



BSFA Meeting Minutes

Date	Thursday 11 th November 2021	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
- Emma Parry – Treasurer - **Apologies**
- Abi Spencer (AS) – Trustee - **Apologies**
- Joanne West (JW) – Trustee
- Mrs Nicky Blacknall (NB) – Trustee
- Charlie Whitt (CW) – Trustee - **Apologies**
- Marie Thompson (MT) – School Head - **Apologies**

Agenda Items
<ol style="list-style-type: none"> 1. Welcome and apologies 2. Agree last mins and cover off any outstanding points 3. Finance and requests for spending - KHD 4. Autumn term events; <ol style="list-style-type: none"> i. Krispy Kremes- JW ii. Bags 2 school - EP iii. Cinema night - NB iv. Non-uniform day (possible choc tombola collection) v. School xmas fair - KHD/NB 5. Winter/spring term events - <ol style="list-style-type: none"> i. Grown up night - KHD ii. Colour run -KHD iii. Winter virtual walk challenge - KHD iv. Plan all other term events 6. Trim trail/ outdoor play equipment 7. Easy fundraising -update JW 8. AOB 9. Date of next meeting

Item	Discussion	Action Points
1.Welcome and apologies	KHD opened the meeting welcoming everyone in attendance and made apologies for EP, AS, CW & MT	
2.Agree last mins and cover off any outstanding points	<p>DIY challenge has been postponed UFN.</p> <p>Wood chippings – CW has Contacted Alex, owner of Turnballs, a few times now and unfortunately after an initial positive response, has not heard anything, she apologises that her contact has not come through!</p> <p>– JW is happy to pick this up and will contact some other local tree surgeon companies.</p>	JW to source wood chippings

	<p>Mrs Whitmee's request for pens and glue for Pear class have been fulfilled, the items were kindly donated by Lian, thank you Lian.</p> <p>NB to chase Ms Artaman regarding expected spend for the sportswear that she has requested and has been agreed by the team in principle depending on costs.</p> <p>Break the rules – a letter sent to George regarding match funding, we will update the team as soon as the final amount has been confirmed.</p> <p>21 in 21 will close this Friday – Lian to get photo of Nicky completing her challenge.</p> <p>Christmas Cards – Window for ordering will close on Monday 15th November. Unfortunately, school have confirmed that we are unable to revisit this project to cover any children that were not in school the day that they were designed, as there isn't sufficient time.</p>	<p>NB to report back with costings</p> <p>KHD to confirm total figure</p> <p>EP to complete order</p>
<p>3.Finance and requests for spending</p>	<p>KHD explained to the team that unfortunately we have received resignation from EP, our current Treasurer, we will put a job advert to the school and hopefully we will have a replacement promptly.</p> <p>JW pointed out that not everyone has a PC or laptop which would be necessary to fulfil the Treasurer's role. NB will ask school if there is any spare computer equipment that could be borrowed from school if it would make it easier to fill the role.</p> <p>Due to EP's absence unfortunately, we do not have a full financial breakdown, the bank balance is currently £10,081, we will have a full breakdown arranged for our next meeting.</p> <ul style="list-style-type: none"> • Teacher's requests; <p>Mrs Clark would like a class pack of card and an electronic pencil sharpener. Ideally, an electronic pencil sharpener per class– JW will liaise with Lian to see if she is able to supply these items</p>	<p>CPB & KHD advertise role with Job Description</p> <p>NB to report back</p> <p>JW to liaise with Lian</p>
<p>4.Autumn term events</p>	<ul style="list-style-type: none"> • Krispy Kremes <p>JW has completed the order; 35 Dozen (16 full dozen and 38 half dozen)</p> <p>Unfortunately, Krispy Kremes are not able to supply the half dozen boxes this time as there is a shortage of stock, therefore she has purchased some paper food bags. CPB & CW will need to separate the half dozen orders on the morning of collection.</p> <p>JW will organise the labels and deliver them along with the food bags for half dozen orders to CW</p> <p>CPB & CW are collecting next Friday (19th November 2021), they will need to ask for George when calling security on collection.</p> <ul style="list-style-type: none"> • Bags2School – Thursday 18th Nov 2021 <p>All in order flyers and bags have been sent home to families.</p>	<p>JW to organise</p> <p>CPB & CW to collect & distribute in school</p>

	<p>If it rains, we have been given permission to store them in the Heads office.</p> <p>NB will ask Mrs Price if Yr6 children are able to help coordinate the storage that morning and getting bags out to the collection truck</p> <ul style="list-style-type: none"> • Cinema night – Thursday 25th Nov 2021 <p>NB is managing KS1; Film options: Paddington 2 (PG) or Peter Rabbit 2 (U) – it was agreed by the team that Peter Rabbit would be the better option as it is a U.</p> <p>Mrs Price is managing KS2: Film Mitchell’s vs. the Machines (U)</p> <p>Event time: 15:30 – 17:45</p> <p>Entry fee: £5 per child including food (hot dogs, crisps, sweets, chocolate and bottomless drink (bring your own bottle).</p> <p>NB will carry out the risk assessment (template from parentkind)</p> <p>We will need helpers (at least 2 in the kitchen & 2 in each cinema room)</p> <p>JW to speak to Lisa Betts about any donations she is able to give us or help with purchasing food and snacks at cost.</p> <p>CPB to bring in portable flood lights for NB’s class exit</p> <p>AS to put together poster and permission slip – NB will print and distribute next week – NB to send all film details to AS</p> <ul style="list-style-type: none"> • Christmas Fair – 10th Dec 2021 <p>Team agrees that it would be too risky to go ahead with a full Christmas Fair this year with the covid potential for the event to be cancelled last minute or even worse Covid is spread across families just before the festive period.</p> <p>We all agreed that the Elfridges idea would be the best option including a non-uniform day in return for donations of new or nearly new items to be sold (e.g. teddies, toiletries, candles, small toys).</p> <p>We are looking at maybe Wednesday 1st December – date to be agreed with school – NB to confirm.</p> <p>Cakes and cookies sales could also be included on the sale day – KHD to ask Liena if she would be happy to bake.</p> <p>We will write to companies to ask for item donations – CPB & KHD to arrange letter.</p> <p>On the sale day, we will set up shop in the portacabin and children will be invited in to shop by class.</p>	<p>NB to liaise with Mrs Price</p> <p>NB to arrange risk assessment</p> <p>JW to liaise with Lisa Betts CPB to sort lights</p> <p>NB & AS to liaise</p> <p>NB to confirm date</p> <p>KHD to liaise with Liena</p> <p>CPB & KHD to sort</p> <p>Shout out for helpers</p>
<p>5. Winter/spring term events</p>	<ul style="list-style-type: none"> • Grown-ups’ night Spring term <p>Team agreed that a Quiz or Music Quiz night would be the best option.</p> <p>Looking at Saturday 5th or 12th March 2022.</p> <p>We will do our own bar (licence will be required).</p>	

	<p>Serve Chilli or something similar.</p> <p>Matt Lilley has agreed to be our quiz master.</p> <p>Look at using our School Hall and we would like to use the PA system – NB to ask at school to confirm this is ok and check numbers allowed according to fire regulations to confirm how many tickets we can sell.</p> <p>We will plan to get a “save the date” out before Christmas. KHD to speak with Matt Lilley to confirm availability then we can all agree a date.</p> <ul style="list-style-type: none"> • Colour Run <p>Holy Trinity would like to join us</p> <p>Looking at a Sunday afternoon in June (19th or 26th) 2022. KHD will check these dates with Holy Trinity and aim to get a “save the date” out before Christmas. Please can the team check they are available on these dates and confirm back to KHD?</p> <p>No further update at this time</p> <ul style="list-style-type: none"> • Virtual Winter Walk <p>We agree that we should repeat the event, however look at a different route for the challenge.</p> <p>NB suggested that we look at Bleasby to Bungoma as Rev Phil has links with an orphanage over there and the children are taught about this and are encouraged to write letters to the children at the orphanage.</p> <p>CPB to manage the Justgiving (set up as a charity this time).</p> <p>KHD will collect daily miles from our volunteer walkers/runners and manage the sharing of updates on Facebook.</p> <ul style="list-style-type: none"> • Tough Mudder or similar <p>CW has asked if this is something we would like to do, we will look at this in the future.</p> <ul style="list-style-type: none"> • All other events <p>Mother’s Day 27th March 2022 – Arrangements to be set for Feb 2022</p> <p>Father’s Day 19th June 2022 – Arrangements to be set for May 2022.</p> <p>April Fools Friday 1st April 2022 – Break the rules – Arrangements to be set March 2022.</p> <p>Easter – we can help school with something if needed.</p>	<p>KHD liaise with Matt Lilley</p> <p>Team to confirm availability</p>
6.Trim trail/ outdoor play equipment	<p>We have a meeting tomorrow at school to discuss this in detail.</p> <p>BSFA will commit to cover the ongoing maintenance of the trim trail which will secure the warranty for 20yrs.</p>	
7.Easy fundraising	<p>Easyfundraising account activity - £13.91 and 3 new supporters within the last 30 days.</p> <p>CW wanted to send he thanks to;</p>	

	<ul style="list-style-type: none"> AS who has helped to tweak the leaflets to include additional wording and adding the QR code. KHD's husband, Darren, for printing these off at no cost to the BSFA. <p>Update on</p> <ul style="list-style-type: none"> Leaflets have now been sent into school and should be appearing in the children's book bags over the next couple of days. About 450 leaflets have been handed out to a few volunteers from the 'friends of' group, these will be distributed to the surrounding villages (within catchment but Fiskerton has been included). Further 550 to follow, these will be distributed among the group. Deadline for these to be delivered is 23/11/21. If there are any team members, who would like to help, please let CW know. <p>Message from CW:</p> <ul style="list-style-type: none"> Charlie has requested that the latest copy of the Easyfundraising poster to be put up in the staff room, the teachers/staff can then simply scan the QR code, which includes £15.00 bonus, normally on £5, so a major uplift (for November only)! – NB to ask all staff members to join. 	NB to encourage staff to sign up
8.AOB	<ul style="list-style-type: none"> Co-op <p>We have been fortunate in being successfully awarded a Co-op funding scheme, a massive thank you to Lian B for processing the application.</p> <p>More details to follow from Lian.</p> <p>We will look to promote this heavily to get as much support over the next 12 months as possible for families and the local community. – Awaiting more details from Lian on this.</p> <ul style="list-style-type: none"> Detailed Communication List <p>CW has started collating a detailed list of all the contact details of the surrounding villages (the village newsletter/Facebook contact details), she will be emailing this out to the group over the next couple of week, please could we ask you to liaise with CW if you have any additional details and she will keep the spreadsheet updated.</p>	CW to liaise with Lian on plans for promoting
9.Date of next meeting	Thursday 13 th January 2022 – 19:00 at the Wagon and Horses in Bleasby	