



BSFA Meeting Agenda

Date	Wednesday 8 th September 2021	Chair	Katherine Huxtable-Drake
Location	Via Zoom	Minutes taken by	Abi Spencer

Attendees:

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

Agenda Items
<ol style="list-style-type: none"> 1. Welcome from Chair & apologies 2. Agree last minutes and cover off outstanding points - All 3. Finance update - EP 4. Autumn/winter term events – All; <ul style="list-style-type: none"> - Teddy Bear's picnic - MacMillan coffee morning - Monster Mash Disco - 21 for 21 - Xmas cards/tea towels - Cinema night - Non-uniform day/chocolate tombola day - School Xmas fair 5. Trim/trail update - CW 6. Grown-ups night - KHD 7. Circus or something big for Spring time - KHD 8. Bags to school - KHD 9. AOB – All 10. Date for next meeting

Item	Discussion	Action Points
1. Welcome from Chair & apologies	KHD welcomed all to the meeting, and thanked MT for joining us having just started her new role.	
2. Agree last minutes and cover off outstanding points - All	<p>Thank you to AS for taking minutes</p> <p>AS confirmed that the draft TOR has been sent to CPB for an initial review.</p> <p>Blinds still need fitting in Apple class, Cherry class and the school Office.</p> <p>DIY challenge – painting in the school, MT agrees that it is needed but it may be a great project to work together on. MT will put a message out. CPB has supplies.</p>	<p>AS and Ian S will arrange this with school</p> <p>MT to send out message from Head</p>

	<p>New family packs – got sent to the Apple parents still need to be provided to new families in other year groups - AS to speak to Maxine to send on to other new starter families</p> <p>Direct Donations EP wording has been done, KHD and CPB still to do a handover with EP as Treasurer. EP will get some further detail on the spending that has been done throughout last year in order to pursue this idea further.</p> <p>New Reps – All have been in contact with their teachers or will do so soon.</p> <p>Looking at all the events – coming up on the agenda, KHD asked MT if BSFA are able to use the school hall for Monster Mash and Christmas Fair and potentially other future events. MT will double check with school senior teachers to ensure there is nothing to prevent this but in principle is in favour. Finish by 7.30 is a preference to allow for locking up. MT to double check but can't envisage a problem with it.</p> <p>Wood chips – JW checking in with Turnbull and sons, if no go JW to put out a shout out. CW to speak to Alex Turnbull, if not BSFA trustees all agreed to purchase.</p> <p>Last mins signed off</p>	<p>AS</p> <p>EP</p> <p>MT</p> <p>JW/CW</p>
<p>3. Finance update</p>	<p>Hand over meeting with EP booked in on Friday</p> <p>EP gave an overview</p> <p>Bank balance is;</p> <p>£8650</p> <p>Recent Purchases/Spend;</p> <p>£50 Paint (owed to Gary Severn – need to pay him back KHD or CPB or EP to do)</p> <p>£300 Blinds (owed to CPB)</p> <p>£46 Hosepipe</p> <p>Dyslexia books (not sure if purchased Mrs Smith – we agreed could be done)</p> <p>Gift aid – looking into how we claim – DB needed, more forms back needed.</p> <p>Gift aid (small donations, being looked into)</p> <p>Breakdown of money raised this month;</p> <p>£2538 Raffle</p> <p>£46 Easyfundraising</p> <p>£22 Amazon Smile</p> <p>£150 Preloved uniform sale</p> <p>£102 Krispy Kremes</p>	
<p>4. Autumn/winter term events – All;</p>	<p>Teddy Bear's picnic</p> <p>Volunteer for tea coffee, sugar, juice, purchasing (CW) Tetley is popular! ;) Can anyone bring a phone or ipad to show eaasyfundraising CW and AS going with ipad</p> <p>MacMillan coffee morning (<i>this is not a BSFA event but we have been asked to volunteer some time</i>) 24th Sept – set up in hall MT to see if she can rearrange rainbow assembly or do at end of day? KH to speak to Sarah Roscoe re family recent bereavement connected to school (bakers will have a shout out) sub group to be set up</p>	<p>CW to buy</p> <p>KHD</p>

	<p>Monster Mash Disco CW – list of ideas put together. No specific budget, in past run games, sweets as prizes, run stalls (15 Oct- at school if possible) EP to check Thurgarton Village Hall as back up incase. Maybe a budget for decorations.</p> <p>21 for 21 – sponsored event do 21 things 21 days aim for £21 hoping for match funding KH putting out a shout out. MT to try and get teachers involved to lead by example ;).</p> <p>Xmas cards/tea towels EP – all providers have different processes. Christmas cards for school appear to be the better one. Tea towels need to do further research. Week commencing 11 Oct, in school with volunteers – MT to feedback, also has a possible suggestion for Tea Towel company working group. Lateral flows if possible.</p> <p>Cinema night – awaiting feedback from teachers mid – late November</p> <p>Non-uniform day/chocolate tombola day</p> <p>School Xmas fair – historically weekend, but this year perhaps after school</p>	<p>MT/KHD</p> <p>MT/EP</p> <p>NB will be proposing dates</p>
5. Trim/trail update - CW	Letter template has been issued for review to WhatsApp group, Article for Bleasby newsletter signed off EP will pass to Thurgarton People. Playdale want catch up at 9am, JW able to attend, CW will ask Peter Cast also.	CW
6. Grown-ups night - KHD	Looking to do around Feb/March. E.g. a race night or something similar with a bar. EP to organise along with help. Put a save the date out.	EP volunteered to head up
7. Circus or something big for Spring time - KHD	KHD proposed organising a colour run perhaps as a joint event with Holy Trinity PTA, looking to keep individual funds in. All agreed that this would be a good event KH to look at it. MT to provide a contact at Holy Trinity PTA.	KHD/MT
8. Bags to school - KHD	Nicola Bennett was organising one for Oct. EP to speak to NB. JW to help.	EP/JW
9. AOB – All	Coin pots? JW to organise – check with the sweetie shop – they may be able to provide pre loved jars!	JW
10. Date for next meeting	All agreed that Thursdays are a good evening for meetings, the next one will be in person at the Waggon, 7 Oct 2021 @7:30 – 8:30	CPB to organise agenda and invites