**Friends of Upper Beeding School (FUBS)**

Registered Charity No: 1102159

Upper Beeding Primary School,

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Chair: Mrs Katie Watts Secretary: Mrs Christina Szwarc Treasurer: Mrs Liz Grinham

**FUBS COMMITTEE**

**Charity Trustees (6)**

Katie Watts (Chair), Helen Appleyard (Vice Chair), Christina Szwarc (Secretary), Liz Grinham (Treasurer), Becky Linford (Head Teacher), and Rob Edgley (parent).

**Committee Members (4)**

Cally Strevet, Lucy Watson, Kerry Brown-Standing and Sarah Johnson (parents)

**Minutes for the FUBs Meeting Held on**

**Monday 10 September 2018**

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

**Present :** Abigail Scott, Cally Strevett, Charlotte Buttress, Chrissy Szwarc, Coralie Willmott, Elfie Gloucester, Helen Appleyard, Julie Krysik, Kathryn Waterman, Katie Watts, Lucy Watson, Rob Edgley, Sammy van Galen, Sarah Bennet, Sarah Johnson,

**Apologies :** Dave Bennet, Geraldine Fewster, Liz Grinham, Phil Appleyard,

1. **Minutes**

The minutes of the meeting held on 9 July 2018 were agreed and signed.

1. **Treasurer’s update**

There was no update as Liz Grinham was unable to attend the meeting.

Katie Watts told the meeting that Liz was standing down as treasurer with immediate effect. Katie proposed that Sarah Johnson stand in as treasurer between now and the AGM. This was seconded by Chrissie Szwarc and agreed unanimously by the meeting.

The accounts are up to date and due to be audited shortly. There are some outstanding payments due following the summer fete and Liz and Katie are chasing these up.

Katie expressed her thanks to Liz for all her hard work and support as treasurer over the past few years.

**Action :** Katie Watts and Liz Grinham to chase the outstanding payments following the summer fete.

**Action:** Sarah Johnson to tell the office about the change in treasurer.

1. **Halloween Disco**

This will be held on Friday 12 October 2018 – one week before half term. It will run from 7pm to 9pm.

Sarah Bennet will own this event with Cally Strevett and Rob Edgeley in support. Rob will manage the lighting for the evening.

The event will only be indoors, with a small area sectioned off outside for the donut and apple bobbing stands. A gazebo will be set up to block access to outside and will also act as a corridor to the event.

It was agreed that fewer tables should be put in the hall to give more room for the children.

The pumpkin competition will be held again this year. Entries will be from Reception, Y1/2, Y3/4 and Y5/6. Pumpkins can be brought to school on the morning of 12 October to be displayed later that evening.

Almost all those at the meeting are able to help on the day for set up, the event itself and clear up. It was noted that Helen and Phil Appleyard will not be available.

**Action :** Chrissy Szwarc to confirm the date with the office.

**Action :** Katie Watts to send a separate message to parents and children explaining that this is an indoor event and that children will not be allowed outside.

**Action :** Katie Watts to discuss maximum numbers with Mrs Linford.

**Action**: Katie Watts and Helen Appleyard to check if Zoe Cunliffe will provide the bar for the evening.

1. **Christmas Cards**

The Christmas card packs have been given to Mrs Linford to then pass on to each class. Teachers have a deadline of Friday 12 October 2018 to return the children’s artwork.

**Action:** Chrissy Szwarc to own with Julie Krysik helping

1. **Bags to School**

Bags have been delivered today and will be collected on 4 October 2018.

Elfie Gloucester, Rob Edgeley and Sarah Johnson volunteered to take the bags to the front of school early in the morning on collection day.

**Action:** Chrissy Szwarc to circulate a rota for volunteers to empty the collection bins morning and afternoon for the week before collection day.

A further collection will be done on 28 March 2019.

1. **Quiz Night**

**Action :** Helen Appleyard to look at possible future dates.

1. **Six week in meeting**

This is at 9am on 16 October 2018. We have an existing video to show new parents, if this needs to be updated perhaps speak to Kim Thurston as she did the original video.

**Action:** Helen Appleyard will present the FUBS item, with support from Sarah Bennet, Cally Strevett and Charlotte Buttress.

1. **Christmas Gift Sale**

This is now owned by Sarah Johnson. The sale will be on Thursday 13 December 2018. [NB. This date has subsequently been confirmed with the office]. The shop is planned for either Thursday 6 or Friday 7 December 2018.

**Action :** Sarah Johnson to confirm the shopping day and identify volunteers for the shopping and the sales day.

Elfie has contacts with an organisation that sells possible gift items at under £1 each. These could be bought in advance of orders from parents, as any leftovers could be used at a future sale.

**Action :** Elfie to speak to her contact and let Sarah Johnson know.

1. **Christmas Raffle**

Cally Strevett will own the Christmas raffle and Sarah Johnson will support.

A number of possible prizes were offered or suggested, include a set of lashes from ASJ Lashes, a voucher from Beauty Box and a possible gift from Springs Smokery.

**Action :** Katie Watts to contact Annie Thompsett-Smith about a prize from Ockenden Manor.

1. **Christmas Fair**

This will be owned by Helen Appleyard.

The Fair will be held on Friday 7 December 2018.

**Stalls**

Possible stalls were discussed including face painting. Others included stalls for Kim Thurston Frankie Counihan, Suzanne Nicholls and Kathryn Waterman.

**Action :** Elfie Gloucester to send Chrissy Szwarc details of a contact who does face painting.

**Bar**

The bar will be run by either Chrissie Harding and Zoe Cunliffe or by Chrissie and Lucy Watson.

It was agreed that all cups and glasses should be recyclable if possible.

**Action:** Lucy Watson to confirm who will be running the bar and that glasses can be recycled.

**Action:** Katie Watts and Elifie Gloster will liaise regarding eco friendly cups for the bar.

**Santa’s Grotto**

Father Christmas has been booked.

**Action :** Chrissy Szwarc to organise the DBS check for Father Christmas.

**Radios**

Radios will be available for the day.

**Action :** Cally Strevett to chase this and to see if earpieces are also available.

**Food**

It was agreed that hot dogs should be available again, although their pitch needs better lighting and should also be better promoted on the day.

**Action :** Helen Appleyard to manage this.

**Class Stalls**

**Action :** Katie Watts and Helen Appleyard will give a list to the school for teachers to complete.

**Clear Up**

Last year Katie and Helen were still clearing up at midnight following the Christmas Fair so a better system is needed this year.

It was agreed that we should try to get parents/volunteers from each class to be responsible for cleaning their own classrooms, with extra volunteers to clear the main hall and corridors.

A clear up volunteer list will be circulated nearer the time.

Poland class is used as the entrance to Santa’s Grotto. This classroom now has a new carpet so it was agreed that the “entertainment” for the Grotto queue should be clean – ie. colouring rather than making things.

**Guess the Weight of the Cake**

Coralie offered to make the cake for this. It was mentioned that a parent in Reception makes wedding cakes as a business so may be able to make the cake.

**Action:** Coralie Willmott will chase this and, if necessary, make the cake.

**First Aid**

A number of FUBS members are first aid trained including Kathryn Waterman, Coralie Willmott, Elfie Gloster and Helen Appleyard. There should be enough first aiders on the night. A first aider needs to be on the rota.

**Posters and Advertising**

**Action :** Helen Appleyard to speak to Chloe Boxhall about the programme and posters for the Fair, including advertising and banners (via Diva Signs)

**Donations**

The blue building should be available to FUBS on the day of the Fair for donations. Parents and children will be encouraged to leave their donations in the blue building but a mop up collection across the school will also be needed.

**Action**: Katie Watts or Helen Appleyard to check with school that they can have access to the blue building on the day.

1. **Wish List**

The bike shed was built in the summer holidays. It cost approximately £15,000 and has a 25 year guarantee. FUBS will now need to transfer the funds to the school. FUBS had hoped to get some external funding to help towards the cost of this but as it is already in this may be difficult. Katie Watts and Helen Appleyard met with Mrs Linford last week to discuss how best to avoid this confusion in future.

**Action :** Katie Watts will speak to a number of funding providers to see if there is scope for retrospective funding. These providers include : the Wilson Memorial Trust; the Parish Council; Sustran; Rampion; The National Lottery; and Tesco Bags of Help.

The Reception playhouse has been “restored”. This may be something that The Wilson Memorial will consider assisting with.

**Action :** FUBS to look at and complete an application to the Wilson Memorial Trust or an alternative funding body.

The blue canopy also needs replacing and shade sails have been suggested which provide UV protection.

The picnic benches need replacing and James Herman (school caretaker) and James Wilmott (Coralie’s husband) are looking into this.

**Action :** Katie Watts and Helen Appleyard to discuss the wish list and funding options with Mrs Lindford.

FUBS require approximately £5,000 working capital to allow for costs relating to the various events held throughout the year, and in particular the summer fete and Christmas fair.

To avoid future confusion over funding it was agreed that a system will be put in place that requires sign-off on any purchase order with a value of £1k or above. This level will be reviewed and agreed at each AGM.

1. **Any other business**

**Class Reps**

**Action :** Chrissy Szwarc to close the existing WhatsApp group for class reps with thanks for their support over the past year.

**Action :** Chrissy Szwarc to send a message to the whole school to identify new class reps for this academic year. Katie Watts to provide support with the wording for this.

**Uniform Sales**

A volunteer list for sales was circulated to the meeting.

**Action :** Chrissy Szwarc to add more dates.

It was suggested that the tree outside the main office could be turned into a permanent Pledge Tree.

**Action :** Katie Watts to speak to the school about this.

It was suggested that the fence by the bike shed could be decorated by the children. Given that the fence is shared with the neighbours it was agreed that a canvas or similar would be the best option. This could then be decorated by the children with waterproof paint and easily replaced each year.

**Action :** Elfie to identify options for this.

**AGM**

This will be held on Monday 12 November 2018 at the Rising Sun. The meeting will elect the various officers for FUBS, including Chair and Treasurer.

**Action :** Katie Watts to ask Chloe Boxall to produce a newsletter for this.

1. **Date of next meeting**

The next meeting will be held on Tuesday 2 October 2018 at the Rising Sun.