



BSFA AGM Minutes

Date	Thursday 13 th July 2023	Chair	Katherine Huxtable-Drake
Location	School	Minutes taken by	Claire Poyser-Blair

Attendees:

- Katherine Huxtable-Drake (KHD) – Chair
- Claire Poyser-Blair (CPB) – Secretary
- Rebecca Barbary (RB) – Treasurer - **Apologies**
- Abi Spencer (AS) – Trustee
- Joanne West (JW) – Trustee
- Rosie Raife (RR) – Trustee
- Laura Perkins (LP) – Trustee - **Apologies**
- Mrs Nicky Blacknall (NB) – Trustee
- Mrs R Cast (RC) – School Head
- Rob Blair – (RB) Friend of BSFA
- Gary Raife – Friend of BSFA
- Jo Dunseath (JD) – Friend of BSFA
- Kim Bradshaw (KB) – Friend of BSFA – **Apologies**
- Kathy Smith (KS) – Teacher
- Emily Spencer (ES) - Teacher
- Ali Artaman (AA) – Teacher
- Maxine Meaden (MM) – Staff
- Marie Flatt (MF) – Teacher
- Sally Clark (SC) - Teacher
- Rebecca Lax (RL) – Friend of BSFA– **Apologies**

Agenda Items

1. Welcome and apologies.
2. Review constitution
3. Chair's report
4. Treasurer's report
5. Appointment of independent examiner
6. Election of committee members
7. AOB

Item	Discussion	Action Points
Welcome and apologies	KHD thanked attendees and gave apologies for those unable to attend.	
Review constitution	New constitution – we have decided to change our constitution as it is very old and some parts are out of date, we propose that we adopt the ParentKind template which has been emailed to everyone for their perusal do we have any objections - no objections	RR & KHD to register new constitution with

		Charities Commission within 2 weeks
Chair's report	<p>The Bleasby School Friends Association (BSFA) is a group of parent and staff volunteers. Our aim is to organise fun events and activities and with the help of our 'friends of' BSFA helpers bring the community together and raise much needed funds for school.</p> <p>The BSFA is a registered charity and we are keen to encourage all our members to complete a declaration to enable the charity to gain Gift Aid.</p> <p>Who is a member of the BSFA... well every parent, carer, grandparents and all staff including governors are automatically members of the BSFA meaning that anyone connected to school has an opportunity to help raise money and help at events.</p> <p>The BSFA have a monthly meeting which is advertised. All members are welcome to our meeting. Please join us when you can we are always looking for new ideas and help ad-hoc. We currently have a committee of 8 trustees, 7 parents and 1 teacher. We are governed by our constitution; this explains how we must conduct our organisation and most importantly where the money raised can be spent. We, the trustees, can consider any requests from school staff, governors and any other members including parents, carers and grandparents for goods and services to benefit the children at our school. In brief, purchases must be the 'nice to haves' not 'need to haves' and require a majority vote from the committee of Trustees.</p> <p>We have found that our current constitution has elements which we feel are out of date. We hope that you have had time to read the constitution we are planning to adopt in brief the main changes are:</p> <ul style="list-style-type: none"> • To allow remote meetings, via Zoom/Teams etc • To allow the committee to run with as little as 2 trustees. • To change the names of the main roles; chair, treasurer and secretary <p>We have taken advice from both the Charities Commission and Parentkind and it is the Parentkind constitution that we plan to adopt as have may other PTAs and PTFAs within the UK.</p> <p>We started the new school year in a good position nearly hitting our target for the new trim trail equipment which we delivered to our deadline and successfully had it already for our children to enjoy when the returned to school in January 2023. Such a big target was achieved with much dedication and hard work, we eventually settled on a plan that was chosen by the school council as they were the best place to choose the final design. The children all take it in turns to use the new equipment and all ages are very much enjoying it, I'm so glad that we all made this happen.</p>	

As always, we welcomed new Apple's with their Teddy Bears picnic and then swiftly moved onto planning larger events. This year saw the BSFA bring back some much-loved events the Monster Mash and the Christmas fair which had been unfortunately cancelled the year before due to covid restrictions.

Our Christmas fair simply wouldn't happen without the support of our army of BSFA friends of volunteer helpers and of course the day was made special by our wonderful school choir thanks to Angela Dunning. Not only did it raise much needed funds for school but more importantly it brought our wonderful school community together at a special time of the year. A big thank you goes out to Father Christmas who entertained over 100 children in 4 hours without taking a breather.

We were lucky enough to enjoy 2 school discos hosted by Gazza with plenty of dancing and prizes given away. The return of the Monster Mash back in October and most recently the Summer party, both rocked! We catered for all including a bar for the grownups and they all joined in with the last dance competition of the night.

We would like to thank Lian, Parent, governor and friend of the BSFA who supported us greatly this year with completing the co-op community fund bringing in 3926.80, she then moved onto the reading challenge and successfully raised £4200 to create a fantastic new school library. Lian as also been the driving force of other local community fund including the Southwell lions.

The cinema night always goes down well, KS1 and KS2 enjoyed different movies straight after school, allowing parents and carers an extra few valuable hours to do Christmas shopping!!

With the success of last year's Quiz and Curry night we decided to repeat this 'Adult only' event. An amazing night was had by all who came, we were supported by staff, governors and parents and carers from all year groups. Returning host Matt Lilley ran the night fantastically and we were lucky to be served by Rosie and Gary Raife and Nanny Jane Day. Loads more helped with clearing away, serving drinks, selling raffle tickets, and sourcing wonderful prizes... this was a big effort by all ... what a great night!

Most recently we decorated plant pots for 'Mothers and other' and coaster 'Supeheros' both of which we received many compliments on such easy inexpensive craft projects for the children to add their own flair and personality to.

We have done Christmas cards, broke the rules, recycled with bags2school 3 times, and offered refreshments at 8 separate events.

We were extremely lucky to have our annual bounce-a-thon match funded by parent and friend of the BSFA, Sarah Hill, for the third year running, having Sarah onboard with this event makes your donations go

much further, the children from all classes bounced from 9am till 3.30pm a fantastic team effort and a great way to finish sports week.

Every year we like to pay for the year 6 pupils to take part in the DAaRT programme, this is life skills education and is an outside provider. DAaRT stands for Drugs, Alcohol and Resilience Training. Our current year 6 are just coming to the end of their training and graduate next week, The current BSFA trustees and school believe this is valuable learning before they move on to their new secondary school. We hope that the future committees still feel this is a great investment and with our fundraising we are still able to provide this for every year 6 when it's their time.

As chair, I would like to thank our current trustees, Claire Poyser-Blair (Secretary), Rebecca Barbary (treasurer) Rosie Raife, Laura Perkins, Jo West, Abi Spencer and Nicky Blacknall. They should all be very proud of another successful year we have managed to do some great events and projects and at the same time raised a huge amount for our wonderful school. They have made quick decisions when needed and we have voted on some much-needed items for school. We remain to be a very lucky committee to have a teacher onboard, Nicky, is very much the glue between the BSFA committee and the Bleasby school staff which allows effective communication between everyone.

As mentioned at the last AGM and throughout the school year we knew that some of our current trustees would look to step down this year, it's time for some fresh ideas and new members to step up and take the reins. Those that have been on this very dedicated committee will always be there to give advice or support where needed as they desperately want the BSFA to continue the wonderful work it has done for many years providing the extras for school in the way of events and funds to spend.

The BSFA committee would like to thank those who have helped over the last year, it's great to be able to grab helpers when we need you. We would like to thank those who have been class reps this school year, this includes our all of our trustees and Victoria Parker (mummy of Sebby). We also want to thank Lauren Clarke (mum of Violet and Ottie) who has made many posters, written news stories and kept our social media looking fresh. A special thanks goes again to Maxine Meaden who ensures the BSFA messages get out there and as a member of school staff has attended most of our monthly meetings allowing us to move swiftly on school decisions.

We welcome and can vote new trustees on to the committee at any of our meetings throughout the school year. But most importantly is 'friends of' the BSFA helpers who without them we would not be able to run any of our events or in school activities. Please indicate if you would like to be added to the new 'friends of' WhatsApp group. As the current year 6 family helpers move on, we need to replace their support with the newer parents and carers of the school.

	<p>Our plan going forward is gain more helpers and regular attendees to our meetings. I feel that it is very important for the current trustees to share their knowledge of how best to run events and projects and what fit best with our children and our school. Equally we want to have new fresh ideas brought to the meetings which newer members always deliver. Secondly, we would like more supporters to join the and use the “free money” platform Easyfundraising and select to support the BSFA this will give us money which we don’t have to work hard for.</p> <p>Lastly, I would like to say that I’m very invested in both our school and the BSFA and although at this time I will step down from the Chair position I promise to be available to help both in the background with advice and visibly at future BSFA events as a ‘friends of’ volunteer.</p> <p>Should you have any queries or require any further details, please get in touch with Katherine (Chair), Claire (Secretary) or Rebecca (Treasurer).</p> <p>Thank you Katherine Drake BSFA Chair</p>	
<p>Treasure’s report</p>	<p><i>Bounce-a-thon sponsors with match funding, Bags2School, school summer disco, superhero fathers (cash and school money) and Sports day & KS2 performance refreshments still to be finalised and banked.</i></p> <p>Successful money-making events held;</p> <ul style="list-style-type: none"> • Monster Mash party £610 Net Profit • Fancy dress sale giving £60 net profit • Christmas cards and gifts giving £232 Net Profit • Christmas Fair £1142 Net Profit • Curry & Quiz Night giving £809 Net Profit • Mother’s & others giving £203 Net Profit • Cinema Night giving £462 Net Profit • Break the Rules Days giving £248 Net Profit • Preloved uniform sales giving £82 Net Profit • Bags2School giving £232 Net Profit (£108 plus the final B2S still to be banked) • Co-op community fund giving £3927 net profit • Easyfundraising £723 Net Profit • AmazonSmile £146 Net Profit • Usborne book challenge £4200 Net Profit • Frozen Friday £48 Net Profit • Pre-loved uniform sale £107 Net profit • Refreshment sales Net profit £85 Net profit • Total Net Profit £13,316 <p>Purchases for School during this period;</p> <ul style="list-style-type: none"> • Timetalk electronic boards • Trim Trail • Christmas treat for the children (entire school) • Library of books-in collaboration with Usborne 	

	<ul style="list-style-type: none"> • Support towards Yr6 leavers events • DAaRT course for Yr6 • Classroom Rug – In mobile classroom • Garden and Grow tools • Apple class furniture • Outdoor bookshelf and sail-in collaboration with Lions • Playhouse-in collaboration with Rotary • Globes, flags, and jute bags <p>Other costs incurred during this period;</p> <ul style="list-style-type: none"> • Parentkind membership <p>In summary;</p> <ul style="list-style-type: none"> • Balance at 2022/23 financial year end £18,473 • BSFA raised and banked a total of £19,347 during this period so far (NOT including money to be yet banked) • Total expenditure for this period was £31,445 • The bank account balance as at the 9th July 2022 £6,385 <p>Should you require further breakdown on any of the finances or have any queries, please do not hesitate to contact me.</p> <p>Kind regards Rebecca Barbary BSFA Treasurer</p>	
<p>Appointment of independent examiner</p>	<p>Lani Buckley will be our independent examiner for 2022-2023 financial year.</p>	
<p>Election of committee members</p>	<p>Chair</p> <ul style="list-style-type: none"> - RR – Chair and Yr3 Silver Birch BSFA Representative - KHD & CPB scoded <p>Secretary</p> <ul style="list-style-type: none"> - RR will cover email inbox, new team will share other Secretary responsibilities - JW & NB seconded <p>Treasurer</p> <ul style="list-style-type: none"> - JW – Treasurer and Yr4 Maple BSFA Representative - AS & RR seconded <p>Trustees</p> <ul style="list-style-type: none"> - NB – KHD, RR seconded will be BSFA Teacher Representative - Laura Perkins preregistered her interest in remaining as a Trustee and Yr1 Pear BSFA Representative – RB & KHS seconded - KS volunteered to join the team as a trustee – CPB & KHD seconded <p>Friend of</p>	

	<ul style="list-style-type: none"> - AS – will be Class for Yr6 Oak Class - JD - KHD – will be BSFA Representative for Reception Apple Class 	
AOB	<p>Monthly meetings low attendance from our Friends of BSFA, we will look at changing the day and how we advertise the meetings in an attempt to increase attendance.</p> <p>RC - Thank you to all of the BSFA members for everything they have done for the school this year; being there to run the events and work with the children is a big enough job in itself, but all of the work that goes on in the background - making sure events are properly run, organised, coordinated and well publicised – is huge.</p> <p>Extra thanks to Rosie and Jo for taking on the reins.</p> <p>A special thank you to KH-D for all her amazing work in running the BSFA over the last 3 years and being part of the group for the last 7. Also, to C P-B who has put so much work and expertise in as secretary. The two of you have worked so hard together and given over and above to get events off the ground. You have made a big difference to Bleasby, some visible around the school, like the trim trail and others that you can't see, like bringing the community together.</p> <p>Old trim-trail is being fixed and once fixed it will be fully inspected.</p>	
Date of first new team meeting	Wednesday 26 th July 2023 at the Waggon & Horses at 19:00	