



FoBS Meeting Minutes

Friday 8th July, 9.00
Inclusion Suite, Burhill School

Attendees:

Trilby Fox-Rumley (TF-R)
Jen Dady (JD)
Gemma Adams (GA)
Paula Harvey (PH)
Mark Harvey (MH)
Jo Turner (JT)
Katie Lister (KL)
Samira Ali (SA)
James Johnson (JJ)
Lizz Carson (LC)
Jamie Mellor (JM)
Ella Leavey-Bell (EL-B)

Apologies:

Sarah Bax, Fi Whishaw

1. Update on recruiting new Chair

- Have had a few enquiries from people but committee feels that the new chair (or co-chair) needs to be someone who has seen a whole cycle of the school year as a committee member ideally.
- Need to get some more people on the committee as a first step.
- Burfest – JT and PH want to be on the Burfest committee. Paula works in catering and events at Reeds School and can contribute catering/hospitality knowledge.

ACTIONS:

- PH & JT to be added WhatsApp group for Burfest - SA
- PH to be added to volunteers WhatsApp - TFR

2. Summer Fayre

⇒ Event debrief and how much was raised

- Total raised will be about £3,500 once all expenses and refunds are processed.
- All agreed community spirit was amazing, around 1,500 people attended in total.
- JT Still need to organise a full de-brief as there are a lot of learnings that need to be documented.

- KT suggested there are some specific jobs in future that could be filled (i.e., heavy lifting on the day), that don't necessarily fit into the volunteer lists for manning stalls and for people that may not want to be on the committee.
- LC pointed out we should have a child friendly tombola as well as didn't seem quite right to have the kids walking away with armfuls of booze!!
- Agreed June 10th for the Summer Fair 2023
- This date will be added to all future newsletters and will also be included on the official school calendar.

ACTIONS:

- De-brief to be arranged back in the pub - Summer Fayre Committee
- Summer Fayre 2023 to be saved in to all FOBS newsletters - JD

3. Year 6 leavers

- ⇒ AP from meeting 10/06 – Committee to confirm event timings to parents - ACTIONED
- ⇒ AP from meeting 10/06 – Numbers – ACTIONED Fi confirmed 80 kids have signed up

4. Year 6 Refreshments – Friday 22nd July

- This is for after the Y6 service/assembly, which will be held on the flagpole lawn.
- Need to check numbers that have volunteered to help with refreshments and put out another shout if necessary.
- Will need to sort out urns, milk, biscuits, squash
- We can use Michelle Hinsley's tea and coffee

ACTIONS:

- Buy milk, squash & biscuits – JD
- Check how many cups are in the shed, buy more if required - JD
- Check how many volunteers can help with this, and recruit more if needed – TFR/FW
- Need to get urn out and set up on the day (check timings)

5. Gardening

- ⇒ AP from meeting 10/06 – Fi confirmed Lisa Winn is speaking to her contacts about the irrigation system over summer break

- JD spoke to Lisa this morning; she has set up the irrigation system with 20 metres of hose and a timer for the beds all down the lane. She would like to purchase a new watering can to leave near the children's centre entrance so watering can happen more regularly. Said to buy what she needs and submit receipts to Katie.
- Need to get a good session of weeding done before the holidays otherwise they will completely take over in 6 weeks!
- EL-B knows of a young apprentice who is offering gardening service for £5/hour – is there any budget in FOBS for this?

- GA pointed out there may be issues with DBS and supervision if he is only 15 or 16. And would have to run invoices and payment properly which might not be straightforward. Plus, we do have a contract with a grounds service but conceded we are having issues with them!
- LC said Duke of Edinburgh (DofE) volunteering might a better option. Can we approach Three Rivers Academy (TRA) to see if we can get some DofE people in in the holidays.
- JT happy to supervise DofE people once her DBS is processed, and is v keen to help manage the grounds better.

ACTIONS:

- Put out a call for volunteers, as many as possible on Mon 19th Jul for 2 hours after drop off to get the Big Weed done. Extend this beyond just the grounds committee. – JD
- Approach TRA to see if we can get some link up with DofE – FW

6. New Parent Packs for September

- ⇒ AP from meeting 10/06 – (AUGUST) Jen to order chocolate and tea bags
- ⇒ AP from meeting 10/06 – Jen to check bag quantities
- ⇒ AP from meeting 10/06 – (AUGUST) Write FoBS letter.

- We have enough chocolate leftover from Mother's Day for this as well as bags.
- Jen to drop choc to Trilby to store in her garage until Sept.

ACTIONS

- Buy teabags and tissues – JD
- Write FoBs letter - LC

7. Class Reps Social

- ⇒ AP from meeting 10/06 – Jen to draft recruitment letter for new volunteers/committee members - OUTSTANDING

- JT suggested a class reps WhatsApp that we can share templates and best practice and ideas. This would enable Sunday night reminders on the group to avoid things getting lost on email.
- Suggest Emma Cairns might be able to set up a new WhatsApp group.
- Decided on date for the class reps social: Thurs 22nd Sept 7:30pm

ACTIONS

- Speak to Emma Cairns about setting up a WhatsApp and inviting all current reps to it – KL
- Draft recruitment letter for new class reps (propose to include this on last newsletter of the year?) – JD
- Include date of class reps social on the newsletter as well - JD

8. Fireworks

- ⇒ AP from meeting 10/06 – Katie to book St John's

- Jen Ashmead keen to lead again, need to get a committee finalised.

- PH asked is there any chance we can use the kitchen facilities?
- GA - not currently, but there may be an option for this in the future when the contract changes over, as long as we have a good clear up team.
- LC and JT suggested pasties and sausage rolls as a cheap but potentially profitable food options for us to run. GA pointed out we should be careful with getting things cooked properly - can we tap into a catering experience parent?
- PH suggested AlleyCatz sponsorship or raffle for uniform voucher.

ACTIONS

- Confirm the new committee and get a WhatsApp sorted, get the first meet up scheduled? - TF-R
- Start promoting the date in last FoBS newsletter of this year - JD

9. Volunteers Thank You Drinks

- Agreed a date - Wed 20th July, 7:30. GA happy to have it on the flagpole lawn.
- Need to send to all class reps to distribute to their classes.
- TF-R keen to position this as a thank you to volunteers (and for prospective volunteers as well) rather than a FoBS social, as hopefully this will get more attendees!
- Also, a message into the Grounds committee WhatsApp and the Volunteer group too.
- "Have you helped with litter pick, fireworks, wrapped Xmas presents, run a summer stall, weeding etc etc"
- Need to get the message out on Friday (TODAY) to reps to give as much notice as possible.
- EL-B asked about glasses. We can't hire from Laithwaites unless we buy from them, and we don't need any more at this point.
- Agreed its worth buying our own for this and future events as we always need glasses.
- GA said we can use the school dishwashers.

ACTIONS

- Look into buying glasses (agreed 50 for now), cost up and purchase – EL-B
- Write message for all the WhatsApp groups and send (plus to Emma to send) - JD

10. AOB

- Burfest date decided – Sat 15th July (Yr 6 leavers festival is the Fri 14th but this should not be an issue)
- SA will re approach with this date in mind
- SA has had Burfest costs in from Esher RFC – costs are as follows:
 - £330 +VAT 7:30 – 00:30, will need a deposit of £200 non-refundable. All agreed this was very reasonable.
 - Bar staff provided
 - Food starts from £11 per head, there are a range of options to choose from.
- JD asked how much it will be for early access, set up etc. What time do we need to be out, how does clear up work etc. SA will investigate.
- JJ suggested there is also a rugby club at Whitely Village if we need a back-up.
- GA – The AGM is set for the 6th October
- All agreed on the next Quiz – Fri 14th Oct. ****NOTE** Subsequent to the meeting it was realised that there is a clash with this date, so a new date will be decided and circulated ASAP.**

ACTIONS

- Confirm date with ERFC for Burfest and ask additional questions as set out above. – SA
- Book community centre for the next quiz - JD