

**Friends of Upper Beeding Primary School**

**Committee Meeting 30th Jan 2025**

**Meeting at The Rising Sun**

**01 APOLOGIES FOR ABSENCE AND ATTENDANCE REGISTER - Chair**

Absent: MJ, Chris, Jess, Catherine, Coralie, Rikki, Laura

Attendance: Jo, Steph, Kylie, Hannah, Matt

**02 DECLARATION OF INTERESTS – Chair**

**03 NOTIFICATION OF URGENT ITEMS – Chair**

**04 APPROVAL AND SIGNING OF PREVIOUS MINUTES**

**05 MATTERS ARISING FROM PREVIOUS MINUTES**

**Review of Christmas Events:**

- Christmas gift sale: Charlotte to advise on if additional processes can be put in place for next year, ie. excel spreadsheet to aid in counting gifts. Over 700 gifts done in 2024.
- Christmas fair: £3279, very successful, raffle tickets made approx. £873 books of 5 in 2025,
- Steyning Butchers doing the BBQ was brilliant, donation of £150.
- Laura ran the bar very successfully, great organisation and all ran very smoothly.
- Use of izettle on phone apps is much better than the izettle units, should continue for future events.
- Fidget toys were great, and already booked for Summer fete.
- Christmas grotto was excellent, ran out of Christmas presents so need to prepare for extras next year, 150 gifts in 2024 need 250 min for 2025. For 2025 worth looking at if tickets can be pre-sold for the grotto (£3 in advance (squid?), £4 on the door), ensure sufficient gifts brought and no need for buying tickets outside. No pushchairs in the dome.

**06 Finance - What have we spent this year so far?**

- Donated to school £1010 for trikes.
- £2926 for phonics scheme (Little Wandle) and £2123 for sheds.
- WOW days contribution £500, need to review contribution FUB's agreed a higher value if needed.
- £1180 Cinderella Panto (Rainbow Theatre)
- £996 Lighting and external plugs.
- £10,000 ringfenced for KS1 outdoor learning roof
- Steph to check what is remaining from the Ground Force grant

**07 Easter Hunt – Are we doing it this year? NO - instead replace with Smarties tube, fill with 20p's... alternate years for Easter Hunt. Smarties tubes to go out in March, filled tubes back for Easter**

- Route
- Prizes
- Cost

**Other events this year?**

- 4 Peaks Challenge: Chanctonbury, Truleigh, Round Hill and Ditchling
- £1 to enter, sponsorship forms, stamp booklet including photos
- Certificates, Mr Andrews sign? Hand out in assembly
- Display board with photos from the top
- Geocache at the top with stamp to stamp card
- Make a sponsor form
- Post the geocaches at the top
- Design certificates
- Before easter - July Summer term to complete

**08 Mothers' Day gift sale – Tuesday 25th March**

- Price has to increase £3
- Need newsletter template design, old logo.
- Will need 2-3 helpers on the day, 9-12.

**09 Newsletter** - need to do an update / what to include?

- ideas / info to share
- Need: Whats happening this year (smartie challenge / 4 peaks challenge / Summer Fair / Christmas Review / Thank you to Sussex Signs and plug to website.

**10 School lottery**

- How is it going? Plug again and recruit new people in.

**11 Advertising, social media and Notice Board**

- Sussex Sign company, plug on newsletter
- Banner details

**12 Summer Fair 3-9pm**

- Bins, Steph
- Toilets, book asap
- Band,
- Orchestra, Mrs Disney, longer time slot
- Choir, separate slots for KS1 and Choir
- Line Dancing
- Milk Float, Neil Bird
- Arena: Mr Andrews in stocks, pay £1 to throw a sponge
- DJ Kevin, Jo to ask if he is available
- Nic & Ben, stage and inflatables
- BBQ: Mick - Steyning Butchers
- Pop-up Circus Tent, can buy double ones
- Circus Pop-up event, Brighton based company Circus Pazaz, Kylie has sent an enquiry email.
- Matt to look at lighting / disco light etc.
- Tea Urns need replacing
- Kylie & Jo to meet and send all emails out to prospectus contacts/ bookings.

**13 FUTURE AGENDA ITEMS AND KEY DATES –**

- Fathers date gift sale, week leading up to Fathers Day, TBC Lou to confirm w/c 9th June
- Summer fete 14th June
- Sports events / coaching / forest school - Jo to pick up with the school.
- Nerf Gun challenge - Matt
- Can squid be used for FUB's events? Matt offered a site via his domain name, needs someone to have a look at (MJ?)
- Licensing for FUBs bar needs reviewing
- Parentkind membership needs to be reviewed and moved over to Fubs email address.
- Canva account also needs to be moved over to FUBs email and account.

**14 REVIEW OF EFFECTIVENESS OF MEETING – Chair****15 DATE AND TIME OF NEXT MEETING**

Middle two weeks of March - Jo to set up a poll in the group