



BSFA Meeting Minutes

Date	Thursday 13 th January 2022	Chair	Katherine Huxtable-Drake
Location	Waggon & Horses Bleasby	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
- Charlie Whitt (CW) – Trustee – **Apologies**
- Mrs R Cast (RC) – School Head – **Apologies**

Agenda Items

1. Welcome and apologies - KHD
2. Agree last mins and cover off any outstanding points - KHD
3. Finance and requests for spending – KHD/CPB
 - DARE2022
4. Events January – July 2022;

January	Virtual Walk				
February	Preloved uniform sale	Preloved fancy dress sale	Bags2School		
March	Quiz Night 12 th	Mother's Day (bracelets) 27 th March			
April	Break the Rules Day	Easter treats or competition			
May	Bags2School	Krispy Kremes			
June	Jubilee: stall/tea towel 3 rd July BH	Colour Run 19 th or 26 th	Father's Day (Lego brick) 19 th June	Bounce-a-thon	Refreshments at KS2 performance
July	Non-Uniform day	Preloved uniform sale	Krispy Kremes		

5. Raffle – Team feedback required
6. Trim trail
 - Plans – to be agreed and signed off by team for Jacqueline to put forward planning application
 - Target poster – update & agree where to display
 - Letter to businesses
 - GoFundMe
7. Co-op
8. Gift Aid
9. AOB
10. Date of next meeting

Item	Discussion	Action Points
1. Welcome and apologies - KHD	KHD welcomed the team and gave apologies from Charlie & Mrs Cast	

	<p>CPB - Mrs Cast wanted to pass on her apologies and her thanks to all of the team for everything we do and says she is staggered by our expertise, commitment, energy and originality and says she will support events as much as she can.</p>	
<p>2. Agree last mins and cover off any outstanding points - KHD</p>	<p>JW isn't getting anywhere with the wood chippings – we will have one more shout out and if we can't secure a donation, we will purchase some.</p> <p>NB to check in with Mrs Artaman regarding sports gear/kit required</p> <p>We haven't received any update regarding match funding for Break the Rules Day, all relevant documentation has been submitted from our side – CPB to chase Emma P as we don't have George's contact details</p> <p>CPB to add photo of Nicky from Barclays completing 21 in 21 to our web pages</p> <p>We still have no Treasurer – unfortunately no one has applied and none of the current trustees can take on role at this time. AS to update poster and readvertise on all</p> <p>KHD enquired if the maths kit we purchased is being utilised – NB to double check with Mr Ryan</p> <p>Easyfundraising – JW to get updated poster and get over to NB who will put them up around school. JW to actively promote monthly</p> <p>Contact spreadsheet – check with CW if we have the up-to-date version</p> <p>Last month's meeting minutes signed off and agreed by team</p>	<p>JW to shout out</p> <p>NB liaise with AA</p> <p>CPB liaise with Emma</p> <p>CPB update</p> <p>AS to update poster and circulate</p> <p>NB liaise with Mr Ryan</p> <p>JW to manage</p> <p>CPB checkin with CW</p>
<p>3. Finance and requests for spending – CPB</p>	<p>Bank balance £11,643</p> <ul style="list-style-type: none"> • Bounce-a-thon: we banked £1290, the bouncy castle hire cost £80, therefore we made a total of £1210 which includes £500 match funding from Boots • Bags2School: we made £105 • Krispy Kremes: we banked £425, cost to us was £215 therefore we made £210 • Cinema Night: yet to report as we are awaiting Schoolmoney report from Maxine • 21 in 21: we have banked £793 with £238 still to come in from Barclay's match funding • Break the Rules in July: yet to report as we are awaiting Schoolmoney report from Maxine and match funding still to be confirmed • Xmas Cards/Gifts: yet to report as we are awaiting Schoolmoney report from Maxine • Donations: £50 from a Lowdham Garage customer 	

	<ul style="list-style-type: none"> • Compensation from Lloyds Bank for issues when we were trying to get EP on the account: £75 • Easyfundraising: £72 • Amazon Smile: 27 • Stickins £11 <p>We are still looking for a new Treasurer – Readvertise</p> <p>Spend requests:</p> <p>DARE22 – All trustees present agreed we will cover the invoice as Nottinghamshire Police are paying 50%</p> <p>Magnetic coins for Mrs Whitmee – All trustees present agreed we will purchase these – NB to liaise with Mrs Whitmee so we know exactly what she requires</p>	<p>KHD/CPB to arrange payment</p> <p>NB to liaise with Mrs Whitmee</p>
<p>4.Events January – July 2022;</p>	<p>KHD is happy to head up all events however, she will need to dish out jobs to trustee team and our friends of team.</p> <p>Virtual Walk – All going well, we have walked around 700 miles so far, KHD is collating all of the miles and JW is reporting where we are at. CPB to take over the GoFundMe updates. NB to speak with RC to see if we can repeat the lunchtime children’s run. We have also managed to get the event anonymously match funded.</p> <p>We will need to put together a news letter for the February addition of the Bramley – NB to ask RC if she’d be happy to put this together</p> <p>Preloved uniform and fancy dress – February ready for world book day in March – AS to put together a poster. NB to speak with RC to agree a date and ask if we can do it in the hall and also is there anywhere within school that preloved uniform can be stored as Trustees are unable to store the items at this time.</p> <p>Bags2School – JW will run this in Feb</p> <p>Quiz – Saturday 12th March 2022 – Bar with snacks, Chilli, quiz master, heads and tails to start, raffle (shout out required), set up and clean down;</p> <ul style="list-style-type: none"> • AS to design poster • AS to do shout out for raffle prizes • CPB to arrange bar licence and stocking of bar, look at borrowing glasses – look at bring your own glass • Pricing £10 - £15 depending on what food we are serving • Timing 19:00 – 22:00 <p>Mother’s Day – 27th March 2022</p> <ul style="list-style-type: none"> • Everyone is happy with children making bracelets • WC 28th Feb begin project to ensure all children are included 	<p>NB to liaise with RC</p> <p>NB to liaise with RC</p> <p>AS poster NB to check date and location</p> <p>JW to manage</p> <p>AS poster and shout out for raffle prizes</p> <p>CPB arrange bar licence & purchase alcohol</p> <p>AS poster</p>

	<ul style="list-style-type: none"> AS to design poster JW to speak to Lian about sourcing beads, card etc <p>Break the Rules Day – 31st March or 1st April 2022</p> <ul style="list-style-type: none"> NB to check the date AS to design poster <p>Easter treats or competition – would school like us to put out some letters out to supermarkets for chocolate donations for their Easter competition?</p> <ul style="list-style-type: none"> NB to ask school and report back <p>Krispy Kremes – May and July 2022 – JW happy to manage, CPB happy to help:</p> <ul style="list-style-type: none"> We will discuss and agree dates at our next meeting <p>Father’s Day – 19th February 2022</p> <ul style="list-style-type: none"> Everyone is happy to go with the Lego brick keyring Start date to be confirmed KHD will resend details to the team <p>Colour run – Date not yet agreed, discuss in details at next meeting</p> <ul style="list-style-type: none"> We will look at match funder <p>Jubilee:</p> <ul style="list-style-type: none"> We may be required to help or have a stand at the village event, we will await further details KHD to look into children doing a Jubilee tea towel <p>Bounce-a-thon – Sports week</p> <ul style="list-style-type: none"> Sarah Hill is happy to match fund this event again this year, which is amazing news – We will support her as much as we can as we did last year To be discussed in full detail nearer the time <p>Refreshments at KS2 performance</p> <ul style="list-style-type: none"> If performance goes ahead with a live audience, we will assist with providing refreshments <p>Non-uniform day</p> <ul style="list-style-type: none"> Date to be agreed in July 2022 <p>Preloved uniform sales in July 2022</p> <ul style="list-style-type: none"> We will aim to run the sale over two days in early July, dates to be agreed, 	<p>JW liaise with Lian</p> <p>NB check date AS poster</p> <p>NB to confirm</p> <p>KHD distribute details</p>
--	--	--

5.Raffle – Team feedback required	Team agreed we will not do a big summer raffle this year as we have lots of events happening, should we decide to have a raffle we will do it on a much smaller scale this year.	
6.Trim trail	<p>Team agreed that we should go big with the plans for Jacqueline Straw to submit</p> <p>AS will work on the target poster – NB to ask if we can put this up in the IT room window</p> <p>We will look at putting together a letter for businesses to fund</p>	<p>KHD to liaise with JS</p> <p>AS poster NB location KHD/CPB letter</p>
7.Coop – CPB	<p>We received an email from Lian back in November regarding the Coop poster and some other suggestions to get things moving. Katherine arranged for new photos to be taken in December, which we got authorisation from each parent and gave Lian the go ahead before the Xmas break. Lian was going to print the posters ready for us to put up around Bleasby and the surrounding villages, we haven't received them as yet, however Lian is going to get these to us Monday. Lian also advised me that she sent all the template letters to Mrs Thompson for sign off and has resent them to Mrs Cast, she has a meeting with Mrs Cast on 21st and will get an update on these.</p> <p>Do we want to take over the management of the Coop project and arrange a Zoom with them to get some additional fund raising and promotion going? Team require more detail.</p> <p>Is anyone willing to take this on? Team require more detail.</p>	<p>CPB forward email so team are aware of all ideas</p> <p>NB request copies from Mrs Cast</p>
8.Gift Aid	<p>We have asked Mrs Cast to re-email parents to have another push on this, we have started to received responses</p> <p>KHD requested that class reps have a big push on asking parents to send in Gift Aid forms</p> <p>KHD/CPB to look at how we are going to manage this project</p>	<p>Reps to push</p> <p>KHD/CPB to discuss</p>
9.AOB	<p>We always remain to be inclusive and be sensitive to all in-school actives</p> <p>NB – still need to get one blind up in Cherry and two in Maxine's office</p>	AS to arrange
10.Date of next meeting	Thursday 24 th February 2022	