



BSFA Meeting Minutes

Date	Thursday 7 th July 2022	Chair	Katherine Huxtable-Drake
Location	Wagon & Horses Pub	Minutes taken by	Claire Poyser-Blair

Attendees:

- Katherine Huxtable-Drake (KHD) – Chair
- Claire Poyser-Blair (CPB) – Secretary
- Abi Spencer (AS) – Trustee
- Joanne West (JW) – Trustee
- Mrs Nicky Blacknall (NB) – Trustee - Apologies
- Mrs R Cast (RC) – School Head – Apologies
- Rebecca Barbary (RB) – Friend of BSFA and Parent
- Victoria Smallwood (VS) – Friend of BSFA and Parent
- Gordon Burton (GB) – Friend of BSFA, Parent and Vice Chair of School Governors
- Rosie Raife (RR) – Friend Parent and Friend of the BSFA
- Jo Kamaitis – (JK) – Friend of BSFA and Parent - Apologies

Agenda Items
<ol style="list-style-type: none"> 1. Welcome and apologies - KHD 2. Finance and requests for spending – KHD/CPB 3. Remaining Summer term fundraisers/events 4. AGM 5. Autumn Term Events 6. Support from Governors 7. AOB 8. Date of next meeting

Item	Discussion	Action Points
Welcome and apologies	<p>KHD welcomed the team and gave apologies for those unable to attend.</p> <p>KHD expressed how nice to see some regular, extra faces who equally want to help, on this point we do have our AGM next week where we will be voting in new trustees, it would be awesome to have some new trustees with fresh ideas.</p>	
Finance and requests for	<p>Current Bank Balance = £18,473</p> <p>Money in since last meeting:</p> <ul style="list-style-type: none"> - £148 – Tea Towels cash payments - £67 – FabBricks cash payments - £109 – Preloved uniform cash payments <p>Money out since last meeting:</p> <ul style="list-style-type: none"> - £171 – Krispy Kremes - £21 – Apple class dolls - £5 – Refreshments for transition day 	

	<p>Outstanding invoices to be paid in:</p> <ul style="list-style-type: none"> - £325 – FabBricks - £336 Krispy Kremes <p>School to invoice BSFA for:</p> <ul style="list-style-type: none"> - None outstanding <p>Profits:</p> <ul style="list-style-type: none"> - £165 Krispy Kremes <p>Spend requests:</p> <ul style="list-style-type: none"> - No requests - AA has had donations from parents and therefore hasn't given us any requests <p>AS has put together a request form</p> <ul style="list-style-type: none"> - CPB to share with minutes for comments - Team discussed adding a section to detail that the head has been involved and agrees with the purchase - RB suggests wording for the form; considered by Head approved by BSFA 	<p>CPB share form with team</p>
<p>Summer term fundraisers/events</p>	<p>Bags2school – JW – 12th July 2022</p> <ul style="list-style-type: none"> - JW to put a reminder out this weekend for next Tuesday <p>Bounce-a-thon – 15th July 2022 - All day</p> <p>Jobs to distribute:</p> <ul style="list-style-type: none"> • Who's helping morning/afternoon (working in at least 3's): <ul style="list-style-type: none"> - KHD add RB to group - Helpers: KHD, CPB, JW, RR, RB, SH, JG, MG, TL, TS - We will work out a rota based on availability and class bounce times • Timetable for classes to bounce required from school <ul style="list-style-type: none"> - KHD to chat to school to sort timetable • Paperwork all sorted; <ul style="list-style-type: none"> - Match funding documentation sorted - Risk assessment arranged - Sponsor forms out - Parent consent set up on Schoolmoney • Bouncy castle has been ordered <p>Frozen Friday – 15th July 2022 – 15:30 – 16:30</p> <p>Jobs to distribute:</p> <ul style="list-style-type: none"> • storing ice lollies <ul style="list-style-type: none"> - KHD has a large cool box - GB has a few cool boxes - GB may be able to get polly boxes (GB will check with Emily) • buying ice lollies <ul style="list-style-type: none"> - KHD & CPB to work out what we need and let RR know 	<p>JW put out reminder</p> <p>KHD/CPB work out rota</p> <p>KHD liaise with school for class bounce timetable</p> <p>KHD/GB sort cool boxes</p>

	<ul style="list-style-type: none"> - RR will purchase ice lollies on the Friday - We will display the boxes so parents are aware of the ing • selling ice lollies 3.30-4.30 <ul style="list-style-type: none"> - KHD, JW, CPB, VS, RR can help • manning bouncy castle 3.30-4.30 <ul style="list-style-type: none"> - KHD, JW, CPB, VS, RR can help <p>Sports Day refreshments – 22nd July 2022- 13:00 – 15:30</p> <p>Jobs to distribute:</p> <ul style="list-style-type: none"> • Begging letters for ice pops <ul style="list-style-type: none"> - CPB has sent out begging letters to all supermarket contact that we have - Tesco hasn't responded - Morrisons Netherfield have said yes to ice lollies - Morrisons Newark have said yes to ice poles • Giving out ice pops <ul style="list-style-type: none"> - This can be worked out on the day • Buying refreshments <ul style="list-style-type: none"> - CPB/KHD will purchase any extras if required when collecting donations from Morrisons - CPB/KHD will do Aldi run to purchase soft drinks, water and crisps <p>Helpers needed for</p> <ul style="list-style-type: none"> - Setting up - Selling ice lollies - Clearing away - Finding out set up of where the sports will take place <p>KHD will find out where we can be near the finishing line area</p> <p>KS2 performance refreshments – 18th and 20th July 2022 @ 17:30</p> <p>Jobs to distribute:</p> <ul style="list-style-type: none"> • Buying milk & refreshments <ul style="list-style-type: none"> - KHD & CPB discuss separately • Setting up, selling & clearing away Monday <ul style="list-style-type: none"> - RB can help - AS can help • Setting up, selling & clearing away Wednesday <ul style="list-style-type: none"> - JW can help <p>Coin jars – JW</p> <ul style="list-style-type: none"> • JW to collect jars and count cash 	<p>KHD/CPB work out what's needed</p> <p>RR to purchase ice lollies</p> <p>CPB to arrange collection of donations</p> <p>KHD to arrange where we will be placed</p> <p>JW collect jars</p>
AGM	<p>Attendance required is around 15</p> <ul style="list-style-type: none"> - Reminders to go out to class groups <p>Finance report</p> <ul style="list-style-type: none"> - CPB will deliver <p>Chair report</p> <ul style="list-style-type: none"> - CPB to send last years to KHD - KHD will deliver Chairs report 	<p>Team to send reminder to class groups</p> <p>CPB put report together</p> <p>CPB sent to KHD KHD to put 2022 report together</p>

	<p>Joining forms – AS has updated the joining form</p> <p>Childcare</p> <ul style="list-style-type: none"> - Children will be looked after by a member of staff within school <p>Independent checker</p> <ul style="list-style-type: none"> - RB will be our independent finance checker - CPB to send report to RB for checking <p>Updating charities commission</p> <ul style="list-style-type: none"> - Will be done after the AGM - KHD/CPB to arrange <p>Remote attendees</p> <ul style="list-style-type: none"> - CPB happy to set up a WhatsApp group for remote attendees <p>Job descriptions</p> <ul style="list-style-type: none"> - CPB/KHD look at job descriptions and add a Communications position 	<p>CPB send report to RB</p> <p>CPB/KHD sort</p> <p>CPB set up WhatsApp group</p> <p>CPB/KHD to discuss</p>
<p>Autumn Term Events</p>	<p>Teddy Bears</p> <p>Date – Thursday 8th September 2022 @ 15:30</p> <p>Who will head up this event?</p> <ul style="list-style-type: none"> - RR will take on this event - JW, KHD will assist <p>MacMillan</p> <p>Date/time – 30th September 2022 14:30 – 15:30</p> <p>Who will head up this event?</p> <ul style="list-style-type: none"> - Liena will take on this event - Teachers bake off – Trustees are tasters - All proceeds go to MacMillan <p>Xmas cards</p> <p>Who will head up this event?</p> <p>Who will be second lead (we must have an order verifier)?</p> <p>Completed in school by 30th Sept</p> <ul style="list-style-type: none"> - JW & RR will manage between them <p>Monster Mash</p> <p>Date time – 7th October 2022</p> <p>Who will head up this event?</p> <p>Planning meeting required</p> <ul style="list-style-type: none"> - KHD, CPB & VS to run <p>Bags to school</p> <p>Date (approx.)</p> <p>Who will head up this event?</p> <ul style="list-style-type: none"> - JW will run this event <p>Krispy Kreme</p>	

	<p>Date – 14th October 2022 Who will head up this event? - JW will run this event</p> <p>Cinema night Date – Wednesday or Thursday WC 14th November 2022 Who will head up this event? - AS will run this event (JaPac need informing – Parents require 2 weeks prior notice to cancel any afterschool bookings)</p> <p>Xmas Fair Date – 27th November Who will head up this event? Planning meeting required - RB happy to support with all jobs but due to work commitments unable to - Put heads together next meeting to divide jobs</p> <p>Are we doing a January walk/family challenge? - 2021 was amazing, 2022 was a little drab - Team to think about something different we can do</p> <p>All agreed dates to be sent to school so these can be added to the beginning of term timetable of events/save the dates</p>	<p>CPB copy Head/office</p>
<p>Support from Governors</p>	<p>Governors Boost fund;</p> <ul style="list-style-type: none"> - GB explained that having gone through the school budget for the last few years as a Governor, school have very little money. Some parents would like to give money to school on a monthly DD – The Trust has said this isn't possible as Governors/school would need to be a registered charity, therefore Governors are looking for BSFA to accept these DDs giving school the options on where the money is spent. We'd need to be really clear to families giving money where the money is being spent as they may specify where they specifically want their donations to go. - KHD has spoken to Parentkind and there are a few things we can do but there are particular things that we cannot do. We cannot give money to the Head for her to spend at her discretion as this would not meet our constitution. Head would need to put requests forward the same as our teachers for the trustees to vote and agree on. Lastly, we could change our constitution however, if we do this we would differ to all other PTAs and it may complicate things. - We have a parent that is happy to give us his plumbing man power FOC, he is happy to do jobs for other parents who then pay for the labour to school/BSFA - GB will go through the budget and work out which items BSFA could cover as nice to have 	<p>GB to go through budget</p>

	<ul style="list-style-type: none"> - JW suggests we get a wish list from school <p>Lian has a website for us to join to receive free stuff for school</p> <ul style="list-style-type: none"> - CPB to forward to team <p>Lian has agreed to apply for any funds we see similar to co-op funding.</p> <p>CPB set up a new friends of group add RB, GB, RR and VS to the</p>	<p>KHD request wish list</p> <p>CPB forward Lian's email to team</p> <p>CPB to set up new Whatsapp group</p>
AOB	<p>VS suggested that we get a pull up banner for BSFA – if we supply the art work it will cost around £60 – Would be nice to get one donated</p> <p>VS will take a look at the BSFA transition day presentation – CPB to send current on to VS</p>	<p>CPB send to VS</p>
Date of next meeting	Thursday 15 th September 2022	

Update on action points from this and previous meetings:	
Action Point	Outcome
CPB share draft request form with team	Done
JW to put out a reminder out for Bags2School	Done
KHD liaise with school for class bounce timetable and work out rota for Bounce-a-thon	Done
KHD & GB sort cool boxes for Frozen Friday	Done
KHD & CPB work out what's needed for Frozen Friday	Done
RR purchase ice-creams on the morning of 15 th July for Frozen Friday	Done
CPB to collect Morrisons donations on the morning of Sports day	Done
KHD to work out where we will be positioned to serve refreshments at Sports day	Done
JW to collect coin jars	Done
Team to put out a reminder to class groups for AGM	Done
CPB put together Treasurer's report and forward to RB for independent checking	Done
CPB send KHD 2021 Chair's report	Done
KHD put together Chair's report	Done
CPB forward request form to team	Done
CPB/KHD arrange Charities Commission	Pending
CPB set up a WhatsApp group for remote AGM attendees	Done
CPB/KHD update job descriptions and ask school to distribute ASAP	Done
CPB share planned 2022/2023 event dates with School	Done
GB to go through budget to highlight what BSFA could cover under current constitution	Pending
KHD request a wish list from school	Done
CPB forward Lian's email to team	Done
CPB set up a new "Friends of" WhatsApp group for regular meeting attendees	Done

CPB forward new starters presentation to VS	Done
VS to update presentation	Pending
JW to source Easyfundraising poster	Pending
NB to distribute GiftAid forms in bookbags	Done
JW chase Miss Artaman for Sports Day requirement details	Done
AS to design a request form for teachers	Done
CPB/KHD/JW to check sort and distribute FabBricks	Done
JW to place Krispy Kremes order	Done
AS to arrange Bags2School poster & flyers for bookbags	Done
KHD set up WhatsApp group for Bounce-a-thon	Done
NB to liaise with RC and report back to team on refreshment requirements for Sports Day	Done
NB to liaise with RC and report back to team on timings and support requirements for KS2 performance – 17:30	Done
JW to put out a reminder about coin jars	Done
NB to ask teachers to remind children what they are collecting coins for and that their prize is extra-long play break	Done
AS to update new starter pack	Done
CPB update transition day presentation	Done
NB to ask teachers/TA's for volunteers to watch children during AGM	Done
Date to be confirmed for AGM one day straight after school in July	Done
VS to source a race night company for our Spring Adults evening; Easiest way is to do it ourselves, packages range between £50 for 60 people – £64 for 120 people Bingo – 4 games £20 8 games £25 Quiz Night – could do this but introduce Sticky 13s	Done
KHD check availability with Gazza the DJ	Done
VS/AS/KHD check availability with local village halls	Done