



Friends of Bowness-on-Solway Primary School

Zoom Meeting

Wednesday, 8th November 2023 at 20:00

Present: Steven Kent (SK) Chair, Emma Matthews (EM) Secretary, Andrea Armstrong (AA) Treasurer, Tracey Robbins (TR), Sarah Dixon Turner (SDT), Deborah Smith (DS).

Apologies: Stuart Walsh (SW) Headteacher.

1. **Welcome and Apologies**

Members were welcomed to the meeting and attendees/apologies noted.

2. **Minutes of the Previous Meeting and Actions Log**

There were no queries relating to the ongoing action log or the previous minutes of the meeting dated 05/10/23.

3. **Christmas Chocolate Bingo, Friday, 8th December 2023**

We have 7 confirmed helpers and 1 tentative volunteer for the event.

SK, EM, AA, SDT, SW (plus 1 other teacher) will be available, SK confirmed that RH can also help on the night and TR may be able to join, subject to travelling back on the same day.

SK confirmed that Angela Crozier has kindly volunteered to be our bingo caller and will provide the bingo board etc. SK to ensure we have all the equipment needed for the event. **Action: SK.** EM confirmed that SW is happy to draw the raffle again for us and AA will provide us with the PA system for the event. **Action: AA.**

We have some bingo books, but not enough. AA will check any remaining stock following our previous bingo night, either at school or with KB, and purchase more, as required. **Action: AA.**

EM confirmed that we have plenty of raffle books in stock, which we can use at this event.

AA suggested that we have 4 full bingo games with a 5th and final quick-fire stand-up bingo round. All agreed that this was a good idea, a quick and interactive game to include at the end and we could tear out the last game out of the books for the quick fire round at the end. AA to prepare the bingo books for all full games and quick fire round. **Action: AA.**

SDT suggested that we split our prizes into line, full house and free from categories. AA confirmed that the stage will be out for Christmas activities, and we could spread out the prizes on the stage, giving us more room. EM will put together posters for the prizes, together with any more posters needed for the event – such as refreshments, contactless. **Action: EM.**

Addition to the minutes: SK to acquire contactless machines for the event, as this will help us raise extra funds. Can KB bring along her contactless machine on the day too? **Action: SK/KB**



Friends of Bowness-on-Solway Primary School

SK confirmed that we have received a good number of small prizes so far, which we can always bundle together and gift-wrap, where required.

TR has received 3 prizes from friends and EM has secured a prize from Talkin Tarn and a few donations from her parents. 15 stores have been contacted to date, plus extra stores in Carlisle by TR in Carlisle and EM online – pending outcomes. A lot of the bigger companies do not give out donations, as they have their own preferred local charity initiatives.

If everybody can please continue to ask family, friends, neighbours and contacts for any prize donations, this will really help our bingo event and keep the costs down. **Action: ALL.**

Please let EM know which stores/companies you have contacted, so these can be added to our list – to prevent duplication. **Action: ALL.**

If you manage to secure any prize donations, please also let EM know. **Action: ALL.**

SK to discuss raffle/bingo prizes at the next meeting, to see what purchases are required, including free from items. **Action: SK.**

AA confirmed that we will not have enough room at the event for the Christmas bean throwing game or school uniform rail, therefore they have both been removed from the list.

It was confirmed that we have left-over fruit shoots, a handful of crisp packets, maybe tea, coffee. EM will supply soya milk for the event and AA will identify any other refreshments or purchase items required, such as serviettes, sugar. **Action: EM/AA.**

Addition to the minutes: If anybody has any nice Christmas decorations, bunting, tablecloths, spare serviettes, plates, cups, please let EM know, as this will help at the event. **Action: ALL.**

Addition to the minutes: TR has offered to bring tablecloths, plastic plates and cups again. **Action: TR.**

EM confirmed that an online post will go out nearer the time, requesting home-made baked donations (including a full list of ingredients, no nuts and including free from). SW will share this request online and in the school newsletter, where appropriate. **Action: EM/SW.**

SW will arrange for Judith's free from 'special biscuits' to be prepared for the event. **Action: SW.**

SW has confirmed that the car park will be made available to parents and families on the night. EM confirmed that she has printed copies of both the Bag 2 School and Chocolate Bingo flyers and will put up a couple in the King's Arms and Pear Tree Tea Room (Bowness noticeboards have been sorted). Help required to be post more on village noticeboards. TR, DS and SDT requested copies of each to help with circulation of these. **Action: EM/TR/DS/SDT.**



Friends of Bowness-on-Solway Primary School

4. AOB

Fundraising page

EM has created a draft fundraising page with KindLink, who offer non-profits and charities a free fundraising platform, with charges for credit and debit cards being used to donate on our platform.

Any extra gift aid which we can claim on top of any donations, would be an added benefit to us and anybody can click gift aid at the time of donating to us, so long as they pay National Insurance and are taxpayers.

Our fundraising page is on hold, whilst a gift aid application with HMRC is pending. The outcome of our gift aid application could take up to 6-8 weeks.

AA queried an e-mail she has received from KindLink regarding subscription charges and EM was not aware of this message and asked for a copy.

Addition to the minutes: EM has reviewed this e-mail, and it confirms “Even with the current changes we will continue to support our Freemium KindLink Charity CRM and it will remain free to use by everyone”.

Therefore, this service is fine for our requirements, as we only need a basic fundraising platform with no extras and so we will not be subscribing to a more premium service as per their e-mail invitation. They are just trying to get customers to subscribe to a better package and pay monthly fees, which we will not be doing and will continue with the free ‘freemium’ service.

EM will investigate the gift aid application side of KindLink and if this is something they will continue to submit on our behalf under the ‘freemium’ service. If not, EM and AA will review the instructions on the HMRC website for any future gift aid submissions (if our application for gift aid is successful). **Action: EM/AA.**

Bag 2 School

SK confirmed that arrangements for Bag 2 School is all sorted and no collection requests have been received to date. The collection week is coming up w.c. 20th November.

EM reminded everybody that if any bags can be stored at their homes until collection week, this will help school with their limited storage space.

DS will be away during collection week, so will drop off a bag with TR, to be handed in at school in due course. **Action: DS/TR.**

Tea Towel Order



Friends of Bowness-on-Solway Primary School

AA confirmed that the tea towel order deadline is tomorrow (Thursday, 09/11/23) and she will be collecting them after school on Friday. Once we know order numbers and total payments, she will be able to determine the profit. AA to confirm the profit made. **Action: AA**

Fundraising Events for 2024

There will be an ongoing item on our agenda for 2024 event planning, which will be discussed at future meetings, when appropriate. These events include a sponsored beach clean, jumble sale, Bowness School's 150th year, PA lottery and our recurring events such as Easter Bingo, Friday Treats and Summer Fayre. **Action: SK/ALL.**

SDT suggested that we host a Valentine's disco for the children with music and hotdogs. Everybody agreed that this would be a good idea, but we would have to check dates for this around half term and the older children being away on a Barcaple residential (which takes place every other year with us paying for the bus – due to take place in March), so perhaps a Spring dance may work. As above, this will also be added to our ongoing agenda for 2024 event planning, and will be discussed at future meetings, when appropriate for further discussions and planning. **Action: SK/EM.**

Christmas Gift for Children

SK confirmed that we are no longer paying for the children's bus that used to take them to their annual Christmas pantomime, as the theatre closed a few years ago. This cost was quite significant (£500 for bus and tickets some years), and perhaps we could purchase a Christmas gift for the children instead, as a token from the PA.

AA suggested that we consider a Santa visit to the school who gives out our gifts (such as 10 books for £10 from The Works with stickers on each book with the child's name on, from the Friends of Bowness on Solway Primary School). SK to speak to SW urgently, about a possible Santa visit with gifts handout and look at arranging these token gifts for all schoolchildren. **Action: SK.**

PA Bank Account

AA confirmed that our bank balance is quite healthy now with £2,154 banked to date, which includes £73 set aside for float money, (and there will also be additional movie night payments to be paid in) *. TR to pay £8 for movie night. **Action: TR.**

One parent has made a BACS transfer for movie night into the school bank account, instead of our bank account. AA will check the November bank statement, transfer the money over accordingly and confirm the movie night profit to EM. **Action: AA.**

Recent event successes were discussed, with some events being more popular and cost effective compared to last year. Some of these event profits examples are as follows, Summer Fayre £472, movie night £196 (with additional payments to follow) *, Friday Treats ice lollies £52 and school uniform sale £30.

With our upcoming tea towel order, Bag 2 School collection and Chocolate Bingo Night, we are expecting more sufficient profits to be added to the bank account, before the end of the year.



Friends of Bowness-on-Solway Primary School

SK to speak to SW regarding our ongoing £3,000 fundraising target & suggest that we separate the funds required for different areas, as and when required. SK to keep a track of these fund requests, against our original £3k target, so we know where we are up to. **Action: SK.**

Date of Next Meeting

The date of the next meeting via Zoom, will be held on Thursday, 30th November 2023 at 8pm and TR will circulate the joining details. **Action TR.**

Action Log

Action	Owner	Status
SK to ensure we have the bingo board & all equipment for the event.	SK	Open
AA to provide us with the PA system for the event.	AA	Open
AA to check any remaining bingo books in stock either at school, or with KB, & order more, where required.	AA/KB	Open
AA to prepare bingo books for all full games & quick fire round.	AA	Open
EM to prepare posters for the event including line, full & free from prize categories, refreshments, raffle & bingo ticket prices, contactless, thanks.	EM	Open
SK to acquire contactless machines for the event. Can we borrow KB's contactless machine too?	SK/KB	Open
All to ask family, friends, neighbours & contacts about raffle donations.	ALL	Open
All to let EM know which companies/stores you have contacted about donations.	ALL	Open
All to let EM know if you manage to secure a raffle or bingo prize.	ALL	Open
SK to identify what prize purchases are required, including free from, at the next meeting.	SK	Open
EM to bring soya milk to the event. AA to identify what refreshments we still have in stock & need to purchase.	AA	Open
All – if you have any Christmas decorations, bunting, tablecloths, spare serviettes, plates or cups that we can use, please let EM know.	ALL	Open
TR will bring tablecloths, plastic plates and beakers.	TR	Open
EM to send out a request online for home-made baked donations (including full list of ingredients, no nuts allowed & free from items). SW to share the request online & in school newsletter, where appropriate.	EM/SW	Open
SW to arrange for Judith's 'special biscuits' for the event.	SW	Open
EM to send both flyers home in children's bags FAO: DS, SDT & TR, to be posted on their local village noticeboards.	EM/DS/SDT/TR	Open
EM to check with KindLink about their free help relating to any future gift aid submissions. EM/AA to research HMRC advice on gift aid, if required.	EM/AA	Open
DS to drop off a Bag 2 School bag for TR, to be handed in at school during collection week.	DS/TR	Open



Friends of Bowness-on-Solway Primary School

AA to collect tea towel & coasters order forms/payments & confirm profit.	AA	Open
SK to speak to SW urgently regarding a possible Santa visit handing out our PA gifts & to look at organising the token gifts for all children.	SK	Open
EM to meet with Miss Graham & provide updates on 2024 sustainability events in due course.	EM	Open
There is an ongoing item on our agenda for 2024 event planning, which will be discussed at future meetings, where appropriate. These events include a sponsored beach clean, jumble sale, Bowness School's 150 th year, PA lottery & our recurring events such as Easter Bingo, Friday Treats & Summer Fayre.	SK/ALL	Open
As above, a possible Valentine's Disco/Spring Dance is also to be added to our future agenda for 2024 event planning for further discussions.	SK/ALL	Open
TR to send in £8 movie night money to AA.	TR	Open
AA to check November bank statement, transfer movie night BACS payments into the correct bank account & confirm profit made to EM.	AA	Open
EM to update PA section on school website & include gift aid details on our fundraising KindLink & Facebook pages, pending HMRC gift aid outcome.	EM	Open
SK to speak to SW regarding our ongoing £3,000 fundraising target & suggest that we separate the funds required for different areas, as and when required. SK to keep a track of these fund requests, against our original £3k target, so we know where we are up to.	SK	Open
Circulate the joining details of the next meeting.	TR	Closed