



FBSA Committee Meeting

Wednesday 10 November 2021, 8.00pm.

The Jubilee, Flax Bourton

Minutes

Attendees: Clare Hartley-Hodge (CHH), Kate Brookbank (KB), Katherine Falconer (KF), Bryony Hampton (BH), Leah Wait (LW), Emily Gazey-Mitchell (EGM), Sarah Kinch (SK), Hannah Bodkin (BK), Amy Wilson (AW), Kerry Northam (KN), Rachael Hinton (RH), Lindsay Abley (LB)

Apologies: Jennifer Chard (JC), Sophie Harris (SH), Nick Baillie (NB), Will Aitken (WA), Emma Francis (EF), Sarah Nicholls (SN), Monica Ogborne (OB), Philippa McFeat (PM), Sarah Watson (SW)

1. Welcome

CHH welcomed all to the meeting and thanked everyone for their hard work and contributions to making the fireworks such a success.

2. Minutes Agreed

Actions completed/superseded from last meeting. It was decided not to do the raffle again at Christmas as we did it for the fireworks. No actions outstanding from the last meeting.

3. Financial Standing

KF gave an update on the Financial Standing. The income we have had so far this academic year is as follows:

Uniform Sales	£193
Forest School Sponsorship	£1970
Community Picnic	£137
Fireworks	£2,370
Easy Funding	£37

Expenditure for the school includes £600 spent on books, £500 for art supplies and £398 on Yr 6 life skills training. £3,400 has been allocated for class trips and treats. FBSA equipment spend so far includes £44 on a Flax stamp, £190 on high vis jackets, £24 on drinks measures, £20 on the lottery licence and £43 on new starter welcome bags.

The outlook for the rest of the year is healthy. The new canopy is budgeted for approximately £3,000 and as it is likely to come in at less, the PTA have agreed to pay also for the repairs to the hollow. Therefore we will end up having around £9,000 in the bank.

Fireworks Financials

The Fireworks brought in £7,000 and the costs incurred were £4,500, therefore a profit of £2,500 was made. This was £800 less than the £3,300 profit made in 2019. The previous event sold an extra £400 worth of tickets, however less was spent on the actual Fireworks and also the lighting. Therefore, the PTA are looking into how and if we can reduce our costs for next year.

Fireworks Sponsorship next year

One way of increasing income is to explore the idea of sponsorship. Alexander Mae has been our primary sponsor for numerous years, printing boards and providing the main raffle prize. However they do get a lot of free advertising at no cost. It has therefore been suggested that next year we approach them with a sponsorship package at a fee, for example £1,000. We could have a tiered sponsorship package available, such as Gold, Silver and Bronze enabling other businesses to be approached to sponsor the event also. A strong business plan would need to be put together clearly identifying what the sponsors would get in return for their money. For example, free advertising on billboards, company name on the back of high vis jackets, a stall at the event, displaying merchandise etc. **BH to look in to this further.**

4. Sponsored Distance

A total of £1970 was raised and it was believed that the majority of donations were given without a child participating in the activity. Although, this demonstrates parents generosity towards a tangible, worthy cause such as Forest School, KN advocated that it was always better to involve the children in sponsorship efforts where we can. AW fed back that the sponsorship form was too admin heavy which may have put people off and as an alternative suggested using an app called '*Text Skills*' that monitors and records physical activity for you.

5. Flax Summer Event

This picnic event took place in September on school grounds over a period of several hours. A total of £137 was made. As attendance was quite staggered, it was decided that next year it would be better to condense the timing to encourage more people to arrive together. Also, it would be a nice opportunity to invite back the Year 6 leavers.

6. Fireworks Event Review

Feedback

KN communicated a huge thank you to the PTA. She fed back that the teachers thought it went very smoothly and was clearly not-over crowded which was much appreciated. It was encouraged amongst the teachers that greater support be given to PTA to help facilitate more successful events going forward.

CHH thanked the volunteers for making the event such a success. Feedback was all positive, although it was raised that the music could not be heard when standing on the field. Despite some children perhaps enjoying the quieter display, it was deemed that the music adds to the ambience of the night. It was suggested that next time we borrow the village hall PA system or invest in one. **CHH to enquire if we can use a break out room for those children who don't like the loud noise of the event.**

Feedback from neighbours was also positive however there were a couple of complaints of people parking in front of driveways especially in Bourton Mead. **KB to ask if we would be able to use Charlton next year for additional parking.** One neighbour was also slightly upset about the the noise affecting her dog.

Friday/Saturday?

It was discussed which night the event should be held next year. A Friday will leave the weekend free and would probably be more favourable to staff volunteering. Alternatively, Saturday has the advantage of having more time to set up, plus more parents able to volunteer as kids looked after at home, hence not on site. There is no price difference.

PA System

Thanks to EGM for the loan of the speakers. AW raised that the village hall/youth club speakers are available for us to use next time. The option of buying our own system was discussed using a 'dress down' or 'break the rules' day. However, it was raised that school wouldn't necessarily use or benefit from this very much and therefore questionable whether we should be fundraising for it. **CHH to speak to V who is currently researching a PA system.**

Vendor Feedback

Positive feedback from the majority of vendors, most were happy apart from the coffee vendor who made a loss - he won't be coming back.

Sunday Clear Up and Bins

Lots of volunteers made the Sunday clear up hugely effective. It was reported that out of over 800 people on site plus vendors, only 1 1/2 bin bags of general waste were generated and 1/2 a bag of plastic waste. (This did not included the plastic carpet coverings).

Carbon Footprint

Mrs Thompson gave positive feedback to the Year 6's in their Eco Warrior session, praising how well they all did. **BH to recalculate the carbon footprint for the night once new, additional stats have been taken in.**

CHH to draft email to say thank you to all sponsors / Tag them on Facebook page. Also, still outstanding prizes to be given out.

7. Christmas Cards

All order forms and cards to be returned tomorrow, 11th November 2021.

8. Christmas Nativity DVD

CHH to find out if we can film and sell the KS1 nativity production.

9. Christmas Fayre & Disco

Taking place straight from school, there will be three discos in the hall at staggered times for each of the 3 separate pods. The duration of each disco has been reduced to 45 minutes, the entertainer is booked. Craft stalls will be outside, with Santas Grotto located by the picket fence. **LA to research sourcing a donkey from Golden valley nursery.**

It was hoped that Flax church would bring some local stalls and set up alongside our own in the playground. Concerns about timings, safe guarding children and logistics were raised. **KN to find out about kids being signed out to go home.**

Ticket sales will be done via the normal platform, presents from father Christmas will need to be purchased based on sales.

Suggested stalls outside include, little elves craft table, guess the weight of the Christmas Pudding and lucky dip. Also, a mulled wine & mince pie station, plus a table selling hot dogs.

LA/CHH to draft a logistics plan and speak to JB.

CHH to find out what choir/school children could sing on the night?

10. Second Hand Uniform Sale

Arranged for Friday 19th to encompass uniform, fancy dress and Christmas jumpers.

11. Cake Sales

3rd December	Maple
14th January	Willow
11th February	Elm
4th March	Oak
1st April	Sycamore

12. PTA Events Raffle

Agreed to sign up to to the 'Big PTA Christmas Raffle'. **CHH/LA to register us.**

13. Christmas Drinks

For all PTA members arranged for Wednesday 15 December.

14. Bags2School

Booked for Friday 14th January. No toys. Location of where bags to be delivered tbc.

15. Quiz Night

Provisionally booked for Friday 4th February.

16. Other Fundraising Ideas

Bake Off and Easter Egg hunt
Both of these events to be discussed next term.

Flaxathon

Taking place on a school afternoon, the children will be escorted to the North Somerset Show ground. The children will have hopefully been sponsored to do a 5K run around the ground, with bubbles and paint powder thrown for fun. The event needs to take place in March/April as the ground is available at this time and will be free to hire. Lots of volunteers will be needed. KN suggested that a specific fundraising cause was needed, such as a much needed new IT suite for the school. 'Miles for Megabites' slogan was suggested.

Summer Fayre and Circus

CHH to speak to Jane about the possibility of putting on this event in Term 6 2022.

Next PTA meeting scheduled for Thursday January 13th 2022
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17. AOB

CHH to order noticeboard. Emma Francis, the Chestnut rep has withdrawn from the PTA.