



# BSFA Meeting Minutes

<b>Date</b>	Thursday 8 <sup>th</sup> December 2022	<b>Chair</b>	Katherine Huxtable-Drake
<b>Location</b>	Waggon & Horses Pub	<b>Minutes taken by</b>	Abi Spencer

## Attendees:

- Katherine Huxtable-Drake (KHD) – Chair
- Claire Poyser-Blair (CPB) – Secretary - **Apologies**
- Rebecca Barbary (RB) – Treasurer
- Abi Spencer (AS) – Trustee (minutes)
- Joanne West (JW) – Trustee
- Mrs Nicky Blacknall (NB) – Trustee
- Rosie Raife (RR) – Trustee -
- Laura Perkins – Trustee - **Apologies**
- Mrs R Cast (RC) – School Head - Apologies
- Maxine Meaden – School Office Manager
- Victoria Smallwood – Friend of

## Agenda Items

1. Welcome and apologies - KHD
2. Finance and requests for spending – RB
3. Spring term events
4. Summer term events
5. Plans for future of BSFA
6. AOB
7. Date of next meeting

Item	Discussion	Action Points
Welcome and apologies	<p>Welcome and thanks for everyone's contribution to Christmas fair. Had lots of positive feedback.</p> <p>Lauren has done a video to go to FB for a thank you</p>	
Finance and requests for spending	<p>Balance on 03/11/2022 = £25,218</p> <p>Current Bank Balance 07/12/2022= £29,499</p> <p>JW still has £1100 (circa) cash to pay in</p> <p>Money in since last meeting = £5,129 broken down:</p> <ul style="list-style-type: none"> <li>- £3927 Accounts payable</li> <li>- £500 CAF2211042837CF (Matchfunding Boots – Bounce-a-thon)</li> <li>- £25 amazon smile scheme</li> <li>- £60 Alcohol and food Buyback from Monster Mash</li> <li>- £115 Easy Fundraising</li> <li>- £100 Philip White Benefice Books- Usbourne books</li> <li>- £127. cash banked raised at bounce-a-thon</li> <li>- £30 Sum-up payments (xmas fair 2022)</li> <li>- £200 British Sugar –</li> </ul>	

	<p>Usbourne books- £45  Xmas stalls;  S Delaney, Xmas Sharon= £15,  T D R accessories stall= £15,  PlayHoorah! Ltd, Claire Russell= £15.</p> <p>Money out since last meeting = £848 broken down:</p> <ul style="list-style-type: none"> <li>- £ 78 IKEA- plates for xmas fair craft</li> <li>- £146 The works - books for Santa gifts</li> <li>- £7 Asda popcorn cinema night</li> <li>- £2 Gluten free bread rolls cinema night</li> <li>- £7.50 Coop - Diet coke cinema night</li> <li>- £92 Morrisons- pork, bread, cans of drink – Xmas fair</li> <li>- £13 Aldi -tea, coffee and milk – Xmas fair</li> <li>- £71 Film Licence – Cinema night</li> <li>- £97 Spar – refreshments for summer sports day</li> <li>- £60 Amazon Market place - baubles and elf costumes x 2 – Xmas fair</li> <li>- £47 Baker Ross -pens and ribbons - Xmas fair craft</li> <li>- £200 Xmas fair Float</li> <li>- £27 Ticket refunds (MMash ticket refund= £5, MMash ticket refund =£12, Movie night ticket refund =£10)</li> </ul> <p>Outstanding invoices to be paid in:</p> <ul style="list-style-type: none"> <li>- £186 Santa’s grotto ticket sales</li> <li>- £552 cinema night ticket sales</li> </ul> <p>School to invoice BSFA for:</p> <ul style="list-style-type: none"> <li>- Tea towel supplies</li> </ul> <p>Spend Requests;  Rug request from Mrs Whitmee– Max to look into – budget £80-100</p> <p>Next big ticket item possibilities</p> <p>Mrs Cast - Quiet garden – is this next spend? – ideally a conservatory and then a canopy for quiet garden, or to be more eco friendly – to replace plastic furniture</p> <p>garden pods were suggested? –BSFA need a clearer brief before getting 3 quotes.</p> <p>New playhouse for NB</p> <p>£4200 has been agreed and earmarked for new school library</p>	<p>JW will liaise with MM (before Christmas)</p> <p>NB/RR to speak to Mrs C about getting a spec for the request for conservatory/pods.</p> <p>All to keep eye on Facebook marketplace</p>
Spring term events	<p>Nativity Refreshments –</p> <p>Bags to school – already booked (March and July)</p>	RR sorting

	<p>Will have an official trim trail opening 5/1/23 – at 10.30</p> <p>Jan – all agreed no sponsored event would take place this year Quiz night was agreed for Mar 25<sup>th</sup> subject to agreement from Mrs. Cast.</p> <p>Break the rules – 24<sup>th</sup> March?</p> <p>Mothers and Others – paint a plant pot (think about seeds). Maybe we can collaborate with Garden and Grow? They may have seeds or pots or have contacts for donations.</p> <p>Coronation activity – to be discussed next meeting</p>	<p>As many BSFA reps to attend as poss</p> <p>NB to speak to RC RB to speak to M Lilley KHD to speak to Bridge and Bayleaf and send save the date</p> <p>NB to check date</p> <p>MM to speak to Ang Dunning re collaboration</p>
Summer term events	<p>Possible Summer Party – could we use Epperstone again? Can we find a suitable Weds in June? Sports week – 20<sup>th</sup> – 26<sup>th</sup> June so avoid during this week</p> <p>Movie Night – tbc</p> <p>Father’s Day – large stones – paint paperweight/garden stones (donations?)</p> <p>Refreshments (Sports day, KS2 production)</p> <p>Bounceathon – Will Sarah Hill be prepared to organise this event again?</p> <p>AGM - date to be agreed</p> <p>New starters – transition visit</p> <p>All to be discussed further at a future meeting</p>	<p><b>KHD to speak to SH</b></p>
Plans for future of BSFA	<p>Number of Trustees dropping down in July – last AGM we were clear that it was critical for the future of the BSFA to have long term plans to ensure its continued success. We all need to consider how we can promote ourselves, KHD to send an address out to families from the trustees, giving an outline of the success stories, and also requesting more attendance to meetings now rather than waiting until summer to start coming on board to ensure that BSFA is future proof.</p> <p>Seek opinions from families before newsletter, to get the feedback on how BSFA can continue into the future</p>	<p><b>KHD to compose message</b></p>
AOB	<p>Wish Tree – need a simple tree and something to hang on write a wish on it – so a parent can bring in a wish from the tree.</p>	<p>NB to check in with RC.</p>
Date of next meeting	<p>26<sup>th</sup> Jan 2023</p>	

<b>Update on action points from this and previous meetings:</b>	
<b>Action Point</b>	<b>Outcome</b>
CPB forward Mrs Cast's email to team regarding school's requirements	Done
RR put out WhatsApp message to inform parents/carers that Xmas cards deadline has been extended	Done
NB to ask teachers and TAs to search classrooms & cloakrooms for missing Xmas order cards	Done
MM to set up payment and consent on Schoolmoney	Done
RR to apply for TV licence for Movie Night	Done
LP send donation request to her contact at Showcase Derby	Done
NB to ask teachers for support on the door	Done
CPB send donation request letter template to the team	Done
LP put out donation requests letters for donations of craft sets and books to all of her contacts	Done
MM to look into pre-booking solution for Santa's grotto	Done
NB confirm none uniform day with RC for chocolate donations for Chocolate Tombola	Done
Preloved Teddy bear donation request to go out	Done
Source baubles – CPB to message Lian to see if she can get hold of fillable baubles and ribbon	Done – Baubles is doubtful but ribbon shouldn't be an issue
Recycled stall donation request to go out	Done
Source suitable plates for Plate decorating stall	Done
LP put out donation requests for wrapping paper	Done
CPB send emails to list of contacts provided by RR	Done
Once stall holders have been confirmed, update poster and put up in the community & on social media	Done
KHD/CPB attend meeting with RC and Fawn on 18 <sup>th</sup> November	Done
RC or MM to complete form to apply for Trim Trail permission from Local Authority	Done
NB to liaise with teachers regarding children having site visits during the Trim Trail build	
LP to liaise with local celebrities to attend our Trim Trail grand opening	
KHD to arrange install date with Fawn	Done
CPB hand over finances to RB	Done
CPB write to Sarah Hill giving figures for Match Funding on Bounce-A-Thon	Done
Trustees to consider VS's suggestion of gifting lump of cash to each class	
JW & RR liaise with RC & GB regarding budget and financial support from BSFA	Pending
Class reps to liaise with parents and teachers regarding wish lists	Pending
CPB make contact with Mr Steve Fish regarding DIY Day to freshen up internal paint work	Done
CPB chase up SumUp for delivery of our device	Done
LP to liaise with Liena regarding cake donations for McMillan coffee morning	Done
JW/RR liaise with school regarding Christmas card project	Done
CPB email supermarkets for donations for Monster Mash	Done
JW book Bags2School dates for each school term	Done
CPB send Cinema Night event check list to AS	Done

CPB to liaise with Mrs Dunning regarding choir performing at the Christmas fair	Done
JW to liaise with Mrs Day regarding support in the kitchen at the Christmas fair	Done
ET contact vendors to establish options for the Christmas fair	Done
KHD to send shout out for Elves	Done
VS to arrange shout out for fancy dress donations	Done
CPB add a thank you message to our purchases page on school's website to Dan Perkins	Done
CPB/KHD arrange Charities Commission	Pending
GB to go through budget to highlight what BSFA could cover under current constitution	Pending
VS to update presentation	Pending
JW to source Easyfundraising poster	Done