



FLAX BOURTON SCHOOL ASSOCIATION

FBSA Monthly Meeting

Thursday 23rd March 2023 8.00pm
The Rising Sun

MINUTES

Attendees: Clare Hartley-Hodge (CHH), Donna Williams (DW), Kate Brookbank (KB), Katherine Falconer (KF), Roz Rendall (RR), Lindsey Knight (LK), Abbie Henderson (AH), Emily Gazey-Mitchell (EGM), Amelia Taylor (AT), Gemma Graham (GG), Posy Simmons (PS), Sarah Ballisat (SB)

Apologies: Tracy Mac, Sophia Harris, Charli Awde, Alison Chichester, Lindsay Abley, Leah Wait, Janet Wessels, Amy Ashley, Laura Aitken, Sophie Harris

1. Welcome

CHH welcomed all to the meeting and gave thanks to everyone who assisted with the last lot of events, really appreciated.

2. Minutes 19/02/23

Updates/comments as below

- Microphone now delivered
- Yr6 Hoodies now issued
- Phonics books delivered

• Agree outstanding actions

- Easy Fundraising – RR to create text to share on group/share across class pages
- Pizza van Donation – Not received
- Christmas Nativity Video – still pending, no update
- CHH to share Fireworks Marketing package info - still pending, CHH
- Stage Team - No official team found for going forward, Thanks to Posy' dad and other for assembling. Stage to be taken down directly after the show by volunteers and hope of other spectators to assist. New plan for staging to be considered?
- Marquee for end of term 6 - Looking unfeasible and price prohibitive based on quick market research, especially the cost vs the duration. Date of leavers event scheduled for 21st July 2023. AH to investigate, direct to Donna with any queries

3. Financial standing

See appendix 1 at end for table of financial spend

The school is very pleased to have been able to spend fundraised money on vital resources and equipment. FBSA now owe the school for these amounts. All ICT from the Flaxathon fundraising has now been purchased, along with a minor overspend to equalise classes. Purchases of new laptop for Reception class (was incompatible to the new interactive whiteboard), along with programmable Beebots for the younger classes. Treasurer reported there is a healthy cash amount in the ac-

count ready for new academic year, which will safeguard of the pre-determined class amounts for trips/treats and top-up monies.

Following the auditing of the FBSA accounts, some interesting suggestions were made and reviewed.

1. Consideration to change the FBSA financial year (currently April-April) to August-August (to line up to school year and to the schools charity year end). Amendment required on the charity commission website. KF to action
2. Introduction of new expenses system to be used by all members of the FBSA with regards to spending related to FBSA events and other school events as required. There will be an electronic Expenses form, which will be effective as of 23/03/23 for all expenses going forward. Members will receive a copy of the form and instructions.

A grant application has been submitted to Bristol airport, completed by Janet (canopy/forest school? Tbc). Awaiting results

Request from school for navy blue curtains (permanent fixture) to be able to be drawn across at the back of the hall, this would be for use for productions due to the increased stress on teachers of the staging/backgrounds etc. DW to investigate, curtain contacts to be provided by PS and CHH.

4. Quiz Night -

Feedback

- *Add, Lose, Keep?*
- *Prizes for winning team – Drink and pudding at Summer event?*

Feedback – provide earlier notification of the event. Evident that parents has not seen the event on the School Calendar or on the Newsletters.

Determined to Keep the event, but use the WhatsApp group to provide further reminders.

Quiz - Winning team was Lins and the Willows.

Winning group members: Kate Liddle, Carly Fielder, Lindsay Abley, Roz, Dave Bolton, Rob.

5. Review of Flax Roller Disco

What went well? What can we

improve? What should stay the same? (Timings, staffing, music, snacks etc)

- *Offer termly? Arrange dates.*

Feedback was that the event was well organised and general very positive feedback, with Children and adults loving it. There was a good mix of ages and the Friday worked well. The event capacity was capped at 30, but consideration to be made to increase numbers based on event and space. RR happy to plan another, KB to organise the event page. Roz speaking with the village hall about costs and enquiring about discounts. Suggestion that the roller event become a regular event. LA to check that school insurance definitely covers. Next one to take place Friday 28th April.

6. Review of Second Hand Uniform & World Book Day Sale

- *What went well? What can we improve? What should stay the same? Volunteers/Location*
- *Date for sort out.*
- *Next Sale Fri 21st April*
 1. The Fancy dress items never seem to get purchased, so suggestion for the items to go in Bags2School.
 2. Reminder from DW/School to inform/remind partner to re-name uniform bought from the second hand uniform as causing lost property issues!
 3. Conscientious overhaul of second hand uniform stock underway by various volunteers. This will hopefully reduce the volume of stock and focus on good quality items and make the next sale much easier.

7. Easter Egg Hunt & Break The Rules -Tuesday 30th March

- *CHH to buy choc*
- *CHH & KB doing Egg Hunt*
?Timings

Break the Rules poster to be shared on Whatsapp

Timings provide by DW 1:00, Maple, 1:20 Willow, 1:40 Beech, 2:00 Elm, 2:20 Oak, 2:40 Chestnut & Sycamore

8. Life Bags

To be looked into

9. Summer Production Videoing

- *Recording rights?*
- *Professional or in house?*
- *Demand?*

Not possible, too many school policies.

9. Class cake sales

- *Review – any questions?*

Classes can decide between Cake or ice cream for Terms 5 & 6. No questions received.

9. Film Night

- *Dates TBC & Logistics*

To be scrapped in favour of roller disco

10. Flax Bourton Football Club

- *Contracts have been drawn up and all checks completed*
- *Children enjoying participation already*
 - *How we plan to ring fence cash & ensure payment.*
 - *Volunteers for Yr 3/4 Team still being sorted, rolling rota to be arranged*
 - *Check contract with FBSA – retrospectively.*

A contract has been created and signed between Josh Brown as organiser of the Flax Bourton Team, and with the FBSA. This has been done to utilise the FBSA insurance, and to ensure that club conform to our operating procedures and governing. The contract also stipulates the financial status remains separate.

Sponsorship has been found by the sports organisation/Josh, which has significantly helped to cover the running costs.

Funds from football will be in ring fenced.

Current thought for costing is £5 per term. To be in the form of cash from parents, £5 per child. Consider increasing next year and formalising more when the club is hopefully more up and running

Already started, really positive feedback from the first matches. Volunteers still needed for the Yr3/Yr4 games, but there is positive voices from parents and looking like rolling rota to be arranged. Further steps needed.

Consideration of girls football training (in addition to coaching from Charlie Hartley-Hodge)? There are currently grants available to promote/improve girls football. Posy to investigate.

11. InFLAXus Games

Fundraising for the InFLAXus games will go towards Drama & Arts (stage curtains + other)/Outside Learning (various)

The event will consist of 2 long assault courses, and a gladiator ring/dual.

Due to the event taking place during school hours, the school will have to do the risk assessment, and have final say on all aspects of the organisation. DW to lead comms between school and FBSA.

Sponsorship form (edit flaxathon form) volunteer tbc

CHH to go into school assembly to publicise event to the children

Creation of Poster to advertise - KB to create

Sponsor of the event? This would help cover the costs - volunteer tbc

Yes, we will provide medals to the participants

12. Flax Summer Event

- Main event – X?@ CHH organising tbc
- Raffle tickets to be used for the fete stalls.
- Free event – no PTA ticket/website
- DW to organise X?@ show element of event.
- Charli Awde mum will donate rosettes
- Ride ons for Chestnut/toddlers – separate area
- CHH to organise Puppet Show
- Vicar to judge bake off, presentation judged. Only finalists to be tasted.
- 1230 – 1700 timings
- Hot dogs from 1300, scones & strawberries
- No external stalls

14. Fireworks Planning

- 18:30 Fire time Booked (£3700)
- Paramedic Booked (£245)
- Fireworks sponsorship next year

Book food stalls & Rachael

Clare confirmed that the paramedics have been booked, as have the fireworks themselves, at the later preferred time of 18:30

CHH to share sponsorship details. ALL FBSA members to review personal and business contacts who might want to sponsor the event.

IPA (canned beverage) to be donated as stock sponsor (same as Fireworks 2022)

KB to follow up with food stalls, Taco confirmed.

15. Succession Planning

- Current Core Committee stepping down in Oct 23.
- Introduction to new Team
- Arrange Handover Dates & succession plan

Abbie, Emily, Emma - Co-Chairs (KB to check operating procedures and charity procedures whether)

Treasury – Emma & Mark Francis

Secretary - Fiona ? and Laura Aitken

New core committee to be added to the current FBSA leadership Whatsapp.

16. Next Meeting

Date TBA

Tuesday 2nd May 8pm- Angel

DW to book private room at the Angel.

Appendix 1

Money in since last meeting		Money spent since last meeting		Cash Balance per cashbook	
Uniform Sale	£ 40.20	Forest Carbon	£ 10.41	ICT (Flaxathon money plus 100)	£ 1,617.77
Quiz	£ 197.77	Mrs B's Hoodie	£ 21.00	Forest school from sponsored exercise	£ 2,460.28
Donation	£ 100.00		£ 31.41	Beach and chestnut	£ 1,000.00
Easy Fundraising	£ 63.77	Football		SIAMS celebration theatre	£ 600.00
Gift aid	£ 25.00	Equipment	£ 411.80	Microphone	£ 89.99
Roller Disco	£ 79.77	Goals	£ 812.00	Book purchase agreed in last meeting	£ 580.00
	£ 506.51	First aid bags and other equipment	£ 180.91	Coronation craft	£ 200.00
Football		Shirts	£ 1,155.43	Buffer	£ 3,000.00
Donations	£1,200.00		£ 2,560.14		£ 9,548.04
Quarry Fund	£2,336.46				
	£3,536.46			Extra to spend	£ 3,624.89
				Next years Trips and treats	£ 3,430.00