

**Minutes of Friends of Belham Committee meeting
Tuesday, 18 January 2022**

Friends of Belham



Meeting held at school

In attendance (12):

Kathryn Church (Chair)
Chantelle Edwards (Deputy Chair)
Douglas Renwick (Treasurer)
Lucy Beedham (Committee member)
Rachel Noar (Committee member)
Tom Turnham (Deputy Head, Belham)
Alex Mastihi (Y2 Rep)
Lizzy Page (Y3 Rep)
Louise Murray (Y4 Rep)
Ginnie Kelly (Y6 Rep)
Laura F.
Shaun K.

Committee apologies:

None

1. Debrief of recent events

Festive markets

- Doug briefed on income raised: £3,336 in takings (trees: £1,435, food and drink: £648, grotto: £584, gifts: £459, external stalls: £250; crafts and other: -£40)
- Lessons learned have been documented separately - main issues:
 - Queue for Santa's Grotto was one of main problems, need to improve for next year. Idea to combine the grotto with the crafts into an 'elves workshop'; or have a 'group santa' event, e.g. Santa reading stories to an audience; otherwise replicate previous fairs with 2 different santas in 2 different rooms.
 - Need caution on health and safety re the gazebos which nearly blew away despite being weighted down - check safety regulations and have protocols on how to manage them next time
 - £25 about right fee for stall holders; idea to have more than 10 next time as we have plenty of tables and it gives parents more reason to stay longer
 - Extra popcorn machine would have been useful due to high demand; but expensive to buy or hire; could prep more in advance in the kitchen
 - Crafts very popular but lost money due to possible lack of clarity around optional donation - rethink pricing?
 - Ran out of cakes early in the fair - consider option to hand them in the day before; or encourage bakers to double quantities?
 - Needed more volunteers esp for clean up! Volunteering form to be made clearer; comms with volunteers to be improved.
 - Suggestion that we look into the feasibility of offering live trees in pots along with our usual trees for next year. Noted that it will be more expensive (£70-£90) and potentially difficult to transport. **Laura to follow up nearer the time.**

Christmas Gift Collections for staff

- All went well.
- Tom asked what we do with staff who aren't at work- agreed they should be included

Community Christmas cards

Lizzy debriefed that cards had been distributed to Elim house, Coplestone centre, Jack Jones house, some shops on Bellenden road. Had ~80 this year, which was less than last year, with less from kids doing it during classes - consider asking teachers to do more next year or encourage in Owls or Early Birds.

Terrarium workshop

Tom to update: 12 parent tickets sold but school managed to get good number of students making terrariums funded by the net proceeds.

Decided it was probably enough for the foreseeable future, but further down the line if we lowered ticket prices, could consider hosting another one with aim to make more profit as company provided them at cost price.

2. Funding update

See table below. Main take away – we have a c. £2,000 projected funding shortfall this year.

Makers Room campaign update – confirmed use of £1,000 from Jack Kelly's STEAM grant (which FOB now managing), outstanding target of £2.9k to complete campaign. Agreed it was fine to change from laser cutter to drill cutter (no change to budget).

Funding goals for 2022 – Discussed the suggestion to support an update to the reception playground, which was well received and aligns with reception teacher plans. The plan is in early stages, but could require about £2,000 of funding total plus good opportunities for parents to volunteer (e.g. repainting the back wall, building a bug hotel and raised platform at the back).

Grants - **Alex is going to look into some opportunities for cultural grants, STEM grants and sports grants. Will revert in two weeks' time.** Much easier to raise grants for non-statutory items outside of the school timetable. Re sports suggestions, Tom indicated that staffing is the main issue, with lack of core staff able to take children to fixtures. Tom reminded us that the swimming gala is already paid for by FOB out of last year's budget.

Also discussed bees - Laura informed that Gosnell's mead is opening a local shop and would be keen to stock our bees' products. Also that they would like to donate plants for our bees. Noted that we have 80 jars of honey left over provided by the company (from Suffolk not from Belham hives, so can't be branded as 'locally produced'). **Laura follow up with Gosnell's re plants and liaise with Tom to discuss how we might sell that or other products with Gosnell's.**

3. Road safety update

Lucy updated on proposed committee idea to form sub-group to do more campaigning with council on road safety. Tom updated that Gareth at the council has forwarded on the request for lollipop ladies internally. Tom agreed it would be helpful to have more parent-power to move forward improvements on safety (that go beyond the proposed road widening). **Tom to provide Gareth's details so that Lucy and group can follow-up with him.**

Re the Guttering - Tom updated that it's been referred to DoFE who will be paying for it- but they are awaiting confirmation of leaseholder from school, who are awaiting their solicitor's response.

4. Ethical policy

Charity commission recommends organisations have an ethical policy. New committee felt this would be helpful to guide decision-making on event planning and funding.

Group discussed challenges in providing too much detail and too many restrictions within a policy, but proposed a broader values statement and/or guiding principles that could be drawn up. Doug to lead. **Laura happy to feed into ethical policy on sustainability angle.**

5. Upcoming events

Y6 Hoodies and Yearbooks

Ginnie and Sam in Year 6 sorting - ticket sales going well via Ticket Tailor.

Quiz & curry night

Kathryn updated - booked for 24th Feb at the Liberal Club, getting quotes from curry companies, tickets to go on sale asap once catering and pricing confirmed.

Raffle being planned with sales at the event - have several high-quality prizes already. Will sell tickets in playground before the event. Most present at meeting indicated happy to help prep venue, serve food and help clear up, sell raffle tickets etc.

Louise reminded that Rich ran a 'stand-up sit-down' question that raised additional funds. **Kathryn to discuss with Rich.**

Need to confirm that venue still cash-only, and if so warn parents of this. If use card readers, need to check signal.

Suggestion to also be able to buy raffle tickets at time of ticket purchase. **Kathryn and Rachel to figure it out.**

'Belham lates'

Discussion on lectures (Kathryn keen to brand as 'Belham lates!'): definite interest from school. **Kathryn to liaise with Tom on the science lectures idea**, and/or other charities that could fund external speakers (e.g. Royal Society etc.)

Discussed a 'How to change your career' event - lukewarm interest from the group.

Also suggestion of a stand up comic night - **Kathryn to investigate options; and also discuss TENS licenses with Tom.**

Disco

Planned for March. Chantelle and Lucy leading, will revert with requests. Chantelle looking at discussing with Faith Chapel as an option.

Easter Egg Hunt

Planned for 3rd April, first weekend of Easter holiday. Lettsom booked for that day (where it was held in in 2017-19). Doug leading. Probably c. 5 volunteers needed.

Reception tea towels

Lucy to sort next year - aim for October again.

Summer Fair

Planned for the 14th May - volunteers required to be on core organising group. Planning to start after half term.

Ginnie and Laura offered to help.

Camping

Planned for the 1-3 July - booked with scouts. Need co-organisers.

Alex to help lead - **Ginnie to put him in touch with Caroline Fry who helped organise it before.**

Velodrome

Need volunteers to help organise.

Ask Abba to do it again.

Cultural/community event

Rather than hosting another separate event, suggestion to integrate more with the summer fair, e.g. by including a small carnival before the start of the fair and/or a 'Foods of the world' area/stalls at the fair.

Organisers table - to complete!

Event	Date	Committee organiser or point of contact (POC)	Other organisers
Y6 Hoodies & yearbooks	Spring term	Kathryn (POC)	Ginnie & Sam (main organisers)
Quiz & curry night	24th Feb	Kathryn & Rachel	
Belham lates	tbc	Kathryn & Tom	
Disco	March	Chantelle & Lucy	
Easter Egg Hunt	3rd April	Doug	
Reception tea towels	Autumn term	Lucy	
Gardening	Ongoing	Lucy (POC)	Rachel Cook & Harriet Bailey (main organisers)
Summer Fair	14th May	Kathryn	Ginnie, Laura, Lucy, Doug, Chantelle, Rachel
Uniform sale	w/c 23rd May	Kathryn & Lucy?	
Velodrome	tbc	Kathryn (POC)	Abba (TBC)
Camping	1-3 July		Alex, Caroline Fry
Fun Run	Sept/Oct	Kathryn	

6. Other income earning opportunities

Agreed to relaunch bake sales - school confirmed Fri 11th Feb works. Logistics of the playground may be problematic, but this will be a trial with the whole school. Decided aim to raise bake sale funds for the reception playground. Agreed to allocate year groups as bakers. Lucy volunteered for Reception to kick off. Ginnie to offer advice.

Not discussed:

Have included name labels in Buzz (Stikins and My NameTag.com)

Children-led fundraising - discuss next meeting?

Golf Day - Paul Munroe not able to do it again. Discuss in next meeting?

7. Other outstanding items last meeting

See above re guttering

8. Any other business

Reception playground - agreed to try and fundraise £2k for a small refurb. To engage parents with repainting etc.

Hybrid meetings – we piloted the use of Doug’s conference speakerphone to allow FoB members to attend virtually if they can’t or would rather not attend in person. The two members who did so reported no issues so the plan is to continue this going forward. Doug happy to lend FoB his speakerphone in future.

<u>SPENDING PROJECTION 2021/22</u>			
Before school practices 500 per term, to cover 2020/21		£1,500.00	
Sports Day lollies		£380.00	
Bee hive		£1,500.00	
Theatre trip for the whole school		£2,775.00	"Arts Fund"
Y6 (and others) performances & license	(may be less)	£1,500.00	
Instrument repairs/replacements	<i>allow</i>	£1,000.00	
Pupil premium Y6 yearbook and hoodies		£500.00	
Gardens: Copleston, School (not inc Lane)		£500.00	
	TOTAL	£9,655.00	
Makers Room fundraising target		£12,500.00	
Reception playground target (amount tentative)		£2,000.00	
Non-event related costs (Insurance, Justgiving, Zoom)		£550.00	
2021/22 fundraising goal		£24,705.00	

<u>INCOME PROJECTION 2021/22</u>	
assuming we repeat some long-standing events, but this does not mean they are definites!	
AUTUMN TERM	
Reception parents evening, drinks and uniform sales	£190.00
School Fair Sept 2021	£2,775.00
Fun Run actual inc Gift Aid	£5,200.00
Autumn uniform sale	£390.00
Reception and Y2 tea towels - estimate	£300.00
Velodrome Nov 21 - roughly	£150.00
Xmas Cards 2021 - roughly	£800.00
Friends Drinks/AGM	-£40.00

Xmas Trees	£1,435.00
<i>Festive Market proceeds, inc wooden decorations</i>	£1,630.00
Bee merchandise sales at Festive Market	£282.00
Additional wooden decoration sales	£130.00
Other donations this term (actual)	£290.00
<i>External grant funding?</i>	<i>£0.00</i>
SPRING TERM	
Quiz (actual Feb 2020)	£1,000.00
Disco (actual Feb 2020)	£500.00
<i>Golf Day</i>	<i>£1,000.00</i>
Easter Egg hunt	£250.00
Velodrome session 2	£150.00
<i>Spring concert refreshment sales</i>	<i>£0.00</i>
Cake sales (x2)	£300.00
Other donations this term (actual)	£100.00
SUMMER TERM	
Uniform sale (July 2020)	£580.00
Camping (actual 2019, food and drink)	£2,000.00
Summer Fair (based on Fair Sept 2021)	£2,733.00
<i>Summer concert refreshment sales</i>	<i>£0.00</i>
Cake sales (x2)	£300.00
Total projected net income	£22,445.00
Total anticipated donations to school and other costs	£24,705.00
shortfall/excess	-£2,260.00