

Friends of Burhill School

Minutes of Meeting Friday 20 September 2019

Present: Gemma Adams (Head Teacher), Sarah King (Co-Chair), Rhiannon Flury (Co-Chair), Melleth Morgan, Tara Wettrich, Emma Briscoe, Ella Leavey-Bell, Salena Townsend, Amy Hayes, Jessica Forster, Charlotte O'Farrell, Samira de Rizlo Ali, Julia Collett, Cat Hinchliffe, Lara Hughes, Cat Bennett, Diane Dewar, Heather Fellows, Caroline Harraway, Holly Steele, Amy Ross, Heather Webb (Minutes)

Autumn Quiz Night

Quiz committee confirmed as Heather Fellows, Louise Harding, Laura Harrison. Lara Hughes has volunteered to be quiz master on the night. GA reminded the committee that they would need to contact After School Club and Anna Bungay regarding access to the Hall.

Fireworks Update

AR reported back on progress so far:

- A flyer and poster is being produced. There are two sponsors so far – Transgas and Pioneer. SK advised speaking to Sara Gravil regarding approaching Castle Wildish as they are usually keen to sponsor.
- An online ticketing platform is being set up and tickets will go on sale on 5 October. AR wondered if there were walkie-talkies that could be used – will need to speak to Mr Hill about using the school's sets. DD wondered about using phones instead but it was felt that not all networks had great reception around the school grounds so walkie-talkies would work better – the school sets have earpieces to make them easier to use.
- AR reported that the large banner has gone missing. The committee discussed purchasing a new banner with vinyl stickers so the date could be changed each year, and leaving space for sponsor names which could change from year to year.
- AR detailed the current sponsorship arrangements. A donation of £300 publicises the sponsor name on the flyer, poster, tickets and on Facebook. A donation of £100 gives the name only on the flyer and the Facebook page.
- AR asked what the capacity for the event would be. Probably around 2,000 – Mr Hill has the info.
- GA mentioned a few security issues that had arisen at last year's event. It was felt that we will need an additional security guard within the grounds as well as the ones at the entrances. It is important to emphasise on all publicity that it is solely a family event.
- Hot water urns – another one is needed at a cost of around £64. The committee approved this purchase.
- Rubbish/Recycling – separate bins are needed for cans, bottles and normal rubbish.
- RF queried if an alcohol licence had already been obtained – AR to check.
- St John's Ambulance have been booked and the Fire Brigade made aware of the event.
- AR to check if the carpet suppliers are definitely going to take it away at the end of the evening, as if not then a skip is needed. If we need a skip Mr Hill will need to be informed so he can make space for it.

Christmas Fair Committee

Donna Gray to chair the Fair Committee. Last year's organisers have agreed to provide her with handover notes. Volunteers still needed – this to be advertised in the Robin and in the Volunteers WhatsApp group. Emma Cairns to run the Grotto and Polly Smith is in charge of Elfridges.

Committee Vacancies

Donna Gray has expressed an interest in becoming Vice Chair.

A Co-Treasurer is needed to sign off payments and assist with taking money to the bank – Diane Dewar has volunteered to do this.

New Barbeque

A new barbeque is needed for events. There is an issue with storage but LH suggested purchasing a foldable griddle like the one currently being used by Hersham Girl Guides. SK to have a look at this to see if it would be suitable. They also have a gas hotplate which keeps things warm, which would be very useful. An aluminium table would be needed to put them on. LH also mentioned that gas bottles could not be stored in the FoBS sheds – they need to be stored outside so a gas cage would also need to be purchased.

Sustainability Group

CO explained the purpose of the Sustainability Group. It is important that such issues as air quality and recycling (and many more) become part of everyday school life. CO queried the current remit of the school Eco Council and asked for a meeting with GA to discuss. GA replied that Mrs Webb had been tasked with looking at the operation of the Eco Council, which will have ambassadors in each class, along with the Pupil Parliament. It was agreed that a representative from the Sustainability Group would come into school and speak at an Eco Council meeting.

Defibrillator

RF suggested that a defibrillator should be purchased and stored in a cabinet outside the School Office at a cost of approximately £2K. The committee agreed this idea in principle. LH mentioned that it might be possible to get one installed free of charge – RF/LH to investigate further and report back to AGM.

Fancy Dress Donations

CO has spoken to Mrs Kirwan about setting up a scheme for families to donate fancy dress costumes. CO is happy to run this but storage needs to be considered. GA suggested some sort of container could be situated on the main playground. GA also mentioned that school has a stock of costumes that needs to be organised. Mrs Iddins (one of the Teaching Assistants) is running a uniform recycling project – CO to approach her to discuss.

Another item which could easily be recycled is Wellingtons. The committee discussed where these could be stored – one possible location is the freezer cupboards near Reception classrooms. Would need shelves – Mr Hill to be approached.

Miss Whittington has asked for donations of waterproof clothing for use by the Forest School. HW to advertise this via the Robin.

Comedy Night 2020

RF/CO have discussed running a comedy night similar to one recently done by Grovelands school. A parent at Burhill knows the comedy act Scummy Mummies – they could possibly be approached to perform. The committee felt this was a great idea – RH/CO to investigate further.

Christmas Card Project

HW reported that this year's project was already underway. Arts Projects for Schools are our partners once again following issues with Chameleon Create over the past few years. Artwork to be completed in class during the second week in October and sent back to APFS for scanning and uploading to their website. The current estimate is that orders will be placed online by the beginning of November and cards will be delivered by the end of that month.

Tea Towels

It has still not been possible to find someone to take on this project. It was felt that more details are needed so people know exactly what would be required of them. HW to approach Fran Bettsworth for a written "job description" for distribution via the Robin.

Uniform Sale

It was agreed that the next second hand uniform sale would take place after school on 25 September.

Any Other Business

CB requested that the committee discuss the sort of things that FoBS are spending money on. This to be added as an agenda item for the AGM.

Another item for the AGM agenda is the allocation of £100 to each class for purchasing sundry items – the current system is not working and teachers are rarely using the funds available to them. Different ways of organising this to be discussed.

LH demonstrated the foldable trolleys mentioned at the last meeting which could be taken on school trips for storing water bottles and lunch bags rather than children bringing disposable plastic bottles and bags for their food. The committee approved the purchase of three trolleys.

Date of Next Meeting

FoBS AGM, 16 October at 7:00pm in the School Hall.