



FRIENDS OF BOW SCHOOL



F.O.B.S Committee Meeting 14th October 2021
at Bow Community Primary School

Present: Sammi Milton (SM) (Chair), Lynda Woodrow (LW), Vicky Brimacombe (VB), Sally Drew (SD), Becky Pugsley (BP), Laura Martin (LM), Dan Bashford (DB) (School Liason), Louise Crome (LC) (Secretary).

Apologies: Zoe Webb (ZW) (Treasurer), Natalie Pitts Chandler (NPC)

Subject	Actions Responsible- due
<p><u>Halloween Disco</u></p> <ul style="list-style-type: none"> • To be held at school on Wednesday 20th October - 6-8pm • £2 per child. No discount for second/subsequent children this year. • Sign-in forms to be printed • DJ has been booked. Cost £70, to be paid on the night. • Helpers on the night do not have to be committee members. • Concerns from parent raised by Lesley, mainly regarding COVID provisions. Concerns to be reviewed and actions sent to Lesley. Lesley will then ensure that a notice is sent out via school coms / Friday Flyer. • Parents will be reminded that all EYFS & KS1 children must be accompanied by a responsible adult for the entirety of the disco. KS2 children may be left unaccompanied, but must arrive and depart with a responsible adult. NO child will be permitted to walk home WITHOUT a responsible adult. • Details of the operations on the night and shopping list for snacks & drinks to be discussed outside of this meeting. • Shopping list to be sent via WhatsApp. Volunteers to do the shopping will be needed. • We will stick with plastic cup & straw drinks on this occasion due to the fact that they are the safest option in terms of preventing slippery spillages. • Concerns raised regarding health and safety liability, safeguarding and DBS check requirements raised. SM to discuss with Lesley. • Hot dog serving equipment will be provided by SD. • The float is kept in the school safe and can be obtained via reception. It contains £50, which will be replaced at the end of the night. • Roles & responsibilities to be appointed on the night by SM. This includes fire evacuation plans, i.e. who will check & clear each area and where the muster point will be. 	<p>LC-20/10/21</p> <p>SM&SD-ASAP</p> <p>Via school coms / Facebook (VB) -20/10/21</p> <p>SM&SD - ASAP</p> <p>SM - ASAP</p> <p>SM-ASAP</p> <p>SD-20/10/21 ZW-20/01/21</p> <p>SM-20/01/21</p>



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<p><u>A.O.B</u></p> <ul style="list-style-type: none"> • Notice to be put onto the F.O.B.S. Facebook page reminding parents that non-PTA school queries are to be directed to the school reception and not posted on the Facebook page. • Committee contact list to be updated. SD to pass the information to LC. • Committee phone contact details to be obtained and a new WhatsApp group to be created. • The persons present have agreed that all official business is to be conducted within planned meetings and not via WhatsApp. Communications to be limited on the WhatsApp group, as it becomes overwhelming and important information gets missed. All votes to be conducted • Official contact details of committee personnel for charity registration purposes to be obtained from committee members. • Persons present agree that we would like a total amount raised at the end of each event (or soon after larger events) and that it is important for feedback to be posted promptly on Facebook. • VB has agreed to co-ordinate posts on social media (Facebook). 	<p>VB-15/10/21 (✓ completed)</p> <p>SD&LC-ASAP</p> <p>SD-ASAP</p> <p>SD-ASAP</p> <p>VB</p>