



FBSA Committee Meeting

Wednesday 14 September 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), Jennifer Chard (JC), Roz Rendall (RR), Janet Wessels (JW), Tracey Mac (TM), Lyndsay Knight (LK), Alison Chichester (AC), Laura Aitkin (LK), Abi Henderson (AH) Sarah Ballisat (SB)

Apologies: Gemma Grahem (GG), Amy Ashley (AA), Charli Awde (CA), Posy Smeetham (PS), Amelia Taylor (AT)

1. Welcome

CHH welcomed all members to a new year of serving on the FBSA. The objectives of the committee were outlined and all members introduced themselves. Prior to the meeting, CHH submitted dates to school for all FBSA events this academic year and cleared with Leanne Gregory to facilitate ease of event planning and parent/staff diary planning. These can be found in the meeting agenda.

2. Minutes Agreed

Previous minutes of the last summer meeting were reviewed. This was primarily about the circus event that took place on Sunday 12 June. The event was a great success with the following key learnings for next time.

All agreed that the new ticketed system worked really well, but next time it should be included on marketing material so parents come better prepared. Mrs Bennett should be given tickets earlier to distribute to those families who have 'free school meals'. The cake judging element of the 'bake off' took too long. People need to drop off their donations earlier. **CHH to speak to Rachel Jubb to get feedback on how well it went with school cooking the hot dogs.** Ticketed time slots for donkey rides were essential and did need to be revisited half way through. Ensure next time, sufficient time is scheduled in for expected donkey welfare, such as rest etc.

3. Financial Standing

KF provided an update on the financial position since the summer meeting. We currently have a balance of £16,800 of which £3,000 is owed to school for the purchase of a canopy, plus another £3,000 ring fenced for ICT from the Flaxathon colour run. This leaves approximately £10,600. Once 'trips and treats' for the forthcoming academic year is removed at £3,400, this leaves £7,200 in the account which is a healthy starting point.

New Requests from school:

Revisit the split between Trips & Treats - It was brought to the attention of the PTA that teachers would like autonomy to choose how they spend the 'Trips and Treats' budget for their own class. It was agreed that they could make these decisions, but for this to happen it would need to be amended in the constitution. **CHH/LA to discuss legalities of changes to constitution.**

Change in Forest School Request - It was agreed at the last PTA meeting that £1000 be given for ongoing forest school provision (£250/quarter). School have requested £6,800 in order for forest school leader, Rachael, to work with staff so they can plan and resource outdoor learning throughout the year for all classes. To fund this, it was agreed that they use the £3,000 currently allocated for purchasing a canopy and that the additional £3,600 will be reviewed at a later date. Possibly via fundraising or use of a grant (see below paragraph).

Canopy - An update was given on the progress of sourcing the canopy and feedback was that developments have been slow due to Brexit. It is still very much wanted and new options were discussed, including the school applying for a grant. These can be up to £6,000, so any money left over could be used to fund the remainder of the Forest School requirement. **JC to liaise with Leanne Gregory about applying for a grant. / TM to contact a friend who may be able to assist in sourcing a canopy.**

Picnic Tables and Benches - Quality of existing benches has recently deteriorated so new ones need to be purchased. A request of £2,000 was made and subsequently approved by the PTA.

Chestnut and Maple Garden - The gardens of both classes are in need of some expenditure. The chestnut garden requires continual replenishment of expensive child safe bark, so they would like to replace it with either wet pore or astroturf. The Maple garden has similar issues, however due to its size and gradient they are considering replacing it with fake grass. It was decided to revisit next year and look at the possibility of a class specific fundraiser or alternatively source some external assistance. **LA to contact Tarmac via husband Neil.**

PA System - A request was made for a microphone to accompany the existing PA system costing approximately £120. Useful for fireworks and discos, this was approved.

Donations, Giftaid and Easyfundraising:

The ways in which the school raise money through Easyfundraising and through gift aid via PayPal Giving was highlighted and reps, both new and old were encouraged to motivate their classes in to using these facilities. **CHH to send out an email / newsletter /whatsapp message solely encouraging people to sign up to easy fundraising.**

4. Second Hand Uniform Sale

Next uniform sale is taking place on Friday 16th September. Helpers needed.

5. Picnic on the Playing Field

Taking place on Saturday 24th September, attendees will be encouraged to purchase a ticket for this free event. Bar, FBSA stand and a few light activities such as Lucky Dip, Ice Cream Van and face painting will be present.

6. Cake Sales

Dates arranged as per agenda and cleared with LG prior to meeting. Reps to take note for their classes.

Sycamore	Friday 7th October 2022
Oak	Friday 21st October 2022
Chestnut	Friday 11th November 2022
Maple	Friday 2nd December 2022
Willow	Friday 13th January 2023
Beech	Friday 27th January 2023
Elm	Friday 10th February 2023

7. Christmas Cards

Last year this initiative made £756 for the school. However, it is being looked in to whether a new company should be sourced for this year. A parent from Maple has been suggested to possibly help with artwork/admin to speed up a very time sensitive process. **DW and KB to discuss and decide on chosen company.**

8. Firework Planning

Last year's Fireworks event was a great success. Once again, there is a maximum capacity of 800 people for the event taking place on Friday 4 November 2022. Some key feedback from

the 2021 event include, the 3D goggles had mixed reviews, music could not be heard if you were standing on the field and more food stalls would be preferable. **CHH/KB to approach and confirm vendors.** Rachel Jubb to be considered again to cook hot dogs. **CHH to speak to Rachel Jubb / CHH to speak to Gemma Graham about providing lighting.**

The cost of this year's fireworks has increased by approximately £1,200 from last year, so finding sponsorship is a top priority. **CHH/BH to meet with Rhodri at Alexander May to see if they will take on top sponsor or an alternative package.**

9. Bags2School

Taking place on 6th January, a new recycling opportunity was suggested where people can bring in old plastic toys. 'Recycle to Read' is a new initiative where families can bring in unwanted plastic toys or electrical items in return for books for schools. **EGM to investigate and report back.**

10. 100 Square Christmas Raffle

Decided to do this again, but only at the Fireworks event - not at Christmas. Reps to start approaching firms and individuals for prizes.

11. PTA Events Raffle

We participated in this last year and for almost no effort, a welcomed amount was raised. Therefore we are participating again, this time with more promotion and advertising. **LA to lead on this.**

12. Grid Lottery

We will not be participating this year.

13. Christmas Disco

Taking place on Friday 9th December, the logistics were discussed as to how we can host and improve this event. The option of 3 separate discos at staggered times was favoured. The first disco to take place for the youngest classes in school time (Chestnut & Maple), followed by the second disco starting approximately 3.30pm (Willow & Elm), and then ending with the final disco (Sycamore & Oak).

Discussion over offering childcare for siblings who are not in the disco by way of a movie in another classroom was vetoed. It was considered to be too complicated and chaotic especially as volunteers may not be familiar with children and/or their names.

14. Next Meeting/ AGM

The AGM meeting will take place at school, on Wednesday 12th October at 7pm, followed immediately by the Fireworks planning meeting.

15. AOB

It was raised that if a new and suitable FBSA chair cannot be found to replace CHH before she leaves, then CHH would be happy to stay on in her current role. This would require amending the constitution. **CHH/LA to discuss legalities of changes to constitution.**