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

Registered Charity No: 1102159

Upper Beeding Primary School,

School Road, Upper Beeding, West Sussex, BN44 3HY

Tel: 01903 812288 Fax: 01903 816401 Email: [office@upperbeeding.w-sussex.sch.uk](mailto:office@upperbeeding.w-sussex.sch.uk)

Chair: Mrs Jane Redman Secretary: Mrs Christina Szwarc Treasurer: Mrs Cheri Thayer

**FUBS COMMITTEE**

**Charity Trustees (10)**

Mrs Jane Redman (Chair), Joss Cowen (Vice Chair), Mrs Christina Szwarc (Secretary), Mrs Ceri Thayer (Treasurer), Mrs Kelly Verstappen, Mrs Sue Quigley (Assistant Head Teacher), Mrs Becky Linford (Head Teacher / Governor), Mrs Kerry Brown-Standing and Mr Rob Edgley.

**Associate Committee Members**

Annie Thomsett-Smith, Lorna Grant, Helen Baldwin, Agnes Szaniawski, Zoe Cunliffe, Cathy Saul, Lou Brown, Katie Watts, Nicki Doo, Sarah Beane, Geraldine Fewster, Sarah Larkham, Frankie Counihan, Lorna Grant, Chloe Boxall (Parents) and Vanessa Maskill and Christine Gilliam (School Staff)

**Minutes for the FUBs Meeting Held on**

**Tuesday 20th September 2016**

**at The Rising Sun, Upper Beeding at 7:30pm**

**PRESENT**

**Charity Trustees**

Mrs Jane Redman (Chair), Mrs Joss Cowen (Vice Chair), Mrs Christina Szwarc (Secretary), Mrs Ceri Thayer (Treasurer) Mrs Sue Quigley, Mrs Kerry Brown–Standing, and Mr Rob Edgley.

**Associate Committee Members**

Katie Watts, Julie Krysik, Phil Appleyard, Helen Appleyard, Katherine Waterman and Chloe Boxall (Parents)

1. Apologies for Absence

Becky Linford, Christine Gilliam, Geraldine Fewster, Cathy Saul, Anita Owen and Sara Larkham

1. Minutes

The minutes from the previous meeting (13/7/16) were agreed and signed off

1. Requests for Funding

Reception Class request for funding (13/7/16) was for £620

Their bill was for £1092

It was agreed to pay the difference of £472

1. Accounts Need to be Signed Off

An accountant is needed in October / November to sign off the accounts

It was agreed for everyone present to see if they know an accountant who would be willing to do this – If no one has got back to the Secretary by 30th September then a plea from the office to the entire school will be issued

Someone has been found!!

TAD Accounting Services in Upper Beeding have agreed to audit the books on a voluntary basis. Contact details have been passed on to Mrs Ceri Thayer.

1. Need to Replace Chair and Vice Chair

Mrs Jane Redman (Co-Chair) will stand down at the AGM in November

Mrs Joss Cowen (Vice Chair) will stand down at the AGM in November

1. Six Weeks In Assembly

Mrs Christina Szwarc and Mrs Katie Watts will attend this (18/10/16 @ 9:15) to promote FUBs and encourage new parents to join the committee

1. Uniform Shop

Mrs Christina Szwarc to draw up a rota for the Uniform Shop – please could people pop into the office and put their names in slots they are available to help with. The Uniform Shop shall be set up during the Six Weeks In Assembly. The first Shop shall be run by Mrs Katherine Waterman and Mrs Katie Watts on Monday 26th September. They shall meet Friday 23rd September to sort out the clothes in preparation.

1. Bags 2 School

Mrs Christina Szwarc to book the two dates in 2017. They shall be collected 16th March 2017 (bags sent out to school approx 13th February 2017) and 12th October 2017 (bags sent out to school approx 19th September 2017). We shall also now be sent out 350 bags (used to be 300) to take into account the extra class.

Mrs Joss Cowen, Mrs Helen Appleyard, Mrs Kerry Brown–Standing, and Mr Rob Edgley to meet at 8am for the collection day October 2016.

1. Halloween Disco

It was agreed to have the Halloween Disco on 21st October from 7-9. Mrs Joss Cowen, Mrs Kerry Brown–Standing, Mrs Katherine Waterman, Mr Rob Edgley, Mrs Chloe Boxall, Mr Phil Appleyard and Mrs Helen Appleyard to all organise this event. Mrs Christina Szwarc to organise a text, from the school office to parents, asking for volunteers.

1. Christmas Cards

Mrs Julie Krysik and Mrs Katie Watts to own this. The emails and posted mail have been passed to them to make the decision which company and to arrange with the teachers to prepare.

1. Christmas Gifts

Mrs Kerry Brown–Standing and Mrs Julie Krysik to own this. It was agreed to have the Christmas Gift sale on 1st December.

1. Christmas Fair

Mrs Katie Watts to own this. Harrison James does the program and Ads sell. The Christmas Fair shall be on 9th December.

1. Christmas Raffle

Mrs Joss Cowen and Mrs Jane Redman (to email Annie) will help organise the raffle. However, it needs to have someone to take charge of it. Mrs Christina Szwarc to organise a text, from the school office to parents, asking for assistance. Mr Rob Edgley to put on Facebook.

1. Summer Fair

Mrs Jane Redman is preparing a folder (which will help organise the fair – ready in January). It was agreed the date for the Summer Fair to be 24th June 2017. Mrs Jane Redman, Mrs Katherine Waterman, Mr Rob Edgley, Mr Phil Appleyard and Mrs Helen Appleyard to all organise this event. Mrs Jane Redman to contact Handsome Hounds.

1. Accounts

**SPENT School year 2015/2016**

Sound Equipment £1,919

Playground £4,920

Reception £1,013

Christmas crackers £94

KS2 Mags £284

Tablets £3,661

Tree £192

Outdoor Music Equipment £5,061

Leavers Books £450

**RAISED School year 2015/2016**

Uniform Shop £392

Christmas Fair ‘15 £2,308

Christmas Gifts ‘15 £520

Christmas Raffle ‘15 £689

Mother’s Day ‘16 £223

Father’s Day ‘16 £178

Christmas Cards £647

Summer Fair ’16 £4,830

Bags 2 School 15/16 £453

**Available Balance** £12,658.65

1. Any Other Business

* Chloe Boxall is to update the newsletter for the book bags, to include the Facebook page and Raffle Prize request flyer (the email newsletter in September was not well noticed)
* Chestnut Tree House have requested we do a fundraising event – it was agreed this is a school decision not FUBs (Mrs Quigley to take to back to school to discuss)
* Cars outside of the school at drop off and pick up time was discussed and agreed that Mrs Julie Krysik would raise the issue at the next Governors meeting
* Putting the cable underground (to allow access for the large vehicles at The Summer Fair). There is a chance if FUBs contacted the council as a charity we may be able to get some funding towards this. This is to brought up at the next Premises Committee meeting.
* FUBs Board needs updating – Helen Appleyard to take on this responsibility
* The FUBs AGMwill be at The Upper Beeding Primary School Tuesday 7th November 2016 at 7:30pm (7pm to help set up please)