



BSFA Meeting Minutes

Date	Wednesday 7 th October 2021	Chair	Katherine Huxtable-Drake
Location	Via Zoom	Minutes taken by	Claire Poyser-Blair

Attendees:

- Katherine Huxtable-Drake (KHD) – Chair
- Claire Poyser-Blair (CPB) – Secretary
- Emma Parry – Treasurer
- Abi Spencer (AS) - Trustee
- Joanne West (JW) – Trustee – **Apologies**
- Mrs Nicky Blacknall (NB) – Trustee – **Apologies**
- Charlie Whitt (CW) – Trustee
- Marie Thompson (MT) – School Head - **Apologies**

Agenda Items

1. Welcome and apologies
2. Agree last mins and cover off any outstanding points
3. Finance and requests for spending - EP
4. Autumn term events;
 - i. Monster mash -CW
 - ii. Break the rules -EP
 - iii. 21 in 21- KHD
 - iv. Krispy Kremes- JW
 - v. Bags 2 school - JW (Nicola Bennett)
 - vi. Cinema night - NB
 - vii. Non-uniform day (possible choc tombola collection)
 - viii. Small change jars- JW
 - ix. Xmas cards -EP
 - x. Tea towels -EP
 - xi. School xmas fair - KHD/NB
5. Winter/spring term events -
 - i. Grown up night - EP
 - ii. Colour run -KHD
 - iii. Plan all other term events
6. Trim trail/ outdoor play equipment
7. Easy fundraising -update JW/CW
8. AOB
9. Date of next meeting

Item	Discussion	Action Points
1. Welcome and apologies	KHD welcomed everyone and made apologies from JW, NB and MT	
2. Agree last mins and cover off any outstanding points	Firstly, thank you so much to AS and hubby Ian for spending lots of your time putting up the blinds in Apple Class and Cherry Class. Maxine's blinds are still to go up. AS stated, that Ian will get round to it at some stage.	AS to arrange for Maxine's blinds to be fitted

	<p>DIY Challenge – MT has already put out a plea for helpers. CW will liaise with MT to establish what help she needs from us, what materials we have, what teachers can help and if any responses have been received.</p> <p>Family packs – AS to check that packs have been sent to all new families & ensure that this is done after each half term.</p> <p>Use of the school hall – we have been given the thumbs up to use it when we need to which will save us £100 on hall hire.</p> <p>Wood chippings for Apple’s out door area – CW has chased her contact and they should deliver next week.</p> <p>Payment to Gary Severn – Have we made payment to Gary for the paint he purchased – EP will arrange payment tomorrow.</p> <p>Last minutes signed off</p>	<p>CW to liaise with MT</p> <p>AS to arrange with Maxine</p> <p>CW to chase up wood chippings</p> <p>EP to arrange payment to Gary</p>
<p>3. Finance and requests for spending - EP</p>	<p>£8767 in the bank</p> <p>£338 paid to Claire for the blinds</p> <p>£50 to go to Gary for the yellow paint</p> <p>£500 in from match funding from Bounce-a-thon</p> <p>£749 chased school today for payment from Schoolmoney</p> <p>£109 outstanding for non-uniform day</p> <p>Today’s break the rules day today, we made approx. £180 in cash and we announce the final figure when we receive the Schoolmoney report from Maxine</p> <p>Any teacher requests;</p> <ul style="list-style-type: none"> - CW - Mrs Whitmee would like a pack of whiteboard pens and a pack of glue sticks – CW will speak to Lian to see if we can get them donated. - KHD – Miss Artaman would like printed team sports tops, this was agreed by the previous committee as a parent was getting them for £100, KHD will confirm a price. Team agreed in principle if it is still going to be at this ball park figure. - JW to check with Mr Ryan if he needs anything as he is new and may not be aware of how we work. 	<p>CW to liaise with Lian</p> <p>KHD to establish costings</p> <p>JW to liaise with Mr Ryan</p>
<p>4. Autumn term events;</p>	<p>Monster Mash – Unfortunately due to enhanced covid precautions the Monster Mash has been cancelled. We want to thank CW for all of her hard work with the organisation and pre planning for the event. We may look at doing a themed party in the spring, team will look at this again in January.</p> <p>Break the rules took place today – we were very lucky to secure match funding of up to £250 for this event, a big thank you to George, EP’s hubby, for that. We are awaiting the final figure but we hope to achieve the full £250 to be doubled to £500.</p> <p>21 in 21 – A revised version of the poster will be ready tonight, we will start promoting tomorrow, all donations/sponsors will be given via Schoolmoney. EP will liaise with Maxine about the wording on Schoolmoney surrounding our match funder for this event.</p> <p>Krispy Kremes – JW is no longer available to run this event on the 19th November, she is still able to do all of the prearrangements but we will need 2 volunteers to collect and sort the donuts on the day. CPB and CW will collect</p>	<p>EP to liaise with Maxine</p> <p>KHD to put together a step-by-step guide JW to sort prearrangements</p>

	<p>and label them up on the 19th November. KHD will put together a how to guide so we all know what we are doing.</p> <p>Bags2school – EP has spoken to Nicola Bennett who is happy to hand it over, EP is happy to take this on. EP will call them tomorrow and arrange a date.</p> <p>Cinema night – NB and Claire Price have offered to run this event; they have said that we need to wait until after half term to establish where we are at with Covid. When we know it is definitely going ahead, we will put a shout out for helpers. Lisa Betts has offered to buy in all of the crisps and sweets. We will look at running it from 15:30 till 18:00 and charge around £5</p> <p>Non-uniform day – KHD will ask NB to look into dates and come back to us</p> <p>Small change jars – small change challenge, JW will have this set up for next half time. KHD will speak to NB about a prize for the first class to fill their jar, something along the lines of an extra break</p> <p>Christmas Cards – EP has arranged the Christmas Cards, they are all completed and sent off, we should receive the samples back the day before half term and once we have received them we will set the deadline date. EP will give them a call tomorrow to check the timelines and give us an update on WhatsApp</p> <p>Tea Towels – Whole school tea towel – we will look at doing this in the spring</p> <p>School Christmas Fair – We will discuss this at our next meeting after half term when we have a clear understanding of where we are at with Covid</p>	<p>EP to book date and arrange advertising</p> <p>KHD to liaise with NB</p> <p>JW to arrange</p> <p>EP to check timelines and report back</p>
<p>5. Winter/spring term events</p>	<p>Grown up night - EP is heading up this event and was thinking of a murder mystery night, however she has reconsidered and believes a quiz night might be better. CPB & AB have both been to murder mystery nights and we feel it would be very difficult to arrange for a huge party of people – team agreed. KHD suggests we hire a hall and have adult games such as bingo, heads and tails etc and we should look at opening it up to the local village residents. EP will speak to Thurgarton Village Hall to arrange a date in March and we will get a save the date out to class reps to share with school families.</p> <p>Colour run – KHD is heading up this event and is looking at around 200 children to take part, we would need around £300 to £360 worth of powder, we are waiting to hear back from Holy Trinity PTA as to whether they'd like to do this as a joint event. Lowdham Garage may be interested in sponsoring this event, it would be ideal if the sponsorship could cover the cost of the powder. We'd look to have a bar, BBQ, bouncy castles, stalls etc. We feel that June would be a good time to do this event.</p> <p>KHD – Has anyone else got any ideas;</p> <ul style="list-style-type: none"> - EP suggested a bake off, where children pay an entry fee and the cakes are judged. In Covid times the children may have to take their cakes home. In the future the cakes could be sold after the competition by the children in the playground before pick up – EP will investigate the details and report back at our next meeting. - We may look at doing another sponsored walk in the new year. EP will look at Justgiving to see if we can set up an account as a charity and benefit from gift aid. 	<p>EP to book at date with Thurgarton Village Hall</p> <p>EP to investigate</p> <p>EP to look into Justgiving as a charity</p>
<p>6. Trim trail/ outdoor play equipment</p>	<p>KHD has been investigating who owns the land, we are waiting to hear back from finance at Mitre Trust and NCC regarding what we are permitted to have in the space we have.</p>	

	We hope to have more of an update at our next meeting	
7.Easy fundraising -update JW/CW	CW & JW are currently managing this along with AmazonSmile – KHD requested an update at our next meeting. CPB will resend log ins to CW	CPB to resend log in details to CW
8.AOB	<p>CPB to speak to school to get our tab changed to BSFA/PTA</p> <p>KHD books in school reception and if they are not removed before half term they will be put in the bin – KHD will take them for the time being and we will get them sold ASAP – AB and JW to discuss how best to sell them</p> <p>CPB to check with Julie to see if she would like to take over the preloved</p> <p>KHD we need to look at resending the gift aid form – EP will liaise with Maxine to get this mailed out again and all trustees will push.</p> <p>CPB – where should I put the TOR, everyone agreed the TOR can go on the website on the about us page.</p>	<p>CPB to liaise with Maxine KHD collect books JW & AB to discuss</p> <p>CPB to liaise with Julie EP to arrange</p> <p>CPB upload to website</p>
9.Date of next meeting	Thursday 11 th November 2021	