

Friends of Upper Beeding Primary School

Minutes of Committee Meeting

Thursday 1st February 2024

Meeting at The Rising Sun

01 APOLOGIES FOR ABSENCE AND ATTENDANCE REGISTER - Chair

Lou, Coralie, Daisy, Chris, Emily, Nikki

02 DECLARATION OF INTERESTS – Chair

03 NOTIFICATION OF URGENT ITEMS – Chair

04 APPROVAL AND SIGNING OF PREVIOUS MINUTES

Approved

05 MATTERS ARISING FROM PREVIOUS MINUTES

Review of Christmas Events:

- **Christmas gift sale** - Sale made £600, all went well.
- **Christmas fair** - Fair made £2.7k Great fun, all well received, and feedback from all was very positive from use of hall. Some feedback re children in school, to be considered for next year and provide older kids with helper parents a space, ie. Mr Hughes class room. Can they help, jobs?
- Set up was excellent

06 Cupboard - date to tidy?

Death trap, needs to be cleared, set a date on a Saturday for a sort out. School is happy for a skip to be hired.

Dates - after Easter, April 27th proposed (MJ, Jo, Rikki, Kylie TBC)

Storage to be considered, storage trolley draws / labels etc.

Shower to be removed, possible wall, to make better use of space?

07 Easter Hunt – date - Throughout the school holidays 29th March -

- Route: Houses - Lucy, Kylie, Hannah, Rikki, Jo, Lou, Liz (MJ to ask), Kat (Jo to ask), Rising Sun, News Agents, Nisa, The Hub, St Peters Gladys Bevan
- Ask at Hub if they're happy to sell maps from there as well as school office
- Prizes, Small Eggs x 200 (Steph to get)
- Cost £1
- Start selling Friday before Easter Hols, 22nd March

Classes to decorate A3 Cardboard eggs, creating a word and hide around the village. Map with numbers, £1 per map, whole holidays to complete and return sheets to the school office for a cream egg, siblings will need their own map. 4 children = 4 maps = £4

08 Mothers' Day gift sale – 5.3.23

Liaise with Charlotte with regards to gift sale, all in hand.

09 Newsletter

- ideas / info to share
- Clear and easy to read
- One has been put up on the notice board.
- Contents for next newsletter, volunteers, changes to summer fete,

10 School lottery

-Start date? First weekend to be 2nd March

Licence now gone to review, should be confirmed in the next few days.

We get 40% of the spend, grand prize every week, 1 school winner and overall winner.

11 Advertising and Notice Board

- Sussex Sign company, have now agreed to do everything for free. Including Banners, A1 posters etc.
- Banner details, MJ to confirm banner dims.
- 2 week lead time minimum for artworks to be sent over.

12 Summer Fete

- Changes to time
- volunteers
- Ideas
- Bands - Others Brothers / Mrs Disney

Change fair timings, will ease pressure on volunteers, 3pm-9pm, including stalls, arena, Others brothers band to play, kids disco

Main concern, the evening event late enough finishing at 9pm, bar makes ½ profit, day fete other ½.

With entertainment there all afternoon / eve it will allow more for younger families. People will have lunch at home, then spend on the food for the evening.

Advertise after party at the Rising Sun?

Year 5 and 6 to help on stalls, competition for which stall makes the most money wins a prize Stall ideas -

Hook a Duck / Splat a Rat / Coconut Shy

No classic cars this year

Miniature train and Milk Float ride worked well, could that be done again this year

BBQ, no volunteer to man it currently

Food options;

Stage truck £700, half price, they do also have a burger van / loaded fries / nachos and can they- do the food with an added percentage or stage truck for free to cover the cost of food stalls. Jo & MJ to setup meeting with Nic and Ben to discuss options.

Mick Kemp Steyning butchers has offered to do it with a percentage of takings

Sell our own Ice Creams

Mrs Disney has offered 45 piece band for free, will confirm in due course.

Rikki - Phil is happy for use of equipment, will just need insurance (Phil to confirm insurance). Showtec have offered use with discount approx £75.

Show truck will need lighting inside, Rikki to investigate.

Running Order - Proposed

3pm - Mrs Disney 45 piece orchestra Band

Dog Show - separate area

4-5pm - Cheerleading / Choirs / Line Dancing - school bits

5pm - Ariel / Stars TBC - external clubs to display

6.00pm DJ Keven / Kids Disco

7.15pm - Sound Test Band

7.30pm - Band

9pm - End

13 Confirmation of agreed expenditure

Funding and finance FUBS Meeting

17th November 2023

Funding agreed with Mr Andrews and Jo Ashworth Chair of FUBS

The aim is to minimise the extra contributions to parents as well as fund a 'project' for the year.

- £750 per term towards Wow days (3x £250 for each year groups) total of £2,250 a year. To reduce the amount asked for by parents.
- Fund Focus Weeks (eg Maths, Art and Book) (1x per term). So no extra parent contributions are asked for. These are capped spending of £500 for each week. School will ask for the specific amount for these. Max total for the year of £1,500

Curriculum Enrichment contributions £3,750

Additional Funding:

- Cover the cost of Leavers hoodies over £15 per child - £300
- Y6 enrichment trip £600 capped – details to follow
- HDC Premises Licence approx £600 – as per each year (inc other licences)
- Christmas Crackers for school lunch
- Look into FUBS funding an external theatre company to come into school at Christmas in replacement of the Panto trip and reduce costs to parents. In Jo's school a company cost £650 for a whole school production.
- Continuous provision paid approx £850 for KS1

Project:

- OPAL (outdoor learning) is the focus at school, school would like a large shed to put all the equipment in. This will need a concrete base, could be painted with the children in school
- The cost of the shed is £7,598 for the shed and storage carts with wheels. <https://www.tts-group.co.uk/large-loose-parts-store/1015940.html> 8m x 2.5m UPDATE - smaller sheds to be dotted around (x6), lower cost.
- Concrete base would need to be funded
- Look for a company to match fund this project and share the costings.
- Jo to be a representative from FUBS at the meetings with OPAL to look at outdoor learning and play in school.
- Possible donations from B&Q/Wickes for paint donations/donations towards the shed

Co-Op funding to go towards KS1 continuous provision

13 FUTURE AGENDA ITEMS AND KEY DATES –

-Fathers date gift sale 11th June

-Summer fete 22nd June

-Tea towels?

- Is FUBS the team to bring back the Bath Tub race (Rikki) Do you need a licence, H&S, a lot to consider

- Duck race, lots of ducks in cupboard, sponsor a duck. Is anything required to do it, speak to Elfie. Could be May time, Bank holidays 6th or 27th, 27th preferred as half term and weather could be better.

14 REVIEW OF EFFECTIVENESS OF MEETING – Chair

15 DATE AND TIME OF NEXT MEETING

Tuesday 16th April 2024 at Rising Sun @ 7:45pm