



## **FBSA Committee Meeting**

**Thursday 24 November 2022, 8.00pm.**

**The Jubilee, Flax Bourton**

# **Minutes**

**Attendees:** Lindsay Abley (LA), Clare Hartley-Hodge (CHH), Kate Brookbank (KB), Katherine Falconer (KF), Leah Wait (LW), Donna Williams (DW), Sophie Harris (SH), Emily Gazey-Mitchell (EGM), Roz Rendall (RR), Janet Wessels (JW), Lyndsay Knight (LK), Amy Ashley (AA), Alison Chichester (AC), Sarah Ballisat (SB), Amelia Taylor (AT), Becky

**Apologies:** Gemma Grahem (GG), Charli Awde (CA), Posy Smeetham (PS), Laura Aitkin (LA)

### **1. Welcome**

CHH welcomed all members.

### **2. Minutes Agreed**

Previous minutes reviewed and the following outstanding actions discussed.

*'Trips and Treats'* - It was decided that changing the 'trips and treats' allocation in the constitution was not necessary and that teachers can now use this money on the children as they see fit.

*Canopy sourcing* - Jennifer Chard was assisting in the grant application process for the new canopy but has since stepped down from the PTA. Jannet Wessels has volunteered to work with Leanne Gregory in applying for this grant. DW gave an update that progress is going well on sourcing the canopy and numerous designs have been seen.

*Picnic Tables* - Ordered and should be delivered by Christmas.

*Microphone* - Ordered and should be delivered by Christmas.

*Succession Planning* - a reminder that several individuals will be stepping down this year and that new members need to be recruited before the summer, including a new chair. The constitution has not been changed regarding Clare staying on in the hope that someone will come forward.

### **3. Financial Standing**

KF provided an update on the financial position since the September meeting. The Fireworks event was hugely successful and made £2,979, a £481 increase on the previous year despite the numerous cost increases incurred. Christmas cards made £652, easy fundraising £57, gift aid payment £20 plus £115 received in donations. School was given £3,400 for 'trips and treats', £189 was spent on Christmas crackers and £250 on the disco man.

£3,000 has already gone towards the £6,800 request for Forest School (This £3k was earmarked for a new canopy, but is now going towards the more imminent FS request which was made at the last meeting). This leaves a shortfall of approximately £6,600 that is needed to be either funded by the PTA or raised via the form of a grant.

*Easy Fundraising Plug* - **RR to circulate a plug that can be sent to all classes**

*Life Skills Funding Y6* - It was decided to fund this again. We have done it historically and so therefore we are honouring it once more, despite the £150 price increase. (It costs £550) In a similar vein to 'Y6 Hoodies', the PTA continuing to fund this may need to be revisited.

*Year 6 Hoodies* - Previously funded by the PTA (with the exception of 2021); price increases and significant spend already on Y6 were contributing factors against us funding the hoodies again this year. Alternative fund raising options were discussed such as cake sales to help raise money for this 'kind gesture', but it was decided by unanimous vote that the PTA should fund again.

*Firework Sponsorship* - Although no sponsors were achieved this year, the importance of getting some for future years was emphasised if we are to continue to be profitable.

*New School Requests* - **KB to ask Mrs Shapcott to update the list.**

### **4. Picnic on the Lawn**

This was reviewed as to whether the event was worth doing again. Although little money is made, the effort required is minimal and was deemed a nice social thing to do at the start of the school term.

### **5. Fireworks Event Review**

*General Feedback* - This was very positive across the board. The display was excellent and all operations ran smoothly. There were no complaints from neighbours.

Due to the fireworks company having another event to attend after ours, the display this year commenced half an hour earlier - 6.00pm, as opposed to 6.30pm. This earlier time meant there was less time to maximise sales on food, drink and raffle tickets before the display started. Next year, we should try and book the later slot.

Concerns were raised about the poor lighting by the main entrance gate. Next year, either one of the main flood lights needs to be moved to that area or additional lighting incorporated. Also, wheelchair access must be available at all times via the side gate, hence the gate is to remain open throughout the duration of the event.

Feedback regarding the light hire was that next time the event only requires 3 Power Lights and 20 barriers, as opposed to 4 Power Lights and 80 barriers (which is what we have had for the last two years).

Regarding school lighting, this was supposed to be turned off for when the display commenced. However, this worked very well leaving them on (the other power lights get turned off) and was a recommendation to do again next year.

*Volunteer Feedback* - It was raised that communication could have been clearer as to how many people were actually needed. Some volunteers turned up on the night and felt there wasn't a job for them to do. Despite sign-up sheets going up in plenty of time, clearer communication channels both ways between volunteers and organisers would help so that numbers and tasks can be adjusted accordingly.

*PA system* - This did not work as well as hoped, with the sound not really being heard unless you were in very close proximity to the main speaker. Ways to improve this were discussed, such as additional speakers, but it was deemed that making the music louder may not actually be favourable to many, and they could always move closer if they so wished.

*Raffle Thank you's and Outstanding Prizes* - **EDM to draft a thank you message / LW to provide EDM with the list of the raffle prize providers / CHH to ensure all outstanding prizes are collected.**

*Stock List feedback* – Stock levels were good. Mulled wine, Ale and Hot chocolate were popular (as was Ice) so more were needed of these, although we did over-order on burgers and hotdogs. It was suggested that next time, we have a list of the extra/spare hot dogs we have available on the night so that we can sell on to people who have not bought a ticket.

£5,400 was made on ticket sales, £1,400 on the bar and £640 on the raffle.

*Vendor Feedback* - The pizza van did not sell much and we are still waiting for comments from other vendors.

*Clear up Feedback* - The school's 'pencil bins' must be hidden away as they should not have been used. In the craft area, the rug should have been removed from under the craft table as it inevitably got messy from craft and dirty shoes.

*Carbon Footprint* - There was only one big bag of non-recyclable rubbish left over from this event, which is excellent and a very positive result for minimising our carbon footprint.

## 6. Christmas Cards

Cards and merchandise made £650. There were a few issues with faded mugs and mislaid wrapping paper but all minor and sorted.

## 7. Second Hand Uniform and Christmas Clothes Sale

Taking place on Friday 2nd December. **Reps to promote to all class pages.**

## 8. Christmas Nativity

A Christmas tree needs to be sourced, minimum 6ft by next Friday. **(AT) to contact Tony Miles and see if he can supply one.**

The stage needs to be assembled. It was discussed that a 'stage team' or lead individual needs to be found who will take on the responsibility of setting up and dis-assembling the stage for 3 different school events of the year. **AA has volunteered her step dad and friends to take on this role.**

## 9. Christmas Disco and Father Christmas

Taking place on the 9th December, the discos will take place at 3 different times for the different school classes. Disco 1 - Chestnut & Maple (2.15pm-3.15pm), Disco 2 - Willow, Beech & Elm (3.30pm-4.30pm) and Disco 3 - Oak & Sycamore (4.30pm-5.30pm).

As the first disco is in school time, reception will send out a letter informing Chestnut parents of the event and asking them to make a £3 contribution via the website towards the disco, snack and gift. The rest of the school can buy tickets for £5 in the normal way.

Father Christmas will hand out a gift at the end of the disco, along with a bag of popcorn.

**LW to ask a chestnut parent (Marcus) if he is willing to be Father Christmas.**

Mulled wine, mince pies and reindeer food will be available to purchase under Sycamore.

## 10. Cake Sales

## 11. PTA Events Raffle

We are automatically enrolled on this again. **LA to send out info to reps to promote.**

## 12. Christmas Drinks

**CHH to do a Doodle Poll for the FBSA Christmas social.**

### **13. Bags2School**

Schedule for Friday 6th January. **EDM to pursue sourcing a company to collect toys.**

### **14. Quiz Night**

Scheduled for Friday 24th February. CHH to be quiz master. Maximum of 10 tables, with a maximum of 6 people in each team. **Reps to promote in January.**

### **15. Other Fundraising Ideas**

*Film Nights* - Bring back film nights in classrooms. Something to consider from Jan onwards.

*Inflatables* - It was decided not to do the Flaxathon again this year so it does not lose its novelty, however the idea of an inflatable fun run with gladiator duels between children and staff was suggested. This would be a sponsored event, to raise money for 'Outdoor Learning'. More details to follow on this proposed event nearer the time. **CHH to investigate insurance, costs and consequences of hire if bad weather.**

Bags for Life - Aim to create these in time for Mothers Day (19th March). **CHH to look at previous supplier details as very high quality when we used them last time.**

### **16. Next Meeting**

Due to take place on Thursday 19th January.

### **17. AOB**

None.