



BSFA AGM Minutes

Date	Thursday 14 th July 2022	Chair	Katherine Huxtable-Drake
Location	School Hall	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
- 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 – Via video call
- Lian Britchford (LB) - Friend of BSFA, Parent and school Governor
- Angela Dunning (AD) – Friend of BSFA, Parent Foundation Governor – Via video call
- Michelle Gleave (MG) - Friend of BSFA and Parent – Via video call
- Kim Bradshaw (KB) - Friend of BSFA and Parent – Via video call
- Laura Aldridge (LA) - Parent and Friends of BSFA – Via video call
- Daniel Perkins – Parent and Friends of BSFA
- Laura Perkins - Parent and Friends of BSFA
- Victoria Walter - Parent and Friends of BSFA
- Brenda Keane - Parent and Friends of BSFA
- Alison Collins - Parent and Friends of BSFA
- Jane Aldick - Parent and Friends of BSFA
- Emma Terry - Parent and Friends of BSFA
- Charlotte Whitt - Parent and Friends of BSFA
- Victoria Parker - Parent and Friends of BSFA
- Tracey Lilley - Parent and Friends of BSFA
- Jessica Greenway - Parent and Friends of BSFA
- Julie Richards - Parent and Friends of BSFA
- Rosie Raife - Parent and Friends of BSFA
- Lauren Clark - Parent and Friends of BSFA

Agenda Items

1. Welcome and apologies
2. Review constitution
3. Chair's report
4. Treasurer's report
5. Appointment of independent examiner
6. Election of committee members
7. AOB

Item	Discussion	Action Points
Welcome and apologies	KHD welcomed and thanked all for attending KHD gave apologies for those unable to attend	
Review constitution	Constitution works well and therefore there it is not necessary to make any amendments	
Chair's report	<p>The Bleasby School Friends Association (BSFA) is a group of parent and staff volunteers. Our aim is to organise fun events and activities and with the help of our 'friends of' BSFA helpers bring the community together and raise much needed funds for school.</p> <p>The BSFA is a registered charity and we are keen to encourage all our members to complete a declaration to enable the charity to gain Gift Aid.</p> <p>Who is a member of the BSFA... well every parent, carer, grandparents and all staff including governors are automatically members of the BSFA meaning that anyone connected to school has an opportunity to help raise money and help at events.</p> <p>The BSFA have a monthly meeting which is advertised. All members are welcome to our meeting. Please join us when you can we are always looking for new ideas and help ad-hoc. We currently have a committee of 5 trustees, 4 parents and 1 teacher. We are governed by our constitution; this explains how we must conduct our organisation and most importantly where the money raised can be spent. We, the trustees, can consider any requests from school staff, governors and any other members including parents, carers and grandparents for goods and services to benefit the children at our school. In brief, purchases must be the 'nice to haves' not 'need to haves' and require a majority vote from the committee of Trustees.</p> <p>Over the last 2 years we have been faced with some difficult times and as a result we have been forced to cancel some well-loved larger events. With your help and support we can bring these back along with new events in 2022/2023.</p> <p>We started the new school year with focused target of £20,000 to update the school trim trail area, which is what our families requested via a survey in July 2021. We welcomed new Apple's with their Teddy Bears picnic and then swiftly moved onto planning larger events. Due to covid restrictions our Monster Mash and Christmas fair were cancelled. A high light from Autumn term was 21 in 21 giving all those who entered their own personal challenge to stretch themselves. 21 in 21 raised £1030, which included £238 raised by Nikki Mason at Barclays and £286 by sports lead Ali Artaman.</p> <p>We were very lucky to run our cinema night where ks1 and ks2 enjoyed different movies straight after school, allowing parents and carers an extra few valuable hours to do Christmas shopping!!</p>	

We walked to the North Pole in **January** and we regularly had our wonderful Bleasby pupils running and walking round the playground striding in their miles to help out.

Spring came and there was no need for us to have worried ahead of our first 'Adult only' night for 5 years... An amazing night was had by all who came to the Quiz and curry night. We were supported by staff, governors and parents and carers from all year groups... We have been asked to definitely make this or similar a yearly night of fun. Host Matt Lilley ran the night fantastically and we were lucky to be served by Jo West, Stacey Glover and Nanny Jane Day. Loads more helped with clearing away, serving drinks, selling raffle tickets and offering prizes... this was a big effort by all ... what a great night!

Most recently we had bracelets for 'Mothers and other', Jubilee tea towels (which is my personal favourite) and Fab-bricks which we ran for 'Supeheros'. All well received by both school and our Bleasby families.

We have done Christmas cards, broke the rules twice, recycled with bags2school 3 times and managed to sell 1380 doughnuts!!!!

On top of our usual BSFA activities we have been having regularly meetings to discuss the new Trim Trail equipment. We are very pleased to announce that after consultations we have now chosen and provisionally placed an order for the new equipment. Once we have obtained planning permission, we hope to have the new equipment in place before Christmas 2022. We still have a little way to go with the funding of this project, if this is something you think you could assist us with, please make it known.

As chair, I would like to thank our current trustees, Claire Poyser-Blair (Secretary and Treasurer), Jo West, Abi Spencer and Nicky Blacknall. They are all very dedicated to the charity, conduct in a professional and friendly manner and have kept going even when sometimes it felt like we were doing this all by ourselves.

They all understand how this charity works inside out. They challenge all decisions and together they make sure that we are doing the very best we can. All our trustees fit in the help they can give around their own commitments... they say 'give a busy person a job, and it will get done'. They all have their individual skill sets which together makes a fantastic team. I hope to keep them all onboard as well as welcoming new Trustees with new ideas and skill sets.

For the second year I would like to give extra thanks to Claire, who has not only remained as our Secretary but has taken on the Treasurer role too, in the absence of anyone coming forward for this role. Her expertise ensures we are always running the charity to a very high standard, I honestly couldn't do my role without her.

The BSFA committee would like to thank those who have helped over the last year, it's great to be able to grab helpers when we need you. We recently put out a plea for more to join us at our meetings and some heard this plea and realised that the school wouldn't be the same if we

	<p>didn't have both the fun events or financial input both of which benefit all the children who attend Bleasby school. We are looking to restart the 'friends of' group where you can help ad-hoc, please indicate today if you also believe that you can give even a small amount of your time to help.</p> <p>We would like to thank those who have been class reps this school year, this includes our trustees, Victoria Parker (mum of Sebby Apple Class) and Charlie Whitt (mum of Stanley Pear Class). Special thanks to Maxine Meaden who ensures the BSFA messages get out there. We would like to thank Jaqueline Straw (COO Mitre Trust) for assisting us with our Trim Trail project.</p> <p>Although we have had a very successful year, we really need more hands-on members offering their time. Unfortunately, the current trustees cannot continue at the level of input they give indefinitely and we would hate for one day that the charity was unable to carry on. We are looking forward to supporting others to head up the much-loved events that we bring to our school community.</p> <p>We welcome and can vote new trustees on to the committee at any of our meetings throughout the school year. But most importantly is 'friends of' the BSFA helpers who without them we would not be able to run any of our events or in school activities. Please indicate if you would like to be added to the new 'friends of' WhatsApp group. As the current year 6 family helpers move on, we need to replace their support with the newer parents and carers of the school.</p> <p>Our plan going forward is gain more helpers and regular attendees to our meetings. I feel that it is very important for the current trustees to share their knowledge of how best to run events and projects and what fit best with our children and our school. Equally we want to have new fresh ideas brought to the meetings which newer members always deliver. Secondly, we would like more supporters to join the and use "free money" platforms such as Easyfundraising, Amazon smile and the Co-Op community card, and select to support the BSFA, these along with the gift aid forms will give us money which we don't have to work hard for.</p> <p>Should you have any queries or require any further details, please get in touch with Katherine (Chair) or Claire (Secretary and Treasurer)</p>	
Treasure's report	<p>The Treasurer reports all bank credits and debits to the team on a monthly basis at our BSFA meetings.</p> <p>FULL TREASURER'S REPORT;</p> <p><i>Bounce-a-thon sponsors with match funding, FabBricks (£132), Krispy Kremes sales (£336), Bags2School (£101), Class Coin Jars (£123), Sports day & KS2 performance refreshments and Big PTA Summer Raffle ticket sales still to be finalised and banked.</i></p>	

Events held 2021/22 (with profits outlined);

- Christmas cards and gifts giving **£470** Net Profit
- Family Walk to the North Pole giving **£3015** Net Profit (Sponsored event)
- Quiz Night giving **£682** Net Profit
- Mother's & others giving **£304** Net Profit
- Krispy Kremes giving **£591** Net Profit (£336 still to be banked)
- 21 in 21 giving **£1030** Net Profit (Match funded)
- Film Night giving **£413** Net Profit
- Break the Rules Days giving **£360** Net Profit
- Jubilee Tea Towels giving **£405** Net Profit
- Father's Day FabBricks giving **£132** Net Profit (not yet banked)
- Preloved uniform sales giving **£352** Net Profit
- Bags2School giving **£440** Net Profit (£101 still to be banked)
- Free money (i.e. Easyfundraising, AmazonSmile, Co-op funding, Stikins) giving **£871** Net Profit
- Class room coin jars giving **£123** Net Profit (not yet banked)
- Book sales giving **£21** Net Profit
- **Total Net Profit £9089**

Purchases for School during this period;

- Hosepipe for Apple class outdoor play area
- Roller blinds for Cherry and Apple class rooms & the school office
- Yellow safety paint for whole school
- Refreshed paintwork outside of entire school
- Upgraded Apple classes outdoor play area
- Christmas treat for the children (entire school)
- Electric pencil sharpeners for lower school
- Library of books specifically designed for children with dyslexia tenancies
- Stationary (entire school)
- Support towards Yr6 leavers events
- Dare course for Yr6
- Ethnic dolls for Apple class

Other costs incurred during this period;

- Parentkind membership **£116**
- BSFA post box for school reception **£17**

In summary;

- Balance at 2020/21 financial year end **£6,487.59**
- BSFA raised a total of **£15,159** during this period so far (*including money raise but not yet banked*)
- BSFA have banked **£14,497** during this period so far
- Total expenditure for this period was **£2,510**
- The bank account balance as at the 11th July 2022 **£18,473**

Should you require further breakdown on any of the finances or have any queries, please do not hesitate to contact me.

Appointment of independent examiner	RB will be our independent examiner for 2021-2022 financial year	
Election of committee members	<p>Chair</p> <ul style="list-style-type: none"> - No volunteers - KHD will continue on the understanding that in 12 months' time we have concession in place - JW & CPB seconded <p>Secretary</p> <ul style="list-style-type: none"> - No volunteers - CPB will continue on the understanding that in 12 months' time we have concession in place - JW & NB seconded <p>Treasurer</p> <ul style="list-style-type: none"> - No volunteers - CPB physically cannot continue covering this position as well as being Secretary even with all of the support received from KHD - Following the meeting RB put herself forward for this role <p>Trustees</p> <ul style="list-style-type: none"> - JW agreed to remain as a Trustee - KHD & CPB seconded - AB preregistered her interest in remaining as a Trustee - KHD & CPB seconded - NB agreed to remain as a Trustee - KHD & CPB seconded - Rosie Raife came forward to join as Trustee - JW & CPB seconded - Laura Perkins came forward to join as Trustee - JW & CPB seconded <p>Communications</p> <ul style="list-style-type: none"> - LC volunteered to take on this role - CPB & JW seconded - VS will assist with this rule <p>Funding, Grants and Sponsors</p> <ul style="list-style-type: none"> - LB preregistered that she is happy to manage applying for funding, grants and sponsorship 	
AOB	None	