



# BSFA Meeting Minutes

<b>Date</b>	Thursday 3 <sup>rd</sup> November 2022	<b>Chair</b>	Katherine Huxtable-Drake
<b>Location</b>	Waggon & Horses Pub	<b>Minutes taken by</b>	Claire Poyser-Blair

## Attendees:

- Katherine Huxtable-Drake (KHD) – Chair
- Claire Poyser-Blair (CPB) – Secretary
- Rebecca Barbary (RB) – Treasurer - **Apologies**
- Abi Spencer (AS) – Trustee - **Apologies**
- Joanne West (JW) – Trustee - **Apologies**
- Mrs Nicky Blacknall (NB) – Trustee
- Rosie Raife (RR) – Trustee
- Laura Perkins - Trustee
- Mrs R Cast (RC) – School Head - **Apologies**
- Victoria Smallwood (VS) – Friend of BSFA and Parent - **Apologies**
- Emma Terry (ET) – Friend of BSFA and Parent – **Apologies**
- Jane Day (JD) – **Apologies**
- Lian Britchford - **Apologies**
- Maxine Meaden – School Office Manager

Agenda Items
<ol style="list-style-type: none"> <li>1. Welcome and apologies - KHD</li> <li>2. Finance and requests for spending – RB/CPB</li> <li>3. Xmas cards - Update</li> <li>4. Movie Night</li> <li>5. Christmas fair</li> <li>6. AOB</li> <li>7. Date of next meeting</li> </ol>

Item	Discussion	Action Points
Welcome and apologies	KHD gave thanks for those attending and gave apologies for all that were unable to attend	
Finance and requests for spending	Balance on 16th September = £20036 Current Bank Balance = £25,218 Money in since last meeting = £5876 broken down: <ul style="list-style-type: none"> <li>- £3900 Usbourne Books (The Margaretb =£3000, PL Property =£200, Harlow &amp; Hunter =£450, Callum Campbell Lian library =£250)</li> <li>- £80 for from J Coleman (a donation towards plates for XMAS fair crafting)</li> <li>- £1051 (Bounce-a-thon = £545.50, Monster Mash tickets = £505)</li> <li>- £577 Money made from food and drink at Monster Mash</li> <li>- £91 MMash sum-up sales (we made £94.30 but lost £1.60 on sum-up charges)</li> <li>- £90.93 alcohol and food buy back (CPB =£90.93)</li> <li>- £40 = J West fancydress</li> </ul>	

- £25 Deposit returned Epperstone Village Hall (Monster Mash)
- £21 Sum-up (Fancy dress sale =£20, £1=test sale)

Money out since last meeting = £700 broken down:

- £45 Epperstone venue hire
- £321 Food and drink (£212.7Aldi stores alcohol, £45.5 Tesco red wine, £17.89 Aldi Muffins and Gin, £30 Bread Rolls G Atherly and sons, £14.73 Sausages)
- £13 amazon MMash prizes
- £ 50 post office withdrawal MMash Float
- £21 MMash alcohol licence
- £250 DJ Gaz

Outstanding invoices to be paid in:

- We have a promise of £5000 from a contact of Lian

School to invoice BSFA for:

- None outstanding

Spend Requests;

- BSFA to chase school for requests
- CPB forward Mrs Cast's previous email to team
- Mrs Whitmee has requested a rug for the children to sit on for the mobile classroom (requested vis JW)

We would like to say a massive thank you to all of our supporters that gave generous donations of goods for our Monster Mash and to the individuals that worked extremely hard to secure the donations. We were gifted the following which meant we managed to raise over £600 profit from the wonderfully fun event;

**CPB forward to team  
JW find out more detail from Mrs Whitmee (size etc)**

BSFA Monster Mash donations

Item	Quantity	Quantity in Bag	Total Qty	Donor	Organiser
Frozen sausages	140	1	140	Morrisons Newark	Claire
Tub of sweets	2	10	20	Asda Newark	Claire
Bottle of tomato Sause	2	0	0	Asda Newark	Claire
Multi bag of Halloween sweets	6	10	60	M&S Southwell	Lian
Orange squash	6	0	0	Coop Southwell	Lian
Blackcurrant squash	4	0	0	Coop Southwell	Lian
Bottle of tomato Sause	7	0	0	Coop Southwell	Lian
Box of coke	1	12	12	Coop Southwell	Lian

	Box of Diet Coke	1	12	12	Coop Southwell	Lian
	Pack of 7Up	1	6	6	Coop Southwell	Lian
	Box of mini muffins	3	12	36	Coop Southwell	Lian
	Orange squash	3	0	0	OneStop Southwell	Lian
	Blackcurrant squash	3	0	0	OneStop Southwell	Lian
	Bottle of tomato Sause	2	0	0	OneStop Southwell	Lian
	Tub of sweets	1	10	10	OneStop Southwell	Lian
	Multi bag choc bars	2	14	28	OneStop Southwell	Lian
	Multi bag freddo	2	12	24	OneStop Southwell	Lian
	Box of Crisps	1	60	60	?	Laura
	Multi pack Fanta	1	8	8	Coop Farnsfield	Lian
	Multi pack diet coke	1	8	8	Coop Farnsfield	Lian
	Multi pack Teddy crisps	2	6	12	Coop Farnsfield	Lian
	Multi pack walkers crisps	4	6	24	Coop Farnsfield	Lian
	Hotdog rolls	100	0	0	Gadsby's	Gary
	Multi pack Pepsi	1	20	20	McColls	Lian
	Multi bag sweets	2	18	36	McColls	Lian
	Multi bag lollies	3	16	48	McColls	Lian
	Finger rolls	2	12	24	Atherleys	Lian
	Paper cups	235	0	0	McDonalds	Claire
	Napkins	500	0	0	McDonalds	Claire
	Tatoos for prizes				Lian	Lian
	Squishy toys for prizes				Lian	Lian
Xmas cards update	<ul style="list-style-type: none"> <li>- Registered last day was today – cut off is midnight tonight</li> <li>- 62 orders so far</li> <li>- £210</li> <li>- The company we used has had a new system this year which has made everything automated and it hasn't been seamless</li> <li>- We will leave the ordering platform open for one more week as many parents have had issues with the orders and some</li> </ul>					<b>RR put extension message out</b>  <b>NB ask teachers to search for</b>

	have lost their order card or haven't received their order cards	<b>missing order cards</b>
Movie Night	<ul style="list-style-type: none"> <li>- Consent and payment can be sorted via Schoolmoney</li> <li>- Film choices; KS1 Paddington 2 KS2 Sonic 2</li> <li>- RR will sort the licence; we will purchase an umbrella licence (we will look at doing multiple cinema nights throughout the year to take advantage of the licence)</li> <li>- We will serve juice in children's own bottles</li> <li>- Hotdogs (as we have around 140 left over from Monster Mash)</li> <li>- Popcorn or crisps – We have some crisps left over from Monster Mash, LP said she could get</li> <li>- CPB has written to Odeon in Mansfield and Newark for donations but not heard back</li> <li>- LP will attempt to get donations from Showcase Derby</li> <li>- MM will stay to help set up but unable to stay, RR can help second half, LP can help, CPB can join a little later, KHD will be there to start, NB, KC, RC and Mr Ryan will be there all night</li> <li>- Films can be run from CPBs Firestick</li> <li>- £5 per ticket all inclusive</li> </ul>	<p><b>MM to set up Schoolmoney</b> <b>RR to apply for licence</b></p> <p><b>LP send popcorn request to contact at Showcase</b></p>
Christmas Fair	<p>Set up 11:00 Event will run from 12:00 – 16:00</p> <p>Door</p> <ul style="list-style-type: none"> <li>- We would like to have a couple of people on the door so that there is a point of contact for general information, also we could have a couple of iPads to sign people up for Easyfundraising, Amazon Smile, PTA raffle ticket sales – we could do with 4 people on a rota</li> </ul> <p>Santa Grotto</p> <ul style="list-style-type: none"> <li>- Santa slots run from 12:30 – 15:30</li> <li>- We need 1 Santa and 2 elves throughout the day</li> <li>- CPB/AS previously volunteered to be elves</li> <li>- We need 2 more people to be elves</li> <li>- 10 minutes slots with 10 children in each session</li> <li>- £2.50 per child, which will include a none chocolate gift</li> <li>- LP will hit lots of suppliers for books &amp; crafts as well as wrapping paper</li> <li>- RR will wrap everything</li> <li>- CPB, KHD, MM and hopefully RR will set up the Grotto the Friday afternoon prior</li> <li>- Bookings will be done via school – MM will look at using the Parents evening platform for bookings if this isn't possible, we will use a spreadsheet on reception</li> </ul> <p>Stalls;</p> <ul style="list-style-type: none"> <li>- Reception - will do chocolate tombola – Kathy Smith plus 2 parents (MM to ask Roxy) – 50p per ticket</li> <li>- Yr 1 – will do adopt a teddy for 50p – Mrs Clarke to manage – Will need helpers</li> <li>- Yr 2 – will do adopt a teddy for 50p – Mrs Clarke to manage – Will need helpers</li> </ul>	<p><b>NB to ask teachers for support on the door</b></p> <p><b>LP put out donation requests</b></p> <p><b>MM to look into pre-booking solution</b></p> <p><b>NB confirm none uniform day with RC</b></p>

	<ul style="list-style-type: none"> <li>- Yr 3 – Games – snow ball throw</li> <li>- Yr 4 – Games – Another game</li> <li>- Yr 5 – Bauble Measure</li> <li>- Yr 6 – Recycle Stall - Preloved uniform, Xmas jumpers, books, puzzles etc</li> <li>- Mrs Smith’s room - Craft room – Sarah Macartney but will need helpers</li> <li>- Mr Ryan’s room – Movie room</li> <li>- Mrs Price’s room - Plate room - £2 per plate – Alison Collins has volunteered to help with this</li> <li>- Tea/Coffee/Juice</li> </ul> <p>None uniform day for chocolate tombola donations – Date TBC</p> <p>LP will put some mailers out for donations for craft sets/books/wrapping paper/popcorn.</p> <p>Really need to start pushing for more stall holders – CPB to out emails to list of contact from RR tomorrow to try to get extra stall holders.</p> <p>Once we have stall holders finalised, we will update poster with all the activities and stall holders to try to get as many attendees as possible on the day.</p>	<p><b>Teddy bear donation request to go out</b></p> <p><b>Source baubles</b></p> <p><b>Recycle donation request to go out</b></p> <p><b>Source plates</b></p> <p><b>NB confirm date</b></p> <p><b>LP put out donation requests</b></p> <p><b>CPB send emails to list of contacts</b></p> <p><b>Update poster and put up in the community</b></p>
AOB	<p>Trimtrail Update:</p> <ul style="list-style-type: none"> <li>- We have permission from School</li> <li>- We have Newark and Sherwood planning permission</li> <li>- We have Mitre permission</li> <li>- We are awaiting Local Authority permission</li> <li>- Meeting on 18<sup>th</sup> Nov with Fawn – KHD/CPB/RC to attend</li> <li>- Following the meeting with Fawn the Local Authority form will need to be completed, signed and sent off that day by School</li> <li>- Looking to start the work on 28<sup>th</sup> November</li> <li>- Will take 2 weeks to complete</li> <li>- NB please make all teachers aware that the children will be invited to site</li> <li>- Once the Trimtrail is complete we would like to have a big opening ceremony with a local celebrity maybe Richard Whitehead and/or Carl Frotch – LP knows both of them, therefore she will arrange this</li> </ul> <p>Big Ticket Items for 2023:</p> <ul style="list-style-type: none"> <li>- We need to start thinking about other big-ticket items that school would like</li> </ul>	<p><b>KHD/CPB attend meeting</b></p> <p><b>RC or MM to complete form</b></p> <p><b>NB to liaise with teachers</b></p> <p><b>LP to liaise with local celebrities</b></p>

	<ul style="list-style-type: none"> <li>- Mrs Cast has previously asked for an outdoor quiet garden/sensory area, we will discuss and agree these in January</li> </ul> <p>December Events:</p> <ul style="list-style-type: none"> <li>- KS1 Nativity refreshments – Wednesday 14<sup>th</sup> Dec – a performance in the daytime and one after school, time TBC</li> <li>- Would be nice to have KS1 parents helping – RR &amp; LP will help</li> <li>- We will put a shout out for more helpers – KHD will assist where needed.</li> </ul> <p>January Events:</p> <ul style="list-style-type: none"> <li>- Walk or rest – TBC at next meeting</li> </ul> <p>February Events:</p> <ul style="list-style-type: none"> <li>- No events planned</li> </ul> <p>March Events:</p> <ul style="list-style-type: none"> <li>- Grown Up’s Night - Quiz/Bingo</li> <li>- Mother’s Day – Please could we all have a drum up some ideas on what we can do for Mother’s Day and bring ideas to next meeting</li> </ul> <p>April Events</p> <ul style="list-style-type: none"> <li>- Break the Rules – Date TBC</li> </ul> <p>May Events:</p> <ul style="list-style-type: none"> <li>- MM suggested we think about doing something similar to the tea towels for the Coronation – Team to discuss and agree at next meeting</li> </ul> <p>June Events:</p> <ul style="list-style-type: none"> <li>- Father’s Day &amp; Summer Party</li> </ul> <p>July Events:</p> <ul style="list-style-type: none"> <li>- Sports Day and KS2 Performace refreshments</li> </ul> <p>MM gave information that there could possibly be a performance by Woodland (Yr3/Yr4) at the end of Spring term and Forest (Yr5/Yr6) at the end of the Summer term</p>	
Date of next meeting	Thursday 8 <sup>th</sup> December 2022	

<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	
NB to ask teachers and TAs to search classrooms & cloakrooms for missing Xmas order cards	
MM to set up payment and consent on Schoolmoney	
RR to apply for TV licence for Movie Night	
LP send donation request to her contact at Showcase Derby	
NB to ask teachers for support on the door	
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	
MM to look into pre-booking solution for Santa's grotto	
NB confirm none uniform day with RC for chocolate donations for Chocolate Tombola	
Preloved Teddy bear donation request to go out	
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	
Source suitable plates for Plate decorating stall	
LP put out donation requests for wrapping paper	
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	
KHD/CPB attend meeting with RC and Fawn on 18 <sup>th</sup> November	
RC or MM to complete form to apply for Trim Trail permission from Local Authority	
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	
ET contact vendors to establish options for the Christmas fair	Done
KHD to send shout out for Elves	
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