



FBSA Committee Meeting

5 May 2023, 8.00p.m.

The Angel

Minutes

Attendees: Clare Hartley-Hodge (CHH), Kate Brookbank (KB), Katherine Falconer (KF), Lindsay Abley (LA), Leah Wait (LW), Roz Rendall (RR), Alison Chichester (AC), Emily Gazey-Mitchell (EGM); Amelia Taylor (AT); Janet (J); Laura Aitken (Lai);

Apologies: Donna Williams (DW); Tracey McAlinden (TM); Gemma Graham (GG); Sophie Harris (SH); AA, LK, PS, Becky Gibbs (BG)

Guest: Mark Francis (MF)

1. Welcome

CHH welcomed all to the meeting.

2. Minutes Agreed

Minutes from previous meeting were agreed with minor amendments.

Actions from previous minutes:

- 1.** KF has changed the charity's end of financial year to run along with the academic year of school;
- 2.** We have written off the pizza donation from the fireworks as they do not seem interested in responding to provide their promised donation;
- 3.** The Marquee for the end of term celebration was due to be cancelled however, an enquiry has been made with CMC Marquees and we wait to hear from them.

Outstanding actions:

- 1.** The nativity video is still to be completed; CHH to chase
- 2.** Fireworks sponsorship package to be re-shared with the Committee

3. Bags for Life – Alternative companies to be investigated. AT to source companies and quotes. Committee discussed having separate KS1 and KS2 bags as the number of pupils in school has doubled since we last did a Bags for Life. To be investigated further once companies sourced.
4. Grant application is in progress. Janet required further info to complete the application. Information to be provided. A reason for the application was required and it was agreed that the forest school canopy be provided and a quotation to be provided. AC would get an invoice for the canopy.

3. Financial Standing

KF reported that we had received:

£210	
£67.50	Gift Aid
£470	Break the Rules
£29	Uniform Sale
£27	Roller Disco

KF reported that we had spent:

	School Laptop
	ICT Bots

KF reported that we have a cash balance of £11k with the following still to pay out:

£2,500	Forest School
£1,000	Chestnut & Beech
£250	Coronation

4. Football

KF explained the football arrangements to our Guests. The key point was that the FBSA and football finances were kept completely separate. Josh Brown was co-ordinating the running of the football games. He had obtained a £2,300 grant from the quarry as well as a donation of £1,000, with a further £1,000 awaited. He had spent £1,300.

KF would chase Josh on how subs would be dealt with once there is more uptake from other schools in the games.

5. Roller Disco

The Committee discussed the Roller Disco. It was a good event which everyone enjoyed. This second disco was at the start of the bank holiday weekend so did not have as many attendees as last time. It was agreed that the timings worked and to stick to holding once a term.

A question was asked about including hoverboards. The Committee decided no as too dangerous.

6. Second Hand Uniform Sale

Fancy dress leftover was not selling in the second hand uniform sales so it was agreed that this would go into the Bags2School on 12 June 2023.

CHH explained that she was aware that another school had a second hand uniform rail in reception with a small selection of clothes and an honesty box, which worked well. CHH would discuss with Di Keys to see if it was possible or if there was an alternative location. School Council also to be consulted.

DW had requested clothes at the new Chestnut open day. DW to provide dates. It was asked that if clothes are donated that all previous name labels were removed to avoid confusion.

7. Easter Egg Hunt

Everyone agreed that the easter egg hunt was a good day for all and went well. Following a request from a parent on the day, where the child was not in school due to an early holiday, that an egg be provided to the child, it was agreed by the Committee that in future if children were off they would not get an egg.

8. Summer Production Videoing

CHH had located a camera person to film the production and put onto USB. CHH was to check with DW and enquire with regards to recording rights.

9. Cake Sales

Cake sales had concluded for the academic year. Usually we would proceed with ice cream sales for the summer term. However, the Committee decided to proceed with cake sales as there were no facilities in school to store the number of ice creams needed due to the increased number of pupils within the school.

10. InFLAXus Games

CHH explained this was in 3 weeks time and provided a format for the day:

1. There would be 2 inflatable runs
2. Crawl nets, tyre obstacles, hurdles
3. Sponsorship forms would go out on Friday
4. If a child receives sponsorship, their name will go into "a hat" on the day. 3 kids from each class will be chosen from the hat and go against their teacher on the gladiator!

KF explained that it was better for all sponsorship to be paid online via paypal gifting as we could claim giftaid which makes a significant difference to donations. AT to create a QR code to include with the sponsorship form. KB and CHH to attach the QR code to the already printed sponsorship forms.

DW to let us know about parent

11. Summer Event

Taking place on Saturday 17th June (12.30 - 5.00pm) the event will be free to enter. A raffle ticket system will be used again. Entrance to the petting zoo will be 2 tickets (£2) and also £2 for those entering dogs in to the dog show.

Animal line up so far include; Donkey, Shetland ponies, Pygmy goats. Ferrets were discussed but there was some concern about price. L.Aitkin to see if she can negotiate a good deal.

Other possible sources to be contacted include; Puxton Park, Chew Valley Animal Park, Cadbury Alpacas and Noahs Ark. EDM to contact.

A Puppet Show was suggested. L.Aitkin to look in to sourcing one.

AA. To look in to trophies??

Stalls include; hook the duck, coconut shy, tins, lucky dip, Tombola and Bake Off. The yellow trikes could also be available for under 5's - a specific area would need to be sectioned off and supervised. CHH to source Bake Off prizes.

DW to confirm the advertising of the dog show, the categories (so trophies can be created) and also if dogs are to be booked in prior to arrival.

Ice cream van is booked and Rachel will be cooking sausages. These will be purchased at the bar. KB to look into how many sausages were bought and sold last year re ordering quantities.

12. Jane Bennett Leaving

Taking place on Thursday 20th July (1.30pm - 3.00pm), this will be an opportunity for parents to say goodbye to Jane.

EDM sourcing a gold book. A table will be set up in school on Jane's days off, where parents can write in the book and photographs be included.

A video with rolling pictures will be created and shown at this event.

Tea and coffee will be served. Year 6 could possibly perform their rap and the Barberettes could be invited to sing.

DW / CHH to do a speech at the end.

KB to start a collection at the beginning of Term 6.

CHH to ask DW if alumni parents could be invited.

13. FBSA Barn Dance

Not covered in the meeting

14. Fireworks Planning

The Firework company is booked for Friday 3rd November. It was decided that the organising of the sponsorship for this event to be handed over to the new committee.

15. Succession Planning

A handover date needs to be arranged, sometime after the 12th June. A to-do-list, in chronological order is to be provided to the new team as soon as possible. CHH to add new members to the WhatsApp leadership group.

16. Next Meeting

The next meeting is scheduled for Wednesday 7th June.

17. AOB

L. Aitkin and team to sort through school uniform suitcases/bags before half term. (Left over clothes to go to bags2school)

****13th July - End of year drinks!! ****