



BSFA Meeting Minutes

Date	Thursday 12 th May 2022	Chair	Katherine Huxtable-Drake
Location	Bleasby School	Minutes taken by	Claire Poyser-Blair

Attendees:

- Katherine Huxtable-Drake (KHD) – Chair
- Claire Poyser-Blair (CPB) – Secretary
- Abi Spencer (AS) – Trustee – Apologies
- Joanne West (JW) – Trustee
- Mrs Nicky Blacknall (NB) – Trustee - Apologies
- Mrs R Cast (RC) – School Head
- Emma Terry (ET) – Parent and Friend of the BSFA
- Victoria Smallwood (VS) – Parent and Friend of the BSFA
- Rosie Raife (RR) – Friend Parent and Friend of the BSFA
- Julie Richards (JR) – Parent and Friend of the BSFA
- Rebecca Barbary (RB) – Parent and Friend of the BSFA
- Liena Mastyn (LM) – Parent and Friend of the BSFA
- Sarah Roscoe (SR) – Parent and Friend of the BSFA
- Suki Bhaker (SB) – Parent and Friend of the BSFA

Agenda Items
<ol style="list-style-type: none"> 1. Welcome and apologies - KHD 2. Finance and requests for spending – KHD/CPB 3. Summer term fundraisers/events 4. History of BSFA and how we keep it going for future children’s benefit 5. AOB 6. Date of next meeting

Item	Discussion	Action Points
Welcome and apologies	<p>KHD welcomed everyone and gave apologies for AS</p> <p>Thank you so much for coming, the BSFA were starting to feel like we are sinking and are in dire need of some additional support.</p> <p>As you can see from the agenda, we have a structure for every meeting and this always includes finance.</p> <p>The difference in becoming a Trustee is you get to vote on where the money is spent, however any help that can be offered is really needed.</p>	
Finance and requests for	<p>Current Bank Balance £15,764;</p> <p>Money in since last meeting:</p> <ul style="list-style-type: none"> - £14 Books sold by JW - £339 Coop fundraising - £167 Break the rules - £203 Mothers and others - £28 Amazon smile 	

	<p>Cheques to be banked £670;</p> <ul style="list-style-type: none"> - £112 PayPal - £462 GoFundMe (Sponsored walk) - £96 Bags2school <p>Outstanding invoices from Schoolmoney £1857;</p> <ul style="list-style-type: none"> - Mothers & others 2022 - £145 - Film Night Nov 2021 - £535 - Break the Rules Day March 2022 - £130 - Xmas cards VAT - £130 - Break the Rules Day Oct 2021 - £118 - Jubilee Tea Towels May 2022 - £780 <p>CPB owed £13.06 for pens for Jubilee towel</p> <p>Spend requests</p> <p>Help with Yr6 leavers events – vote needed – All agreed £180 for their sailing</p> <p>Mrs Whitmee’s magnetic coins?</p> <p>Mrs Whitmee’s whiteboard pens – Sorted</p> <p>Miss Artaman would like some support with Sports week – Awaiting email with further details on requirements</p>	<p>CPB to claim as expenses</p> <p>CPB to let Mrs Price know</p> <p>NB to chase for details</p>
<p>Summer term fundraisers/events</p>	<p>Yr6 Preloved Uniform sales – WC 23rd May 2022</p> <ul style="list-style-type: none"> - Clothes donations to come in on 20th May 2022 - Helpers needed <p>Jubilee Tea towel – CPB/KHD</p> <ul style="list-style-type: none"> - Last orders tomorrow at 9am - CPB & KHD will be sorting numbers and placing orders tomorrow morning <p>FabBricks keyrings – CPB/KHD</p> <ul style="list-style-type: none"> - Last orders 25th May 2022 <p>Transition Day Refreshment – 4th July 2022</p> <ul style="list-style-type: none"> - Helpers needed - Preloved Yr6 manage – Suggest to Mrs Price - New starters pack & presentation – to be updated <p>Krispy Kremes – JW – 17th June 2022</p> <ul style="list-style-type: none"> - JW will sort orders - CPB will assist with collections and bagging up <p>Bags2school – JW – July 2022</p> <ul style="list-style-type: none"> - JW to contact Bags2School and request a date in July <p>Bounce-a-thon – 22nd July 2022</p> <ul style="list-style-type: none"> - We need quite a few helpers for this all-day event 	<p>CPB email Mr P AS to review</p> <p>JW sort date</p>

	<ul style="list-style-type: none"> - VS happy to help <p>Sports Day refreshments – 22nd July 2022</p> <ul style="list-style-type: none"> - Miss Artaman confirmed date during meeting - Ice pops be provided for the children - Helpers needed <p>KS2 performance refreshments – 18th and 19th July 2022</p> <ul style="list-style-type: none"> - Helpers needed <p>Coin jars – JW</p> <ul style="list-style-type: none"> - JW to put out a reminder <p>Cinema night – Vote</p> <ul style="list-style-type: none"> - Group agreed that this should be an Autumn term event <p>Coffee Morning</p> <ul style="list-style-type: none"> - Everyone agreed that this is a good idea - Maybe look at a KS1 and a KS2 event on different days and times, this will give more opportunities for working parents to attend including fathers - Invite teachers - Have a form to sign up new helpers <p>If anyone is available and happy to assist with any of the above events, please do let us know.</p>	
<p>History of BSFA and how we keep it going for future children’s benefit</p>	<p>KHD gave back ground of BSFA and our constitution and explained that without new helpers and/or trustees the BSFA will fade away. None of the current Trustees nor school want this but we just need your support, help and ideas.</p> <p>For the past few years, we have held our meetings at the Wagon & Horses pub in the evening, going forward we will hold 1 in 3 at school after pick up.</p> <p>We desperately need a Treasurer and a Communications officer</p> <p>WhatsApp class groups:</p> <ul style="list-style-type: none"> - Maybe look at having 2 BSFA reps per class to share the load and perhaps the messages won’t be ignored if they are not always coming from the same person? - It would be nice to have someone in each class that could respond and give positive feedback to encourage others to read them - It was suggested that when sharing messages and reminders parents are more likely to ignore them if the message has been forwarded rather than looking like a fresh personal message that hasn’t just been forwarded - VS suggested that we should use an alternative method of communication as the WhatsApps get ignored - Use the new notice board 	

	<ul style="list-style-type: none"> - Maybe look at distributing a list of events and dates at the beginning of each term and just send reminders on the WhatsApp groups <p>In relation to new helpers RC suggested we look at recruiting local people as well as parents, carers and grandparents at school as we may have retired residents that are happy to help?</p> <p>RR gave thanks to the BSFA for everything we do and explained that it's not always obvious how much work goes on in the background to make all of the events and fundraising happen. Be bold and upfront in asking for help.</p> <p>RC advised the attendees that she had just come out of a budget meeting and school has just enough money to survive as a school and without the BSFAs funding we couldn't afford to any of the nice things that makes Bleasby School so great and so wonderful for the children, the TrimTrail would definitely not be happening without the BSFA.</p> <p>RC explained how important it is for new parents to help out the BSFA and that the Trustees are recognised for all of their hard work and are not left feeling they have no support. Thanks again for everything you do for the school.</p>	
AOB	<p>Trim trail:</p> <ul style="list-style-type: none"> - We have gone out to 3 companies for designs and quotes - Next Trim trail meeting is at 09:30 on 27th May 2022 at school, which everyone is welcome to join - We are happy to share previous Trim trail meeting minutes with anyone who would like a copy - We are currently choosing our supplier and once we have chosen, we will put in the full planning application – Mitre Trust is applying for this on our behalf <p>Sumup machine – Team agreed we should order whilst they are on offer</p> <p>LM suggested we organise coffee and biscuits for parents outside on the playground on a Friday whilst children are playing on the TrimTrail, if it is successful and parents enjoy it, we could make it a regular event: - LM to look into arranging & BSFA will support</p> <ul style="list-style-type: none"> - Supply Tea/Coffee – A little tricky due to H&S - Biscuits – RC has agreed - Ice-creams – RC has agreed - NB to run past Mrs Cast - Done 	<p>KHD to order</p> <p>NB speak to Mrs Cast</p>
Date of next meeting	Thursday 9 th June 2022 @ 7pm in the Wagon and Horses Pub	

Update on action points from previous meetings:	
Action Point	Outcome
CPB to chase Emma Parry for George's Break the Rules Day Matchfunding	Emma responded to say unfortunately George's application wasn't submitted in time therefore Matchfunding declined
AS to create new poster for Treasurer's role advertisement	Done and advertised via email from school
JW to source Easyfundraising poster	Pending
NB to chase Mrs Whitmee to find out exactly what is required in relation to the magnetic coins	Done, no response. Pending
CPB to chase Virtual Walk sponsor for payment	Done - £2553 received with thanks from sponsor
AS to arrange letter to ask for help with Pre-Love uniform project	Done, no takers. Year 6 are going to manage this project
KHD request order pack for FabBrick	Done
NB to liaise with Mrs Cast to establish what support school require from the BSFA for the Jubilee celebrations	Done, manpower needed on the day (Thursday 26 th May 2022) to set up and clear down
CPB to liaise with Lian regarding A4 Co-op posters	Done, A4 posters are up at school and villages and A5 fliers are being handed out at Coop tills – Thank you Lian!
CPB forward GiftAid form to NB	Done
NB to distribute GiftAid forms in bookbags	
AS shout out for a handy person to put up Mrs Meadan's blinds	AS and her hubby put up the blinds. Thank you and well done!
KHD forward photos of pencil sharpeners to CPB	Done
CPB post pics on our purchases page on school's website	Done
CPB & KHD raise invoices to school for all outstanding SchoolMoney payments	Done
CPB chase DARE22 invoice from school	Done but not yet received – Pending
KHD to order new BSFA post box and put up in school's reception	Done
KHD & CW to arrange a TrimTrail meeting	Done
NB to investigate ownership of current TrimTrail equipment	Done
KHD to put up TrimTrail target boards	Done
JW to put together a plea for helpers	Done and sent via school
CPB to look into setting up a BSFA PayPal account	Done – team to decide how to move forward
CPB to order a Sumup payment device	Done