

Friends of Burhill School

Minutes of Meeting Monday 15 November 2019

Present: Emily Webb (Deputy Head), Rhiannon Flury (Co-Chair), Sarah King (Co-Chair), Donna Gray, Julia Collett, Amy Ross, Lara Hughes, Cat Hinchliffe, Charlotte O'Farrell, Rebecca French, Heather Webb (Minutes)

Apologies: Gemma Adams (Head Teacher)

Year 6 Presentation

Martha, Ruby and Jess from Year 6 visited the meeting to discuss a project that they have been working on together with Heather Fellows which would involve the creation of a Reflection Area in school. This space would include such features as a "Sorry" area (where children can write their apology in sand then wipe it away), a "Worry" area (where children can write their worries on a Post-It note and leave it anonymously in a post box) and other areas such as "Please", "Peace", "Thank You" and "Forgiveness". The working party have already acquired some resources but asked if FoBS would be willing to provide £250 for some more. This money could be from the Wellbeing budget already agreed at this year's AGM. The meeting approved this proposal.

Quiz Night Update

The committee congratulated the team who organised this term's Quiz Night. It was the most financially successful quiz to date, making a profit of approximately £1200. Feedback has generally been extremely positive. RF has asked Heather Fellows/Louise Harding if they would be willing to organise another such event, and both have said they would consider it.

Fireworks Update

The Fireworks event was extremely popular and feedback has been very positive. EW passed on Mrs Adams' thanks to the Fireworks Committee. Profit is almost £11K which is the most this event has ever raised. LH queried how many tickets had been sold compared to last year – AR replied that there were 1811 online ticket sales but overall attendance was probably more like 2200. The difference in profit was mainly due to ticket sales and the bar and food stalls. Laser Tag ran at a loss, which is usual, and also the crafts stall (CH commented that this was probably because it was felt to be too expensive).

JC reported that collection of floats at Fireworks continues to be a problem area. It is unsafe for Treasurers to be walking around after dark carrying large sums of money, plus floats are kept in Tupperware boxes and often placed in areas on stalls which are very obvious and led to the risk of theft. The committee agreed that it would be beneficial to obtain more contactless card machines with a view to making future events less dependent on cash floats. Machines cost approximately £89 – we have one, which is going to be trialled at next month's Christmas Fair on the food stall. The drawbacks are that they need to be connected to a phone line which would be difficult at an outdoor event. DG will be connecting it to her iPad at the Fair and will report back on how it went. There are machines which use their own data but these are more expensive. The next outdoor event where we could use contactless payments is the Summer Fair so there is plenty of time to make a decision on any future purchases.

Other feedback on the Fireworks was that the glowsticks stall needs to be further away from the entrance. Also fridges were provided but weren't really needed – the electrics are already at capacity so not using fridges next year would make things easier.

Christmas Fair Update

DG reported that the Fair Committee have sourced over 50 raffle prizes so far. Raffle tickets will be sent home in book bags for children to sell at home, plus there will be ticket sales before and after school as usual. EW suggested that teachers should not be expected to collect money for raffle ticket sales – people can bring their envelopes of cash to the raffle ticket tables during the week leading up to the Fair. LH suggested that rather than use a traditional raffle book, special tickets be designed and printed to make the process easier, and offered to help DG with this. A Flyer has been produced and will also be sent home in book bags.

This year's Fair will feature a photo booth with a charge of £5 per slot. Only 72 slots are available – booking for these will be done alongside Grotto tickets next week before and after school. DG also reported that class allocations will be done very soon and disseminated via class reps. Signing up will be via Google Forms for the first time – this to be made available for class reps to see as well as the Fair Committee. It was suggested that Year 5/6 children could help to run stalls – this was agreed.

Regarding disposable coffee cups, DG has found some which Costa Coffee have agreed to recycle for us. People attending the Fair will also be encouraged to bring their own travel mugs for tea and coffee.

Christmas Cards & Tea Towels Update

HW reported that the Christmas card project has raised almost £700 this year. Arts Projects for Schools have proved to be great partners, meeting all agreed targets thus far. Cards will be sent home before the end of November, which is a huge improvement on previous years. It was unfortunate that not all classes received their artwork back before Half Term, however as the ordering code for each child had been recorded by FoBS it was still possible for everyone to access the APFS website to place their orders despite not having received their child's painting. Thanks to everyone who helped to publicise this via Twitter, Facebook and their class WhatsApp groups.

HW also commented that it was a good idea to have asked teachers to complete the tea towel artwork during the same week as the Christmas cards – this to be continued in future years. Closing date for ordering tea towels is 22 November. Thanks to Fran Bettsworth for coordinating the project again this year.

Sustainability Group Updates

CO reported that Sam Carson was in school today measuring air quality. Further developments include:

- New recycling bins
- New carts for use on school trips
- A houseplant for every classroom
- Crisp packet collection bins are in place
- Nativity costume/Christmas jumper collection is ongoing. Collection bins to be removed at the end of this week but people can still donate.
- A volunteer is needed to speak to the caterers about waste food.

- Sustainability Group have suggested a “Green Day” to be held in school. CO to draw up a plan regarding this.
- EW confirmed that litter rotas are now in place.
- Cups for coffee mornings etc – the committee agreed to ask for people to donate mugs they no longer use so that we do not have to rely on disposable cups for such events. EW agreed that the dishwasher in the Children’s Centre could be used to wash these up each time.

Purchasing Orders

RF reported that in future any request for money will be followed up with a Purchase Order so there is no more confusion about who has agreed to pay for what (eg from the FoBS budget or the school’s budget).

Crackers for Christmas Lunch

It was agreed that crackers will no longer be purchased by FoBS for the annual Christmas lunch due to so much waste being created by them. The committee discussed what else FoBS could provide for this occasion, including tablecloths and hats that could be reused each year. LH advised that Christmas-themed vinyl is available by the roll which can be cut to size – this could be used at the Christmas Fair too.

Any Other Business

EW advised that the new changing rooms project will commence after Christmas.

EW also reported that Lisa Winn has put in a bid on the school’s behalf for planting an evergreen hedge to be funded by the Community Fund for Green Spaces.

Date of Next Meeting

Friday 17 January 2020 at 9am in the Children’s Centre.