



BSFA Meeting Minutes

Date	Thursday 9 th June 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 – Apologies
- Mrs Nicky Blacknall (NB) – Trustee
- Mrs R Cast (RC) – School Head – Apologies
- Rebecca Barbary (RB) – Friend of BSFA and Parent
- Victoria Smallwood (VS) – Friend of BSFA and Parent

Agenda Items

1. Welcome and apologies - KHD
2. Finance and requests for spending – KHD/CPB
3. Summer term fundraisers/events
4. Transition Day
5. AGM
6. Provisional plan of events
7. AOB
8. Date of next meeting

Item	Discussion	Action Points
Welcome and apologies	KHD welcomed everyone and gave apologies for JW & RC	
Finance and requests for	<p>Current Bank Balance £18,346;</p> <p>Money in since last meeting:</p> <ul style="list-style-type: none"> - £96 – Bags2School - £112 - Paypal - £462 – GoFundMe (Sponsored walk) - £1,857 – Schoolmoney (Mothers & others, Film Night Nov 2021, Break the Rules March 2022, Xmas Cards VAT, Break the Rules Oct 2022, Jubilee Tea Towels) - £19 - Preloved transfers in - £98 – Easyfundraising <p>Money out since last meeting:</p> <ul style="list-style-type: none"> - £13 paid to CPB for marker pens for Jubilee towels - £50 overpayments for Jubilee tea towels <p>Outstanding invoices to be paid in;</p> <ul style="list-style-type: none"> - FabBricks - £325 (Schoolmoney payments) 	

	<p>School to invoice BSFA for:</p> <ul style="list-style-type: none"> - Jubilee Towels minus VAT = 459 - FabBricks minus VAT = £232 - DARE22 <p>Profits:</p> <ul style="list-style-type: none"> • Jubilee tea towels = £469 • FabBricks = £153 • Preloved = £128 <p>Spend requests:</p> <ul style="list-style-type: none"> • No updates • We require full details from Miss Artaman regarding what is required • We are being asked verbally for items/money donations; however, we are not receiving full details of what is required, VS suggested we put together a simple request form to make is easy for teachers/families to place requests with all the information that we require <p>Charity commission figures have been submitted</p>	<p>Chase Miss Artaman</p> <p>AS to put together a request form</p>
<p>Summer term fundraisers/events</p>	<p>FabBricks keyrings – CPB/KHD</p> <ul style="list-style-type: none"> - Order has arrived KHD/CPB to sort tomorrow - We will distribute to class teachers tomorrow - Teachers can distribute to children when they see fit <p>Krispy Kremes – JW – 17th June 2022</p> <ul style="list-style-type: none"> - Last orders today - JW will place order tomorrow - JW/CPB will collect, box up and label next Friday <p>Bags2school – JW – 12th July 2022</p> <ul style="list-style-type: none"> - Date to be put out to classes - Flyers to go out in book bags - Poster to go up in school notice board <p>Bounce-a-thon – 15th July 2022</p> <ul style="list-style-type: none"> - Bounce all day (09:45 – 15:30) - Sarah Hill sorting match funding - Poster required for school’s notice board - Pay per bounce and Frozen Friday (ice-cream/soft drinks sale 15:30 – 16:30) - Bouncy castle hire has been booked £100 for the day - KHD will set up a WhatsApp group to ask for volunteers <p>Sports Day refreshments – 22nd July 2022</p> <ul style="list-style-type: none"> - Ice pops will be provided for the children - Refreshments sales – We need to know what school would like us to do, if a licence is required and where we can place our refreshments stand - Helpers needed 	<p>KHD/CPB/JW to sort</p> <p>JW to sort order</p> <p>AS to sort poster and flyer</p> <p>AS to sort poster</p> <p>KHD set up WhatsApp group</p> <p>NB to check with Mrs Cast &</p>

	<ul style="list-style-type: none"> - WhatsApp group required for volunteers <p>KS2 performance refreshments – 18th and 19th July 2022</p> <ul style="list-style-type: none"> - Helpers needed - We need to know timings - Again, we need to know what school’s expectations are <p>Coin jars – JW</p> <ul style="list-style-type: none"> - JW to put out a reminder - Teachers to remind children and explain what they are saving for (extra playtime) <p>Coffee Morning/After school – Idea put forward by Liena Mastyn</p> <ul style="list-style-type: none"> - Ice cream and soft drinks allowed but hot drinks would be a H&S issue - We haven’t received any update from Liena as yet 	<p>feedback to team</p> <p>NB to report back to team</p> <p>JW to arrange reminder & Teachers to remind children</p>
Transition Day	<p>Transition Day Refreshment – 4th July 2022</p> <ul style="list-style-type: none"> - BSFA to arrange tea and Coffee from 09:00 - Parents & children will arrive 09:15 – 10:15 - Helpers needed - Preloved - Yr6 unable to manage as they will be at the minster, therefore we will put the uniforms out with an honesty box - New starters pack to be updated - Transition day presentation to be updated - We should be away by 10:30 	<p>AS to update pack CPB to update presentation</p>
AGM	<p>KHD explained that every year we have to disperse and start again, we will put out copies of job roles:</p> <ul style="list-style-type: none"> - Chair - Secretary - Treasurer - Communications - Health and Safety - Trustees <p>This is where people are voted in.</p> <p>Straight after school would be best for highest attendance, we need at least 15/20 people to attend, it would be great to have a teacher or two to volunteer to watch the attendees’ children during the meeting</p> <p>We could have remote attendees if that suits people better</p> <p>RB has agreed to be our independent finance auditor</p>	<p>NB to ask for volunteers and check date with RC</p>

<p>2022/2023 Provisional plan of events</p>	<p>Autumn:</p> <ul style="list-style-type: none"> - Bags2school - Krispy Kremes - Teddys Bears Picnic – September - McMillan – September - Monster Mash - October - Cinema Night – November - Nativity refreshments - Xmas fair – December (We’d like to do a full Sunday afternoon) - Xmas cards <p>Spring:</p> <ul style="list-style-type: none"> - Bags2school - Break the rules - Adults Only Night (Race night, quiz night, murder mystery, bingo) – Could bring in a chippy van or similar - Mother’s Day <p>Summer:</p> <ul style="list-style-type: none"> - Bags2school - Krispy Kremes - Transition Day refreshments and presentation - KS2 Performance refreshments - Sports Day refreshments - Ladies Night – KHD to ask Stacy Glover - Colour Run - Bounce a thon - Father’s Day 	<p>VS to look into race night company</p> <p>KHD discuss with Stacy</p>
<p>AOB</p>	<p>End of school event:</p> <ul style="list-style-type: none"> - VS requested that we look at putting on a big end of year event like an end of year party or summer fair - KHD would like to put on a properly organised party with a real DJ (Gazza) - CPB feels we haven’t got the capacity to put on a big summer event at such short notice. It was agreed that KHD will check Gazza’s availability and if he can fit us in, we will pull something together, if not we will look at putting something special on in October for Monster Mash. - Next summer we could look at putting on an end of year event, we could revisit the Colour Run - Look at a large event space/venue - NB to check out Minster school - AS to look at Oxton Village Hall - VS to look at Trebeck Village Hall - KHD to look at Lowdham Village Hall - RB look at the leisure centre 	

	Suggestions: <ul style="list-style-type: none"> - Tote bags would be nice - Mugs would be lovely 	
Date of next meeting	Thursday 7 th July 2022 @ 7pm in the Wagon and Horses Pub	

Update on action points from this and previous meetings:	
Action Point	Outcome
JW to source Easyfundraising poster	Pending
NB to distribute GiftAid forms in bookbags	Pending
JW chase Miss Artaman for Sports Day requirement details	Done
AS to design a request form for teachers	
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	
JW to put out a reminder about coin jars	
NB to ask teachers to remind children what they are collecting coins for and that their prize is extra long play break	
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	
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	
KHD check availability with Gazza the DJ	Done
VS/AS/KHD check availability with local village halls	