

FOMBA minutes

Date: 17.10.25 and 21.11.25

Time: 10.30-12noon

Present: Holly Burton, Amanda Silvester, Sofia Godinho

Agenda items	Commentary	Actions
FoMBA webpage	<p>To create an area of the school website dedicated to FoMBA.</p> <p>The webpage should contain the following links:</p> <ul style="list-style-type: none"> * Biome explaining who we are and how FoMBA supports the school (inc. how the funds raised are used). * Upcoming events. * Link to survey. * Meeting minutes. * Link to Easy Fundraising account. * Contact information (possibly a comments box that links to FoMBA email account?). 	<ol style="list-style-type: none"> 1. All – each member to write 2-3 sentences introducing themselves & provide a photo. 2. Amanda to write biome. 3. Amanda to create survey that could be sent to parents. 4. Amanda to liaise with Emily & Terri to create webpage. <p>Sofia to finalise and send to Terri</p>
Christmas Raffle	<p>To assign each class a colour and request parents donate items associated with it to make hampers.</p> <p>Send raffle tickets home with children as well as selling on the day.</p> <p>Wrapping hampers the week before the fair, Amanda to get boxes.</p>	<ol style="list-style-type: none"> 1. Sofia to design poster requesting donations. 2. Sofia to liaise with Emily & Terri to add poster to the newsletter and store donations in the office. 3. ??? after half term to send out raffle tickets to each student – Amanda/Holly 4. All to wrap and assemble hampers.
School WhatsApp Group	To create a community WhatsApp group, with each class as a separate channel.	<ol style="list-style-type: none"> 1. Holly to create WhatsApp group accessed by a QR code that can be sent to all parents. Send out in the newsletter – Holly to send to Terri.
Easy Fundraising	To advertise and encourage both parents and staff to use the service whilst online shopping.	<ol style="list-style-type: none"> 1. Holly to design poster to go out as a regular part of the school newsletter.
Bank Account	<p>Holly & Sofia have now been added as full signatories to the account.</p> <p>Card machine.</p> <p>Need to decide what to do with the funds raised.</p> <p>Ordering of tokens – Emily M</p>	<ol style="list-style-type: none"> 1. Sofia to log on and register cards. 2. ??? liaise with Sarah L & Emily to ask for suggestions – fencing and path around the bus and a refit – heater. (currently 1.2k in account) 3. ??? to create a spreadsheet so that we can keep track of use of

		<p>funds and create a request form.</p> <p>4. Holly to order card machine for use at school fetes - ordered.</p> <p>5. funding forms – Amanda</p> <p>6. make a plan of planned spend/project. Emily/Terri</p> <p>7. Emily to send a breakdown of the spend for FOMBA to approve</p>
Signage for stalls	Create a sign for the school fete stalls & landyards for each member of FoMBA.	1. Holly to order and charge to FoMBA bank account – designed needs ordering.
Future events	<p>Online tea & coffee event</p> <p>Easter egg hunt</p>	<p>1. ??? to liaise with Emily & Sarah to set up a date and a TEAM/zoom meeting – Themed – FOMBA to action - Teams</p> <p>2. ??? to advertise to parents.</p> <p>3. ??? to contact the co-op for easter egg donations.</p> <p>Emily M – QR code</p>
Recruitment for FOMBA		QR code and flyer with coffee meeting etc for the Christmas fair