



# BSFA Meeting Minutes

<b>Date</b>	Thursday 26 <sup>th</sup> January 2023	<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
- Abi Spencer (AS) – Trustee
- Joanne West (JW) – Trustee
- Mrs Nicky Blacknall (NB) – Trustee
- Rosie Raife (RR) – Trustee - **Apologies**
- Laura Perkins – Trustee - **Apologies**
- Mrs R Cast (RC) – School Head - **Apologies**
- Maxine Meaden – School Office Manager – **Apologies**
- Lauren Clarke (LS) - **Apologies**
- Victoria Smallwood (VS) - **Apologies**

Agenda Items
<ol style="list-style-type: none"> <li>1. Welcome and apologies - KHD</li> <li>2. Finance and requests for spending – RB</li> <li>3. Requests for spending</li> <li>4. Quiz &amp; curry night</li> <li>5. Cinema Night</li> <li>6. Mother's Day</li> <li>7. Woodland performance refreshments</li> <li>8. Coronation</li> <li>9. AOB</li> <li>10. Date of next meeting</li> </ol>

Item	Discussion	Action Points
Welcome and apologies	<p>KHD welcomed team and made apologies for none attendees.</p> <p>We have some new children in school, it would be nice to get them involved and onboard the team, we are unsure if MM has sent our introduction letter - NB to speak with MM to ensure they have had our details</p>	<b>NB to liaise with MM</b>
Finance and requests for spending	<p>Balance on 07/12/2022 = £29,499.13 Current Bank Balance 20/01/2023= £27,389.61</p> <p>Money in since last meeting = £2,147.90 broken down:</p> <ul style="list-style-type: none"> <li>- £186 Santa's Grotto ticket sales December 2022</li> <li>- £24 Lowdham Pre-school buy back Plates</li> <li>- £1338.88 cash raised at Xmas fair stands -500112</li> <li>- £200 Float for Xmas fair</li> <li>- £107.38 Year 6 Xmas stand</li> <li>- £19.50 Clients Deposit BIG Xmas Raffle</li> <li>- £39.65 Refreshments from Orchard Christmas performance</li> <li>- £232.49 Class fundraising hub</li> </ul> <p>Money out since last meeting = £4257.42 broken down:</p>	

	<ul style="list-style-type: none"> <li>- £ 4200 Fiona Reynoldson - Usbourne books for new library books</li> <li>- £57.42 Amazon Market place - globes and flags for orchard classes</li> </ul> <p>School to invoice BSFA for:</p> <ul style="list-style-type: none"> <li>- Tea towel supplies</li> <li>- Trim trail</li> </ul>	
Requests for spending	<ul style="list-style-type: none"> <li>• Usborne update <ul style="list-style-type: none"> <li>- Teachers have started putting together their book requests</li> <li>- Mrs Pollard has suggested some script books for the older children</li> </ul> </li> <li>• Trim trail update <ul style="list-style-type: none"> <li>- Gordon Burton (Chair of Governors) is helping with the snags and is now responsible for paying the invoice, this will not be paid until all snags are resolved.</li> <li>- The children are loving the new Trim trail.</li> <li>- The gates will not be opened out of school hours until the warning/disclaimer sign is up – this is being provided by the Parish Council, wording to be agreed.</li> </ul> </li> <li>• School council <ul style="list-style-type: none"> <li>- We haven't received any requests from the school council as yet.</li> </ul> </li> <li>• Wish tree <ul style="list-style-type: none"> <li>- We have been given the go ahead to have a wish tree and we should run with this for the smaller items individual classes require.</li> <li>- It was suggested that it doesn't have to be a tree, it could be something like a rainbow</li> </ul> </li> <li>• School/Governors met to discuss next big BSFA focus <ul style="list-style-type: none"> <li>- We are working with the Governors to ascertain where money is best spent</li> <li>- Main requirement in school is an Intervention room</li> </ul> </li> <li>• Rug <ul style="list-style-type: none"> <li>- Size still not confirmed – NB to speak with Mrs Clark</li> <li>- We have given thumbs up for up to £100</li> </ul> </li> <li>• Request for spend form <ul style="list-style-type: none"> <li>- BSFA wrote to teacher's asking for requests supplying a formal request form, we would like to update this letter and address it to the wider community and we will ask MM to email to the whole school</li> </ul> </li> <li>• Apple Class are in need of wood chip – CPB to ask HandiCentre</li> </ul>	<p><b>Warning/ disclaimer sign to be arranged</b></p> <p><b>Rainbow to be arranged</b></p> <p><b>NB to liaise with Mrs Clark</b></p> <p><b>AS reword letter</b></p> <p><b>CPB email Handicentre</b></p>
Quiz & curry night	<ul style="list-style-type: none"> <li>• Saturday 25<sup>th</sup> March 2023</li> <li>• KHD will set up a WhatsApp group for discussions</li> <li>• KHD will set up a volunteer's organiser</li> <li>• Host agreed – Matt Lilley</li> <li>• Food agreed – Bridge &amp; Bayleaf</li> <li>• Quiz questions 30 or 40 questions <ul style="list-style-type: none"> <li>- JW happy to look for questions</li> <li>- We will have 3 or 4 categories, Dingbats, name that face/logo</li> </ul> </li> <li>• Format of the night <ul style="list-style-type: none"> <li>- Heads and tails</li> <li>- Raffle – We will ask Laura to gather prizes for the raffle</li> <li>- First half of quiz</li> <li>- Serve Curry</li> <li>- Second half of quiz</li> <li>- Fully licenced bar – bring your own glass</li> </ul> </li> <li>• Kitchen arrangements <ul style="list-style-type: none"> <li>- 3 required in the kitchen</li> <li>- We need 4 runners to serve the food</li> </ul> </li> </ul>	<p><b>KHD set up WhatsApp group and volunteers' organiser</b></p> <p><b>LP to arrange raffle prizes</b></p>

	<ul style="list-style-type: none"> <li>Attendee numbers <ul style="list-style-type: none"> <li>JW ran the kitchen last time and feels that we were at absolute capacity with 50 attendees</li> <li>50 maximum at £15 per ticket, on a first paid first booked basis</li> </ul> </li> <li>Bar <ul style="list-style-type: none"> <li>4 required to run the bar</li> <li>Temporary Events Notice (TEN) required - bar licence - CPB to apply</li> </ul> </li> <li>Posters/social media <ul style="list-style-type: none"> <li>£15 per ticket, on a first paid first booked basis</li> <li>Held in school hall</li> <li>7pm start</li> <li>Fully licenced Bar - Bring your own glass</li> </ul> </li> <li>Risk assessment <ul style="list-style-type: none"> <li>Update and reuse last years</li> </ul> </li> </ul>	<p><b>CPB to apply for the TEN</b></p> <p><b>CPB/KHD to arrange RA</b></p>
Cinema Night	<ul style="list-style-type: none"> <li>Date required from school – NB to confirm date after Easter break</li> <li>£5 per child includes Pizza, popcorn &amp; sweets – we will attempt to get donations where possible</li> <li>Payment and consent via SchoolMoney</li> <li>Japc and sports clubs need consideration</li> <li>We will set up WhatsApp group to arrange volunteers</li> </ul>	<b>NB to agree a date with RC</b>
Mother's Day	<ul style="list-style-type: none"> <li>19<sup>th</sup> March 2023</li> <li>We will put together begging letters for donations of clay pots, plans, seeds</li> <li>AS will put together a list of companies we can approach for donations</li> <li>We will set at £2 - £3</li> <li>NB to confirm dates we can go into school, this could be done in the outdoor classroom</li> <li>AS to ask Garden and Grow if they would like to get involved</li> </ul>	<p><b>CPB letter</b></p> <p><b>AS mailing list</b></p> <p><b>AS liaise with Garden &amp; Grow</b></p>
Woodland performance refreshments	<ul style="list-style-type: none"> <li>Dates needed to secure volunteers – likely to be 22<sup>nd</sup> March - NB to confirm dates with RC</li> <li>Volunteer's needed from yr3/4</li> </ul>	<b>NB liaise with RC</b>
Coronation	<ul style="list-style-type: none"> <li>NB to ask school what they would like from the BSFA</li> <li>Would we want a keepsake or a competition i.e. best crown</li> <li>Consider a photo book for reception</li> </ul>	<b>NB liaise with RC</b>
AOB	<ul style="list-style-type: none"> <li>Bags2School – 15<sup>th</sup> March and 12<sup>th</sup> July</li> <li>Break the Rules Day - 24<sup>th</sup> March</li> <li>Summer disco – Look at 15<sup>th</sup> June</li> <li>Future of BSFA – We will put out a letter to the masses asking for new members to step forward</li> <li>Please could class reps put out messages to WhatsApp groups for reading helpers in school – NB put together the wording</li> <li>£80 for a pop up stand – being considered</li> </ul>	<p><b>KHD letter</b></p> <p><b>NB WhatsApp wording</b></p>
Date of next meeting	Thursday 9 <sup>th</sup> March 2023	

**Update on action points from this and previous meetings:**

<b>Action Point</b>	<b>Outcome</b>
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/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