall?

- **Summer Fair - Saturday 14th June**

Helen Brown happy to run the bar for the summer fair, she is off to India for 6 months back in Feb

**07 School lottery – Made £735 (March-Sept) with no effort from us!**

Has done brilliantly, needs more publicity on socials.

The more people who play the more the prize winnings will increase

Need to share the school lottery with grandparents etc to get more people

**08 Media / advertising / notice board**

- Push advertising for school lottery
- Save the date poster for events for board
- Meeting date poster for agreed dates (see below)

All above posters on A3 on the notice board

**09 Funding agreed with school**

- To pay for a school panto to save cost of a panto trip for parents (- ask school for cost) booked rainbow theatre for 18th December.
- To pay £2000 per term towards year group trips - giving more to help reduce some cost to parents.
- Maths, English, Reading week to be included in the above
- Donation towards the KS1 Roof - £5,000 - Legacy money
- FUBS money towards KS1 Roof - £5,000 – Agreed to match legacy money
- Leavers money £1,000
- Bikes for Early Years £1009.75 x 5 bikes PAID end of last year 2024
- Year 5/6 enrichment trip to be done alternate years (2025 next trip)
- Is there any other projects that the school are hoping to do this year? Is there anything that the school needs?

**10 Any new event ideas for the year?**

- Duck Race – summer
- Four Peaks - House Trig Point Challenge (Hike 4 Hills of the houses at school, Truleigh / Chanctonbury / Round Hill / Ditchling) as a sponsored challenge
- Easter Egg Hunt
- Smarties, fill the tube with 20p's, over half term and bring back at start of term (Feb TBC)
- Penny Trail, line up through the school on a non-uniform day
- Parent social in Spring term like quiz night or race night

**11 TEAMS**

**Needs to be a hard recruitment drive at AGM in November, as many parents to attend as possible**

**AGM to be held at school in the hall**

- Bar Team, Lou Browns daughter keen to help run for Summer Fair (can't help at Christmas as away) / Jess / Emily /
- BBQ Team, We need volunteers! Mick (Steyning Butchers) could help at Christmas / Summer instead of a team?
- Tea Tent?
- New Treasurer – Steph will be leaving last year for her, need someone to shadow.
- Ricky to recruit, chief recruitment officer!

**12 FUTURE AGENDA ITEMS AND KEY DATES**

See below

**13 REVIEW OF EFFECTIVENESS OF MEETING – Chair - Good****14 DATE AND TIME OF NEXT MEETING**

- **9<sup>th</sup> October (Wednesday) Pumpkin Trail at Jo's House**
- **7<sup>th</sup> November (Thursday) AGM at the School and Christmas planning**