

# FRIENDS OF UPPER BEEDING PRIMARY SCHOOL

## MINUTES OF FUBS COMMITTEE MEETING HELD AT THE RISING SUN PUBLIC HOUSE ON TUESDAY 16<sup>TH</sup> APRIL 2024 AT 8:00PM

<b>01</b>	<b>APOLOGIES FOR ABSENCE AND ATTENDANCE REGISTER – Chair</b> Apologies: Daisy, Nikki, Kylie, Charlotte, Hannah, Lucy  Here: Jo, MJ, Steph, Coralie, Rikki, Chris	<b>8:00pm</b>	<b>5 mins</b>
<b>02</b>	<b>DECLARATION OF INTERESTS – Chair</b> None	-	-
<b>03</b>	<b>NOTIFICATION OF URGENT ITEMS – Chair</b> None	-	-
<b>04</b>	<b>APPROVAL AND SIGNING OF PREVIOUS MINUTES – 1st Feb- Chair</b> All ok	<b>8:05pm</b>	<b>5 mins</b>
<b>05</b>	<b>REVIEW OF Easter trail, Mothers Day sale &amp; school lottery</b>  <b>Easter trail:</b> <ul style="list-style-type: none"> <li>● Sold in school: x121</li> <li>● Sold in Newsagents: x17</li> <li>● Sold at the Hub: x2</li> <li>● Total sold: x140</li> <li>●</li> <li>● Cost of Eggs brought: £60</li> <li>● Profit: £80</li> </ul> Thank you Rikki for the lovely maps, lots of families enjoyed the hunt. Eggs in the office to get prizes Charge more next year £1.50 MAPS  <b>Mothers Day:</b> <ul style="list-style-type: none"> <li>● Thank you Charlotte and team for all your hard work</li> <li>● All the children love it!</li> <li>● Steph to confirm how much was made</li> </ul> <b>School lottery:</b> <ul style="list-style-type: none"> <li>● Going well, raised £176.80 so far since beginning of march</li> <li>● 83 tickets / supporters</li> <li>● Keep advertising for more tickets</li> <li>● Great money raised doing nothing</li> </ul>	<b>8:10pm</b>	<b>15 mins</b>
<b>06</b>	<b>Fathers' Day gift sale update. Tues 11<sup>th</sup> June 9-12</b>  ● Charlotte to coordinate, all in hand	<b>8:25pm</b>	<b>5 mins</b>

<b>07</b>	<b>Hoodies</b>	<b>8:30pm</b>	<b>5 mins</b>
	<ul style="list-style-type: none"> <li>• Steph to coordinate with Lou about these</li> <li>• FUBS happy to pay the over the £15 per child still</li> </ul>		
<b>08</b>	<b>Cupboard tidy – Saturday 27<sup>th</sup> April</b>	<b>8:35pm</b>	<b>5 mins</b>
	<ul style="list-style-type: none"> <li>• Do we need a skip? Clearers?</li> <li>• Contact James about this</li> <li>• Rikki to ask James about the wall, can we knock it down?</li> <li>• On the day, Jo, MJ, Rikki, Steph, Chris</li> <li>• Can Nikki and Lucy come for part as lots is bar and tea tent stuff?</li> </ul>		
<b>09</b>	<b>Summer fete –</b>	<b>8:40pm</b>	<b>30 mins</b>

## Summer Fete Set up

### Entertainment

Band

Others Brothers

Jo to confirm the amount of time for  
tec

45 piece orchestra Mrs Disney  
DJ Kev compare and kids disco

### Toilets

Booked 4x normal loos 1x disabled

### Bins

Steph to book

### Miniature Train and milk float

Jo to ask Lou for contact  
Neil Bird (child Austen Bird)

### FUBS Stalls

Jo speak to Mr A about Y5 & 6 Helping to run as enterprise

Lucky dip  
Hook a duck  
splat the rat  
cuconut shy  
Beat the goalie  
Human fruit machine  
Teddy tombola

All stalls in rectangle with FUBS volunteers overseeing the running of the stalls

Adult Stalls

Adult tombola  
Wine bottle  
game

Face paints

### **Nic and Ben entertainments**

Jo to email conformation

Yes to popcorn

No slushie and cnady floss

Yes to all hot food

Inflatables - no more than £3

Reduced cost for stage truck - £700

Donation to school at the end of the event

### **Music**

Chris to speak to DJ Kev what sound system is he bringing?

Do we need Phils PA?

Chris to confirm with the Other Brothers sound equipment they are bringing

### **Sponsorship**

Rikki to organise

Timber Rooms

AEF Windows

Ben Franklin

### **Raffle**

Coralie to organise and contact:

Timber Rooms
HJ Burt Hamper
Tottington
Faye's Tropics
Beauty Box
Steyning Leisure centre
Steyning Butchers
Fishers Farm
Plants 4 presents
Katies Kart
Ariel Shoreham

cash prize

Katie Georgie & Henners
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New wine bar  
Chantonbury wines  
Fodder box

### Bar

Lucy and Ben to contact supplies and check best costs  
Ask the amount of set up time needed for beer

### Tea Tent

Reduced size - Nikki to sort

Sell:

Ice creams  
cakes  
Veggi samosas  
Meat samosas  
soft drinks  
tea  
coffee  
chocolate / sweets

Steph to contact Sue to order

Do we need the white marquee?  
If so speak to Kathryn Waterman & Lee about a set up team

### Lights

Rikki and Matt  
Lights needed inside the stage stuck for band  
Rikki to contact Nic and Ben  
Lights around the outside of the school?

### Sound

Chris and Rikki to sort  
Check with DJ Kev and Band what sound systems they have / can we use them for are

### Volunteers

Need new volunteer list - MJ to sort  
Volunteer voucher for helping? Ice cream and drink?

### Draw and plan layout

MJ and Jo

### External Stalls

No movement of cars  
external stalls can be there from 3-9 or leave early on foot  
£25 non charity  
£15 charity

Need booking form - Jo

Send booking form to Katie Karts / Giles Reptiles / Pre school

Ask outdoors project if they would like to come and advertise / do activity?

Donkeys? Steph to contact sanctuary

### **Arena Basic timings - not confirmed**

Jo to contact previous displays

3pm	45 piece band Mrs Disney	
	School - choirs / cheerleading / line	#NAME
4-5pm	dancing	?
5-6pm	External displays - Ariel / Stars / CC Dance	
6pm	Kids Disco DJ Kev	
6:30pm	Others Brothers Band	
7:15pm	DJ set	
7:45pm	Others Brothers Band	
9pm	finish	

### **Advertising**

MJ to get the posters out

MJ to contact the printers and give details for posters and banners

Change the notice board outside school

**10 Notice Board and A Frames / advertising / posters** **9:10pm** **10 mins**  
MJ – see above

**12 FUTURE AGENDA ITEMS AND KEY DATES** **9:20pm** **5 mins**

**Sports Day: ice cream selling?**

**No date yet**

Selling ice creams at lunch time- need volunteers

**13**

**DATE AND TIME OF NEXT MEETING – Monday 13<sup>th</sup> May @ Riser**