

**FRIENDS OF BOSWELLS MEETING MINUTES
WEDNESDAY, 24 APRIL 2019 – 7:30PM RESTAURANT**

PRESENT:

Melanie Cullen, Miranda Drew, Sarah Dwyer, Kate Golding, Cheryl Noble, Claire Rose, Claire Rooney, Teresa Ritchie, Lianne Spamer, Charlotte Tew, Sam White

1. Apologies for absence

Richard Carson

2. Adoption of minutes of the last meeting – 23 January 2019

The minutes were agreed as accurate and duly adopted.

3. Matters Arising

CN - Update on FOBS purchases: the wooden cutlery is now in use in the canteen and three water fountains are plumbed in and well used.

4. Chair Report

Quiz Night - raised £1209

The evening was very successful with 23 tables. The children quiz and prizes were well received – thank you to MD. M&G donated £30 towards prizes, thank you to CT and family. It was felt that the prizes and thanks at the end of the evening take up a lot time. The possibility of holding a Tombola at the next quiz night (rather than drawing prize tickets) was discussion. It was decided that the Tombola will be trialled at the Bingo night to see if it works well. There are a few prizes left that can be used for the Bingo night. (RC has the prizes and will give to MC – MC to confirm what they are)

5. Treasurer's Report

Parents donations	£114
Quiz night	£1179
Lotter	£414
Giving Machine	£15.70

Total £8601 (before FOBS agreed donations)

6. Catering requirements

TR requested for FOBS badges to be returned if anyone has any at home.

<i>Date</i>	<i>Event</i>	<i>Time</i>	<i>Members</i>
25 April	Dance	6pm for 6:30pm, 8pm interval	Sam, Teresa
26 April	Dance	6pm for 6:30pm, 8pm interval	Sam, Claire Rooney
09 May	Y8 Parents	5:30pm – 7:30pm	Mel, Miranda
06 June	Y7 Parents	5:30pm – 7:30pm	Sam, Claire Rooney
02 July	Drama	6pm for 6:30pm, 8pm interval	Claire Rose, Miranda, Charlotte
08 July	Dance	6pm for 6:30pm, 8pm interval	Sam, Claire Rooney
09 July	Dance	6pm for 6:30pm, 8pm interval	Sam, Teresa
16 July	Music	6pm for 6:30pm, 8pm interval	Teresa, Claire Rose (Miranda in interval)

- Need to bring milk and a tea-towel
- Selling chocolate will only happen at non-Performing Arts events. Thanks to CRy for purchasing the chocolates.

CN – will check the school calendar as one of the dates in July is incorrect on the website.

7. Bingo Night – 22 June 2019

The evening will run 6pm – 10pm, Bingo will begin at 7:30pm

CN suggested that the theatre would be better than the restaurant as it becomes very hot in there. After checking with the premises team, it has now been moved to the theatre.

Prizes – RC is taking the left-over Quiz Night prizes to MC. MC will let FOBS know what there is so that members have an idea as to what is needed in way of donations. Trial the Tombola (if it works well possibly use at the Quiz Night next year)

Launch to parents – MD will email the flyer to CN

Places can be booked through the FOBS email, RC to confirm how this should be done

MC was unaware she has access to the FOBS email account

Places will be pay on the day £5 per person per book (adult and child)

Tables of 6-8 people or tables can be put together

MD will purchase the books, dabbers for sale on the night for £1 each and provide a bingo machine

CN – parents will be sent a separate email advertising the Bingo Night

8. School Lottery

Update by MC:

£414 payment from the Lottery (money is received every two months)

132 tickets (as of 2 March)

£39.60 prize and £39.60 in fees

£52.80 is received by Boswells per week

CN will speak at the Y6 new parent's induction evening, bring more attention to FOBS and explain what we do for the school. Leaflets will be given out and CN will explain the refreshments at events and how to get involved.

MC brought attention The Giving Machine, it is an easy way to raise money but we only have 27 people signed up and raised £207 in donations. CN will also promote this to Y6 parents and the rest of the years.

9. Movie Night – 21 September 2019

MD has found a company that could possibly screen the movie earlier and will provide details at the next meeting.

CN – we will be able to sell the tickets on Positickets, the booking fee is approx. 27p (50p used in PA events)

CN – Contacted the Business Manager who will check the school has Public Liability insurance

10. Any Other Business

FOBS Funds

The 6th form request for a screen was put to the vote. CN explained it would be worthwhile as we need to compete with Chelmer Valley High and Chelmsford College, both have more equipment in their 6th forms. The Film club in the lower school could also benefit from it and some exams require a screen. The bid was approved by 9 members and 1 against.

There was a conversation on the best way forward when approving FOBS requests for donations. Many members felt it was difficult to have a proper discussion over email/text and would prefer to discuss at the meetings and put items to the vote.

CN stated that all of the approved donations were very much appreciated by the staff and will make a difference to the school. In future CN will manage and prioritise the requests for money and give FOBS advice. The PE sports tops are used in many different sports and it means the school is represented well and look smart. It is a good advertisement if the students wear decent clothing at competitive events with other schools.

CN has asked the departments who gained the donations to provide photos of the items in use, these can be used to promote FOBS to parents.

Second-hand uniform

CN – there is a lot of uniform that needs to be sorted through and then washed, ironed, hung up etc. This will be looked into more after the exams are finished. Only Boswell's labelled uniform in good condition will be used.

RC - CRy raised that point that her details are incorrect on the Charity Commission website. RC to update on this.

11. Date of next meeting

Wednesday, 5 June, 7:30pm – restaurant

Actions

CNE

- Events diary - will check the school calendar as one of the dates in July is incorrect on the website.
- Bingo night – Launch to parents – MD will email the flyer to CN - Parents will be sent a separate email advertising the Bingo Night
- FOBS, School Lottery and Giving Machine – promote to Y6 parents induction evening
- Giving Machine to be promoted to the whole school
- Business Manager to check the school has Public Liability insurance

MC

- Confirm what the left-over prizes are for the Bingo night

MD

- MD will purchase the books, dabbers for sale on the night for £1 each and provide a bingo machine
- Contact a different company that could possibly screen the movie earlier and will provide details at the next meeting.
- Contact St Johns Ambulance to see if they can attend

TW

- (From previous minutes actions) Set up a refreshments Whatsapp group, including new contacts, before we start planning the movie night

RC

- CRy raised that point that her details are incorrect on the Charity Commission website. RC to update on this.