

MINUTES OF MEETING

FRIENDS OF BERKLEY SCHOOL

WEDNESDAY 24TH OCTOBER 2018

ATTENDEES:

Natalie Pitman
 Sam Berryman
 Sharmella Kirby
 Mischa Scovell
 Zoey Powrie
 Liz Halliwell

ITEM	DESCRIPTION	ACTION
1.0	APOLOGIES & INTRODUCTIONS	
1.1	Apologies sent from Luci Hooper, Hayley Blacker, Emma Poole, Ruth Thomas, Ranjeet Jones, Louise Jeffrey, Raluca Vinson.	-
2.0	UPDATE FROM FINANCES FROM TREASURER	
2.1	Sharmella confirmed that we currently have £1100.00 in the account.	
2.2	Round up note to confirm that £3,600 donated to the school so far this financial year.	
2.3	Discussed making a donation to school after the Christmas Fayre.	SK / NP
2.4	The school have written a letter to all FBS members, thanking the FBS for their work and donations, and suggesting items for future fundraising. Members commented that it would be useful to have an approximate idea of cost to guide fundraising, and a list of priorities. Members felt it would be nice for absent FBS members to see the letter. Natalie to ask Luci if she could attach letter to FBS Facebook page.	NP
3.0	NEXT EVENTS AND IDEAS	
3.1	Cake Day	

3.1.1	Sparkly Fireworks Cakes / Firework theme. Natalie to check Sarah and Mischa can help.	NP
3.2.	School Disco	
3.2.1	Use float from cake day profits, then bank after disco.	SK
3.2.2	Advertise in newsletter, flyers to go out after holiday.	NP/SB
3.2.3	Need to ensure toilet helpers are DBS trained.	NP
3.2.4	Teachers that are attending are Mr Banton and Mrs Powrie	-
3.2.5	Lou has offered to do fork and spoon again. Also lots of offers for help on Facebook, but Natalie to ask as usual and in volunteer letter.	NP
3.2.6	Sam / Luci to check re: DBS checks and how long they last and to clarify who needs them.	SB/LH
3.2.7	Natalie to ask Mischa if we have enough tattoos from last disco.	NP
3.2.8	Requests for food donations to be done nearer the time.	NP
3.3	Christmas Fayre	
3.3.1	Valerie cannot help this year and has given the grotto presents from last year to Natalie.	NP
3.3.2	Natalie to ask Mrs Appleby what she would like to do in Rabbits class.	NP
3.3.3	Sharmella to organise and wrap grotto presents. Natalie has given Sharmella the list of presents.	SK
3.3.4	Need to establish whether Father Christmas wants to do the grotto and if he doesn't will need to find a new Father Christmas and would need DBS. Natalie to liaise with Valerie.	NP
3.3.5	Natalie has asked Luci if the governors can do the raffle and the gate.	NP
3.3.6	Discussed doing a thank you for Valerie from school / children / FBS and putting into an A4 book, and then invite into celebratory assembly at the end of term. Would be nice	NP

	to do flowers and gift. Discussed idea of a picture of school.	
3.3.7	Zoey to bring in boxes for storing donations for Fayre – we can also use milk crates from school.	ZP
3.3.8	Hamper making Wednesday 21 st November at Sharmella's. Natalie to check with Mischa re: cellophane for hamper. Post-meeting note: venue has now changed to Liz's house.	NP
3.3.9	Sam to ask if we can use Berkley bags for the hampers.	SB
3.3.10	No nuts for any donations for hampers.	-
3.3.11	Discussed alcohol free mulled drink as alcohol license expensive.	-
3.3.12	Natalie to ask Lawrence for mince pies (had 60 last year). Post-meeting note: Emma Poole has contacted Lawrence who has kindly agreed to donate.	NP
3.3.13	Natalie to ask Mischa / Sarah / Arlene to see if they would like to do Elves workshop again.	NP
3.3.14	Sam to check what time we can get into the school on the Friday before for setting up.	SB
3.4	Christmas Party	
3.4.1	Dave Hickory is booked 1.15 – 2pm. Natalie to check if Tabitha's neighbour can come as Santa. Post-meeting note: Dave Hickory is double-booked, Ozzy Wizz Pop now booked 1.30-2.30pm.	NP
3.4.2	Agreed to do books as presents. Sam will give list of ages and boy/girl info to Natalie.	SB
3.4.3	NP to ask for volunteers to help wrap presents (10 each).	NP
3.10.2	<i>Previous Meeting Note: Sharmella agreed to get the plates, cutlery etc, like last time.</i>	SK
4.0	AOB	
4.1	Lego Club – Natalie to ask Mischa re: Lego club idea that was discussed last time. Box in staff office of possible donated Lego.	NP
4.2	Cook book – there will be a letter sent out first week back re:	-

	how to order book.	
4.3	Display – Luci has asked for FBS helpers to help make an FBS display. Post-meeting note: Luci and Lou J are creating this.	NP
4.4	Date for Quiz Night – look for end of Jan early Feb (1 st or 2 nd Feb). Venue to be decided upon and whether we want to run a bar.	NP
4.5	Christmas Cards – not discussed at this meeting. Natalie to liaise with school.	NP
4.6	<i>Previous meeting note....Agreed that it would be great if we can book in another defibrillator training day. Sam can check on dates, but knows Neil is very busy, so it may be a while off.</i>	-
5.0	DATE OF NEXT MEETING	
5.1	Next meeting will be Annual General Meeting in January, date to be confirmed.	

Other Events and fundraisers to keep on radar:

Fashion Show
Calendar
Cinema Night