

# FRIENDS OF THE BUTTS SCHOOL

Registered Charity No. 1045108

## Minutes of meeting on Wednesday 7th November 2018 at 7.00pm

**Present:** Jo Saker (JS), Zoe Watts (ZW), Sharon Woodward (SW), Penny Wilson (PW), Niki Chesterman (NW), Kimberley Fowell (KF), Gill Pooley (GP), Jess Le a Roux (JLR), Caroline Levey (CL), Philippa Mitchell (PM), Vicky Hallett (VH).

**Apologies:** Rebecca Lynch, Alex Golding, Liz Cumner, Krista Duke, Kate Copping, Ana Cabaleira, Natasha Braybrook, Lena Edwards.

**Minutes from last meeting** - all happy with minutes from last meeting.

### Chairperson's Report -

- FOBS to pay approx £4.5k to school for Roaming Robots, M&M Theatre, Dictionaries, White boards, Giant Bricks, Tuff Trays, Laptops (£2k), Guided Reading (£300) and £100 towards costumes for plays. final invoice amounts to be sent to FOBS by school. PM/VH happy with this as were committee.
- Constitution received and passed to school. Model Constitution discussed and RL/JS to update/review - PTA website has a sample model online.
- Static clothes recycling bin discussed PM/VH think not enough room at front of school, possibly near rear (Whitedown) entrance. JS agreed to leave school decision until Jan 2019 meeting.
- Tea Towels - sample shown to committee everyone agreed it looks great! Thanks to Alex Golding for her hard work in getting this done. Committee agreed to sell at Christmas Fair at £3.50 each. AG/GP to man the stall on the day.
- Teddy Tombola suggested by KF will be out into Summer Madness rather than Christmas Fair due to space/timings.

**Treasurers Report** - ZW £7,979.64 in bank. Less cost for Ice Hockey (£325) potential invoices from school (£4.5k) leaves £3,151.64 in bank. Which will cover Xmas Fair expenses and be increased after expected profit from Xmas Fair.

**School Wish List** - PM/VH nothing currently required from school. Will review in New Year.

**Matters Arising/Forthcoming Events** - JS

- Disco Friday 16<sup>th</sup> November - email sent for helpers, we have enough so Thanks to All. Glowbands x 2, snack (biscuits/popcorn) and unlimited drinks (squash/water) for each child. Cloakroom tickets not required - committee
- Christmas Cards - NC advised all ordered and sent to company. Should arrive in 2-3 weeks. £1034 received. JS said company will invoice when cards are sent out to school. NC happy to coordinate again next year.
- Xmas makes - JS confirmed she had placed Baker Ross order for Owls & Robins. NC mentions Puffins order was emailed, it would appear that JS missed this email but VH placing a Baker Ross order tomorrow so will add Puffins order to this. JS asked for Class Reps to email RL/JS to let them know what they will be charging for stall floats.
- Mufti day for Tombola Friday 23rd Nov - combining this with "let it shine" day should be no problem. Chocolates for KS1 and bottles for KS2 reminders to be sent home w/c 12.11.18. JS requested using old Yr6 room for labelling PM agreed. no volunteers currently required due to Summer Madness labelling confusion previously.
- Parents Social - Friday 23rd November - JLR advised venue is booked. Singo Bingo arranged as entertainment. Text message to go out mentioning pay bar - JS to sort. JLR requested if a few people could do a half hour stint on the bar on the night would be helpful. JLR has everything else organised. Request to let your classes know about it, to increase ticket sales. Tickets sold so far have covered cost so far.
- XMAS FAIR thurs 23rd November- Hamper email going out soon. NC suggested we changed hampers to themes rather than colours. JS explained colours were most simple/economical for parents. Class Reps to get fruit boxes/wrap in appropriate colours. Colours are as follows: Puffins - Red, Wrens - Orange, Robins - Purple, Nightingales - Silver, Kestrels - Blue, Owls - Green, Swans - White, Eagles - Gold. Discussed taking Cafe out of Christmas Fair - all agreed this would be a good idea, especially as we are having separate Santa Cafe. Secret Present Room as per last year - JS/RL to shop for this on 09.11.18. Email to be sent asking for helpers for Xmas Fair set up, run games, stalls, sell raffle tickets and clear away. NC asked about storing kids bags and coats on the day as hard to carry about - PM to look into this and get back to FOBS next week. Mrs Barnes is coordinating the Staff Hamper. JS said only one outside stall holder so far (a parent) looking for others if anyone knew of anybody please contact JS. Xmas Fair planning meeting at RL house on Weds 14th November (informal not minuted) JS to email after tonight's meeting. KF and others suggested Kids Lucky Dip - all agreed this was a good idea. JS to add to shopping list for 09.11.18 plus use some Baker Ross toys and sweets from FOB cupboard as prizes. CL Did not want it to be gender specific, so agreed one Lucky Dip for all.
- Santa's Coffee Cafe Friday 14th December - Santa is booked, we will need cakes from parents. Tickets to be sold in advance to meet Santa. We have 2 types of Santa Bags - pre school and school age with a selection of sweets/small xmas

based gifts in party bags. CL asked if they were KS1 and KS2? JS said no just school age and pre school as likely to be more KS1 children. Bags contain selection of toys, sweets, stationery items plus each child receives a sticker. Parents can take photo of their own child. Santas Elves helpers - FOBS were going to ask Yr6 but CL advised that some Yr6 still believe, so JS suggested asking Yr5/6 Class Reps if they could subtly find any willing volunteers from their classes - Only need 2 children from 3.15 to 4.30pm approx. PA system needed - Pm agreed this could be used. Could Mr Walker announce numbers - PM/VH will ask him.

- School Xmas Lunch Monday 17th December - Bookers trip needed for Christmas Crackers/check red table cloths - unless JS/RL can source online or elsewhere on Fri 9th. We will need helpers to setup/serve/clear away (11am-1.30pm). Xmas Hats/Jumpers suggested if helpers want to wear. Email to be sent out after Christmas Fair for volunteers.

**Any Other Business** - JS apologised in advance that there will be lots of emails/reminders during November and December as lots of FOBS/School events are taking place. We will be asking lots of Reps/Parents leading up to Christmas. Nobody else had anything to add.

**Date of next Meeting - Weds 14th November** – Xmas Fair Meeting 7.30pm @ Rebecca's House to finalise Games etc - Name the Teddy, carrots, place ear on the elf, tinsel pull, how many sweets in jar/box and lucky dip.

**NEW YEAR MEETING: Thursday 17th January @2pm at school** - date agreed PM/VH.