**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**

**Tuesday 1st May 2018**

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

**Present :** Cally Strevett, Chrissy Szwarc, David Bennet, Frankie Coonihan, Helen Appleyard, Kathryn Waterman, Katie Watts, Kerry Brown-Standing, Lucy Watson, Rob Edgley, Sammy Van Galen, Sarah Johnson,

**Apologies :** Chloe Boxall, Christine Gilliam, Geraldine Fewster, Kelly Verstappen, Liz Grinham, Margaret Dundas-Smith, Phil Appleyard.

1. **Minutes**

The minutes of the meeting held on 6 March 2018 were agreed and signed.

1. **Treasurer’s update**

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

1. **General Quiz**

This will be held on Friday 11 May 2018. Set up starts at 5.30pm and clear up should be complete by 9.45pm.

Tickets will be advertised on Facebook and via class reps. Tickets will also be on sale outside school on Tuesday and Thursday and on the door on Friday evening.

**Action –** Chrissy to send a request for volunteers to help with set up, the event itself and clear up.

**Action** – Helen to organise the float and buy more lager.

1. **Easter Events**

There were lots of entries for the Easter plate decorating, including years 5/6. Photos were taken which will be used to promote the event next year.

Guess the number of eggs in the jar was also popular and a final total can be given at the next meeting.

**Action -** Liz Grinham to give final figures for the Easter events at the June meeting.

1. **Fathers’ Day Gifts**

The form will include two slips so there is one slip per child wherever possible, which makes the process easier. Emailing the letter out to parents for mother’s day caused some problems for the FUBS team coordinating, including parents forgetting to print and order. We feel it is likely we missed out on some sales so we will look to return to printing copies.

Shopping for gifts will be on Friday 8 June and FUBS members will be needed to wrap.

The sale will be on Thursday 14 June 2018.

**Action** – Rob to produce the form for Fathers’ Day.

**Action** - Katie to speak to the office to check that a paper copy can be put in each book bag.

1. **Bags to School**

A new supplier will deliver bags on 26 June and the collection will be on 12 July. These dates avoid all possible sports day events.

There will be 10 spare bags which can be used for non-logo uniform.

**Action** – Chrissy Szwarc to run this event.

1. **Uniform Sales**

Chrissy to organise dates for future sales and particularly for the new starter induction days.

**Action -** Sarah Johnson to help Kathryn Waterman and Sarah Bean sorting uniform.

1. **Summer Fete**

**Entertainment :**

Kelly Verstappen has filled all but one of the slots for daytime entertainment.

There will be two support bands in the evening, with the main act being The 808’s. The two support bands will share kit.

To cover the costs of the band sponsorship is being sought - seven packages of £100 each. There are still 3 or 4 slots available.

**Action –** FUBS members to contact Helen if they know anyone who would be happy to provide sponsorship.

**Action -** Helen to liaise with Rob about details of the entertainers to be included in the brochure.

**Action -** Katie to contact the Others Brothers to thank them for their support and let them know FUBS have organised a different band this year.

**Volunteers :**

A rota will be sent out for Sunday clear up nearer the time.

**Action -** Katie to check with Mrs Linford whether set up can start from 12 noon onwards on the Friday and if FUBS can have access to the solar dome or a room in the blue building on the Friday.

**External stallholders :**

Bookings for external stallholders are coming through, including the Scouts providing archery.

**Action** – Chrissy can provide forms etc for external stallholders.

**Action –** Helen Appleyard to collect and collate forms

**Ice cream :**

**Action -** Katie to speak to Sue at the newsagents about borrowing her freezer. Sue may also be able to buy the ice creams on FUBS behalf, which means no VAT is payable.

The meeting agreed that FUBS should buy a slide top freezer for future events, if one becomes available, for example on Ebay.

**Food :**

Steyning Butchers are booked and there will also be an Indian food stall.

**Action :** Katie will let Steyning Butchers know that there will also be other food provider at the fete.

Pre-prepared sandwiches will also be available via the HUB’s tea tent. These sandwiches are being donated free of charge. Helen Appleyard will check to see if Springs Smoked Salmon could also be used in the sandwiches without adding any additional costs, but providing a promotional opportunity for Springs.

Although they will have their own volunteers, the HUB need at least one FUBS volunteer every hour to help with the tea tent.

**Action :** Chrissy to add the HUB tea tent to the volunteer list.

**Bar :**

The meeting discussed whether to have Dark Star or Riverside beer. It was agreed to use Riverside and Katie will speak to them.

**Action :** Katie to finalise details with Riverside Brewery.

**Face painting :**

**Action :** Chrissy to double check that Tom at Steyning Grammar is still available to provide face painting.

The students would then be provided with refreshment vouchers for the day.

**Action :** Katie to speak to Geraldine about the risk assessments for this.

**Resource Centre :**

Jane has booked everything for a number of stalls, including bagatelle, roll a penny, buzzer hand, clown striker and candyfloss.

**Access and the Parish Council :**

Katie has emailed the Parish Council about access via the back of the school field and Mrs Linford has also written.

**Action :** Katie will chase the Parish Council and attend a meeting if required.

Neil Bird will provide buses, a milk float and the double decker Land Rover.

There will also be a number of classic cars on the day.

**Dog Show :**

Helen is checking with Sharon, who has run the dog show previously, that everything is in order. There will also be a “Terry Townsend Cup” in memory of Terry Townsend who died earlier this year and who has previously been the Dog Show judge.

**Toilets :**

These are now booked although it is still uncertain how the toilets can be moved past the overhead cables. They will need to come across the Parish Council Field. If access isn’t possible this way they will need to be manually removed via the front gate.

**HJ Burts Boards :**

HJ Burts will sponsor 25 boards.

**Action :** Chrissy to email everyone to see if they would have a board.

**Action :** Helen A will speak to the HUB about having a board.

**Stall allocation :**

This year FUBS want to better engage with parents and teachers. There was discussion regarding whether FUBS will give a “prize” to the stall that is most organised, has most volunteers, etc. This could be something for the classroom or vouchers for the children, ie. for a ice lolly on sports day.

**Action :** Katie and Helen will discuss with Mrs Linford on 2 May 2018.

It is hoped that this approach can also be continued at the Christmas Fair.

**Raffle :**

**Action :** Katie to contact the Wiston Estate about a possible prize, such as champagne.

Cally and Margaret have nearly completed the prize list which includes a number of big ticket prizes.

**Action :** Cally to send an up to date list of Katie.

**School wish list :**

IT – it is not yet clear exactly what the school wants and external funding may also be able to help with this.

Bike Shed – James Herman is now taking this forward. A final cost is still needed. The Wilson Memorial Trust may be able to help.

Forest School – any investment needs to provide some permanent resources that benefit the whole school.

**Action :** Katie will speak to Tinks at Elan Nursery, who runs a forest school, and put her in touch with Miss Francis to help identify how best FUBS could help.

Nurture room – this is nearly complete and Dr Gwilliam is very happy.

Books – guided reading books have been bought by the school.

Mud kitchen – this has been approved. It is unclear whether it has been bought yet as FUBS have not received the final request to complete the purchase.

Pants – the school have confirmed they are happy to accept second hand pants (boil washed) and socks. FUBS need not do anything further.

Leavers hoodies – it was agreed that navy leavers hoodies with 2018 containing the children’s names written in white would be purchased with a printed logo. Kerry Brown-Standing will help with this.

**Action –** Katie will discuss leavers hoodies with Mrs Lindford

**Any other business**

**Action :** Chrissy to give Rob the final list of FUBS members that would like a child’s t-shirt.

All FUBS members should help to empty the donation bin when they see it is full.

Kathryn Waterman to remind James Herman that a fixed rail is needed for the laundry room. FUBs need to get the rail.

Rob has a pop-up stand that could be used to promote FUBS, although it would need new graphics.

**Date of next meeting**

The next meeting will by at 7.45pm on **Monday** 4 June 2018 at the Rising Sun. Note that this meeting is on a Monday.