



# MINUTES

## Friends of Marus Bridge Association

Date | time **Monday 16<sup>th</sup> September** | 18:00 | Meeting called to order by **Adam Jones (Chair)**

### Board

Adam Jones (Chair), Sarah Halsall (Vice Chair), Rebecca Jones (Treasurer) & Sarah Bentley (Secretary)

### In Attendance

FOMBA board members, Melanie Woodward (MW), Liz Blagburn (LB), Jodie Winstanley (JW), Katie Eardley (KE)

*Apologies: Ross Aldridge (Head Teacher), Alison Atkinson (Deputy Head),*

### Introduction

AJ opened the meeting, welcomed everyone back and introduced a new member of the FOMBA Committee – MW. It was agreed that the meeting would focus on the upcoming Schools Out disco and other priority dates.

### Approval of minutes

Meeting minutes from 15/07/24 were briefly discussed and agreed.

### Finances

AJ confirmed that the disposable income currently sits at £5055.87.

We have lost 7 participants from the weekly number lotto, likely from parents leaving the school and we need to promote it via ParentMail and Facebook again to capture any new EY parents.

*ACTION: SB to pull together leaflet that can be used for promotion of lotto*

*ACTION: AJ to send SB the QR code for the lotto*

*ACTION: AJ to ask RA if announcing the previous week's winning number can be added to the weekly ParentMail*

### Schools Out Disco

Due to the timing of Halloween and Parents Evening, the decision was made to have an end of term disco, instead of a Halloween one, with the "Schools Out" theme, on **Wednesday 16<sup>th</sup> October**. There will be 3 discos in line with occupancy limits for the school hall, with the timings as follows:

- Early Years only: 15:15 – 16:15
- Y1, Y2 & Y3: 16:30 – 17:30

- Y4, Y5 & Y6: 18:00 – 19:00

There was a group discussion around potentially making a classroom available for parents that wish to wait for children rather than drop off and pick up, with coffee and cake being available for purchase. No decision made as this will depend on volunteer numbers and decision from RA regarding utilising a classroom.

*ACTION: SB to do Whatsapp Poll for available volunteers in the Committee group*

*ACTION: AJ to ask RA about staff availability*

#### **Provisional plans/considerations for the discos:**

- Jake McKechnie (hosted MB Fest) to DJ/host instead of the previous DJ (cost £450) following some feedback at last years Halloween discos. JM holds DBS and will charge £100 for the evening
- Photo booth for older year groups – this was a hit at last year’s Halloween disco, despite being a logistical nightmare due to consent and GDPR. Consideration to obtaining consent via ParentMail or printing at the event (TBC)
- Games/activities will depend on number of volunteers and availability of a separate room, but JM can facilitate musical bumps, statues, dance off with small prizes (purchased by FOMBA) and we can have a quiet room (TBC)
- Schools Out theme – no fancy dress requirement, children can wear what they want but we need to confirm with RA and the EY teachers whether those children will need to change for their disco
- Tuck shop for older year groups (Y4, Y5 & Y6) to sell some of the leftover sweets e.g. 3 items for £1
- Potential to sell slush drinks to older children too (TBC)

*ACTION: SB to confirm availability with Jake McKechnie to host/DJ*

*ACTION: KE to confirm slush machine hire*

*ACTION: AJ to ask RA/EY teachers about changing children for their disco*

*ACTION: AJ to purchase drinks (juice and water), crisps & snacks*

*ACTION: SB will purchase alternatives for any children with allergies*

*ACTION: RJ to obtain list of children attending with allergies from Mrs Bish (after ticket sales)*

*ACTION: SB to create disco poster for ParentMail once plans are finalised*

*ACTION: AJ to scope for more FOMBA volunteers via Facebook page & on Parents Evening*

#### **Christmas Fair**

After the success of MB Fest and several requests for a Christmas Fair, we are planning to do one in December. Due to the risks of bad weather, it will be on a smaller scale than the summer event and stalls will be more limited due to space in the hall.

**Proposed date: Friday 6<sup>th</sup> December**

*ACTION: AJ to confirm date and potential timings with RA and availability to set up from 12:00pm*

#### **Provisional ideas for consideration:**

- Choir singing
- JM singing
- FOMBA stall for hot drinks and mince pies
- FOMBA stalls:
  - Tombola (with raffle books/tickets sent home before the event)

- Reindeer food (eco-friendly and in cardboard wrappers)
- Whack a sprout game
- MBPS bobbles, clips and scrunchies
- Fire pit/toasted marshmallows (H&S considerations)
- Grotto with small wrapped gifts
  - Could use the EY reading shed
  - Books or selection boxes for gifts
  - See Santa

*ACTION: AJ to measure space for stall holders*

*ACTION: KE to come up with a plan for bobbles gift bags and price to make/sell*

*ACTION: AJ to ask RA for a date for non-uniform day in exchange for tombola prizes*

*ACTION: SB to email out for raffle prizes (online list of big companies that may donate to charity)*

*ACTION: SB to create Christmas Fair poster for advertising and promotion*

*ACTION: LB to check availability of a Santa suit*

*ACTION: RJ to check if there is a post box in school*

*ACTION: AJ to confirm availability of Rotary Club and whether they will make an appearance for a donation*

## EY Reading Shed & Bike Sheds

The EY reading shed was constructed towards the end of last term by a parent volunteer and a promotional video was shared on the school and FOMBA pages – in an attempt to improve comms around what funds raised are used for.

The decision was made not to install any book racks/shelves or soft furnishings until the EY teachers had seen it and could choose how they would like it.

*ACTION: AJ to procure book shelves/racks and soft furnishings after agreeing with EY teachers and arrange installation with other volunteers*

The hold up with the bike shed installation is around decisions for a final location, but we have set a deadline for the end of 2024, so this is now a priority.

*ACTION: AJ to confirm location with RA ASAP and schedule installation*

## Christmas Artwork

JW advised that research into alternative providers has revealed that Class Fundraising is the best in terms of sales % to the school.

RJ advised that due to time constraints, some year groups have started with the Class Fundraising pack that was delivered to school.

Group discussion around the recent name and illustration EY have done (posted on SeeSaw) and whether FOMBA could create a group tea towel (or similar) that could be sold as a keepsake as well as raise funds.

*ACTION: AJ to speak to Danielle about getting festive tea towels*

*ACTION: RJ to scan in all EY pictures and send to AJ for options*

### Comms

The Board members feel that now that the handover year is complete, we need to improve communications between FOMBA and parents, particularly around how monies raised are used. The Board would like this to be completely transparent and available to all, but also need support from the school e.g. when FOMBA partially fund something, such as the coach travel for a trip, this needs to be made clear when asking Parents to pay. The first step is to create a termly newsletter and there are ongoing conversations around ideas for a video intro that can be shared on Facebook (i.e. “now that our handover year is done, we’d like to share...”)

*ACTION: SB to create new FOMBA logo, including registered charity number and share with AJ, RJ & SH for approval*

*ACTION: AJ, RJ, SH & SB to agree changes to FOMBA webpage as per AA request*

*ACTION: SB to create newsletter template with new logo/branding*

### Asda Rewards

This is a new scheme offered by Asda, for any customers that use Asda Rewards. Customers can nominate a school to fund and Asda donate a % of the customers spending to the chosen school. This goes directly to the school and not via FOMBA.

*ACTION: AA to put reminder on ParentMail about registering via the Asda Rewards app*

### Class Trips & Coaches

Y1 have already arranged a trip with parents being asked to cover the transport cost. Last year, every year group had at the transport for at least one trip funded by FOMBA and we’d like to do this again.

*ACTION: RJ to speak to teachers about any upcoming class trips and ensure that they get their requests for transport funding in as soon as practicable*

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### Next Meeting

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*Date | time* Monday 7<sup>th</sup> October | 18:00 | *Location* Marus Bridge Primary School

Meeting concluded at 19:30.

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### DATES FOR YOUR DIARIES

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Wednesday 16<sup>th</sup> October | 15:00 – 19:30 | Schools Out Disco night

28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> October | 15:30 onwards | School Parents Evenings

Friday 6<sup>th</sup> December | Times TBC | Christmas Fair (provisional)