



## FoBS Meeting Minutes

Friday 10<sup>th</sup> June, 2.00pm

*Flagpole Lawn, Burhill School*

Attendees: Katie Lister, Jen Dady, Samira Ali, Gemma Adams

Apologies: Fi Whishaw, Trilby Fox-Rumley, Sarah Bax, James Johnson

### 1. New Chair

⇒ AP from meeting 25/05 – All to put feelers out for a new chair. Has anyone one come forward?

No volunteers as yet, although we haven't actually pushed this much outside of the Volunteers WhatsApp group. So, unless people are reading the minutes, they won't necessarily know. Need to communicate this more widely – maybe as a separate standalone message.

#### *ACTION:*

*Message to be drafted regarding recruitment for new Chair to send as email from school?*

### 2. Summer Fayre

⇒ AP from meeting 25/05 – Fi to approach Queen volunteer  
Has been decided that we won't have a queen at the fair.

⇒ AP from meeting 25/05 – Katie to pursue gambling licence  
Katie researched on ParentKind and we don't need a licence for a tombola.

⇒ AP from meeting 25/05 – Gabby to source BBQ meat provider  
Meat has been sourced and ordered.

### 3. Year 6 leavers

⇒ AP from meeting 25/05 – Committee to book first aider  
This is in hand, the committee are booking St John's

#### *ACTIONS:*

*Yr 6 committee to confirm timings for the event to parents*

*Yr 6 committee to send form on Monday next week to confirm numbers*

#### 4. Gardening

⇒ AP from meeting 25/05 – Fi to speak to Lisa about irrigation system  
Outstanding.

#### *ACTION:*

*Fi to speak to Lisa about irrigation system*

#### 5. New Parent Packs for September

Check mother's day bags – how many left – JD has some at home and there's some in the FOBs shed too. 130 packs needed for Nursery & reception.

Poem is with Lizz, will need to get printed.

Choc bars to be bought.

FOBS letter – to write. This to be done in Aug. Talk about what FOBS is, how to get involved, what being a class rep means etc. Include a Volunteers WhatsApp QR code.

Then send a message to the group to welcome new volunteers.

#### *ACTIONS:*

*JD Order chocs & teabags (Aug)*

*JD Check bag quantities*

*Write FOBS letter (Aug)*

#### 6. Class Reps Social

Decided this should be pencilled in for Sept

#### 7. The Ball/Burfest 2023

⇒ AP from meeting 22/04 – Samira to look into cost of hiring Esher Rugby Club for June 2023.

Samira will complete this action next week and also suggested looking at Walton CC too.

Fi has set up a WhatsApp group for current volunteers – but this is only 3 people.

#### *ACTIONS*

*JD to draft standalone message to be sent to drive for volunteers. Reiterate that if a full, functioning committee is not established before the end of the academic year, it will not go ahead. To decide how this message will be sent (i.e. from school office, WhatsApp etc)*

## 8. AOB

Fireworks committee also needed ASAP. Need a recruitment drive for this. Samira suggested driving signups to a WhatsApp group using the “join group” QR code which you can generate for a group. This could be printed out and put up in notice boards as well.

### *ACTIONS:*

*KL to book St John's for 4<sup>th</sup> Nov.*

*KL to set up a WhatsApp group for fireworks – start by approaching those that were on last year to see if any interest in being involved again.*

End of year FOBs drinks – Gemma happy to do drinks on the flagpole lawn

### *ACTIONS:*

*JD Decide on a date with Committee & Gemma and then communicate to Volunteers WhatsApp (and beyond?)*

Sport's Day lollies

Need 650 lollies, dates will be sent –

### *ACTION:*

*Plan bookers/Tesco's run.*