



## FBSA Committee Meeting

Thursday 9 September 2021, 8.00p.m.

The Jubilee, Flax Bourton

# Minutes

**Attendees:** Clare Hartley-Hodge (CHH), Kate Brookbank (KB), Katherine Falconer (KF), Jennifer Chard (JC), Emily Gazey-Mitchell (EGM) Bryony Hampton (BH), Leah Wait (LW), Sophie Harris (SH), Hannah Bodkin (BK), Sarah Kinch (SK), Kerry Northam (KN), Monica ??? ( ), Philippa Mcfeat (PM), Sarah Watson?? (SW)

**Apologies:** Lindsay Abley (LA), Laura Shipway (LSE), Laura Smart (LS), Nick Baillie (NB), Will Aitken (WA), Imogen xxx ( ), Amy Wilson, (AW), Sarah Nicholls (SN), Emma ( ), Rachael Hinton (RH)

### 1. Welcome

CHH welcomed all to the meeting, new members introduced.

### 2. Minutes Agreed

Actions completed/superseded from last meeting.

### Actions Carried Forward

No outstanding actions.

### 3. Financial Standing

KF gave an update on the Financial Standing. Since our last meeting in the summer we have had the following income:

Easy Funding	£53
Summer Raffle	£685
New reception Uniform Sale	£81
Gift Aid	£80
Year 6 leaving DVD	£3*

\*We assisted some disadvantaged families with this and also helped fund a Y6 trip.

Sponsorship money so far received via PayPal for the 'Canopy for School' initiative is currently £165 plus a large donation (this is to be split between the forest school area and elsewhere). Further donations are expected as it was agreed to extend the deadline to include 'Bike to School Week 2021'.

Around £12,000 is in the account as of the end of August, of which £3,430 is allocated for classes and trips etc. The new canopy was budgeted for approximately £3,000 but has since come in at less, meaning the money can be used elsewhere for other equipment. After known expenditure of Insurance (£203), Christmas (£300) and new books for school (£600), the remaining balance so far is approximately £4,000.

**Donations:** Donations made to date are £556, consisting of a present for Richard Greatrex of £275, the sculpture for staff of £248 and £33 for lollies for kids on sports day. **CHH to give KF additional money for the sculpture fund.**

**Easy fundraising:** All reps to encourage sign ups. To be pushed at Flax Summer Event. **CHH to continue to plug in newsletter.**

#### **4. Second Hand Uniform Sale**

Taking place tomorrow after school. **CHH to set up early with volunteers joining later include HB, SH and Monica.**

#### **5. Sponsored Distance**

Deadline originally 17th September, but it was agreed to extend this to include the 'Bike to School Week' taking place from 27th September to 1st October. CHH asked all reps to push to classes this week, encouraging payment via either cash to teachers or using the PayPal link on the website.

#### **6. Flax Summer Event**

Taking place on Saturday 25th September, it will be a free ticketed event using the PTA school website booking system. KB enquired what happens if bad weather? Discussed the options of hosting it inside, but concerns raised over Covid restrictions. Use of village hall and community gazebos were also considered, plus canceling if bad weather forecast. **CHH/KB to make a decision nearer the time.**

## 7. Christmas Cards

Some confusion over the choice of company we will be using this year. Donna has a preferred option of the company used two years ago. KN raised that a greater choice of merchandise would be preferable to maximise sales and emphasised the importance of sorting this before half term. **CHH/ KB to message Sally/Lisa about what firm we used two years ago. CHH to then discuss with Donna.**

## 8. Fireworks Planning

Taking place on Saturday 6 November. Majority of vendors booked include crepe van, gourmet coffee, hot dog, Taco and Pizza van. JC questioned if we could make more money by doing the catering ourselves. CHH raised that it would not be worth our while once factoring in our time, insurance, allergies etc.

According to the risk assessment we can have up to 800 people at the event. With the number of children in school now at 206, it was agreed that it is hugely important to sell tickets primarily to school families first. Once they have had the option of buying, and if tickets are still available - only then open it up to surrounding community.

The location of the bar was discussed. Moving the bar outside was considered as a more Covid compliant option that would help avoid large numbers gathering in the hall. However this was dismissed as it was thought that our bar license would not permit serving alcohol outside. CHH suggested a one way system using the hall. Customers enter using one door, gather and pay for their drinks and then leave using another door. Areas are cornered off in the hall to discourage mingling and guests are ushered through the one way system. The hall is to close/bar close whilst the Fireworks are on and then re-open when they are finished. **LA to confirm what the bar license legally permits.**

Bins:

It was raised that last year there was a real issue of general waste being bundled together with recyclable waste. Volunteers had to then spend a long time sifting through the rubbish. Bryony suggested the idea of having volunteers to 'monitor' the bins on the night. SH & KN raised that as part of the schools 'eco-focus' drive, we could get some of the older school children to help with this. JC raised concern if this would be safe and it was agreed that it would have to be monitored by an adult(s). Kids assisting would earn an eco-badge.

Toys:

CHH has identified that there are 4 boxes of merchandise from previous Flax Fireworks events that are yet to be used/sold, eg light up toys. Slightly controversial as no longer in line with our current eco efforts.

Merchandise:

It was discussed that as an alternative form of merchandise, we could sell along with each family ticket (or separately prior to the event) - a brown bag containing glow in the dark tattoos, face paint stick(s) and sweets. Prior to Covid, these services could have been sold on site on the night, however they now raise issues of cross infection (eg, face painting).

Families can then decorate themselves at home before they come to the event. CHH did raise concern over cost and how to effectively budget quantities.

**KB to contact Vicky Fraser and ask for insurance form to be filled out.**

**LA to check if additional insurance needed, to organise lights and also arrange bar licence.**

## **9. Pumpkin Trail**

It was decided that although successful last year during lockdown, it may be best to leave it for this year and focus efforts on the firework event instead. Sourcing and then marking up pumpkins for profit was considered, plus the possibility of just selling trail maps for £1 - but general consensus was to leave it entirely and re-visit another year.

## **10. AGM & Next Meeting**

The AGM has been arranged for **Wednesday 13th October, 7.30pm** at Flax School.  
**CHH to list date on the website.**

## **11. Bags2School**

This has been penciled in for Friday 14 January (the second Friday back after Christmas). CHH suggested extending it to family. PM/ EGM/ KF all offered their garages to store any excess loads prior to the collection date. **EGM to enquire if toys can be included in the next collection. EGM to book collection date. CHH to plug in newsletters. All reps to ensure date is publicised.**

## **12. Wine Tasting**

Decided to leave for this season.

## **13. 100 Square Christmas Raffle**

Originally planned for the last week of term, it was decided to bring forward and make it the '100 Square Firework Raffle'. Previously 144 squares, KF suggested reviewing the number dependent on the prizes we raise. Alexander Mae are happy to sponsor. **All reps to be responsible for sourcing prizes and be accountable via WhatsApp to whom is approached.**

#### 14/15. PTA Events Raffle & Grid Lottery

The option of the school joining the PTA union raffles and lottery was discussed. It was however dismissed since it is probably better to focus on our own raffles and avoid any potential ethical issues that may surround us being a church school taking part in 'lottery' proceedings. KF raised that we could be on shady ground if it became a regular thing. SH raised the importance of ensuring the PayPal link is promoted as widely and as much as possible across all communications to encourage people donating. BH suggested a formal banner on all newsletters/communications with this link.

#### 16. Other fundraising Ideas

To be reviewed.

#### 17. AOB

**Sad Bags:** Individual bags from the PTA to parents of new starters containing Tea bag, biscuit, a packet of tissues and possibly a poem welcoming them to the school. EGM advised that the first day all the class is in together is Monday 27th September. **KB to source bag contents. CHH to send BH the Flax Logo. BH to look into getting a stamp/sticker created to put on the bags.**

**FBSA Noticeboard:** Desired location for this would be next to Sycamore. **CHH to ask JB.**

**Annual Calendar of Events:** Suggested we summarise this and do a mini timetable for chestnuts of all forthcoming events.

#### Additional AOB:

For the Fireworks last time, managing the jobs/responsibilities was problematic due to sharing/ updating issues using google docs. It was suggested that this year to simplify things we allocate the jobs up to different classes. The PTA work out the task/create the jobs and then divide them up between classes. Two volunteers from each class, 1/2 an hour slot each. Rough job allocation is as follows:

Bar	Willow & Elm
Stewards	Maple & Beech
Pop Corn / Toffee Apples	Oak
Crafts	Chestnut
Bins	Sycamore

**CHH to enquire if the Air Ambulance could come and visit the school for our next summer event.**  
**PM to enquire if Tarmac would be interested in sponsoring / donating funds for Forest School.**

**Meetings:** Next meeting combined with AGM 13 October 2021 at 7.30pm

**For Information: Class Reps for 2021/2022 by Class**

<b>Chestnut</b>	Emma, Rachael Hinton
<b>Maple</b>	Sarah Kinch, Hannah Bodkin
<b>Willow</b>	Sarah Nicholls, Imogen, Jennifer Chard, Emily
<b>Beech</b>	Amy Wilson, Will Aitken
<b>Elm</b>	Sarah Watson, Philippa Mcfeat
<b>Oak</b>	Sophie Harris, Nick Baillie
<b>Sycamore</b>	Monica, Bryony Hampton