BSFA Meeting Minutes - Committee

Date	Thursday 5th March 2026	**Chair**	Becky Armstrong
Location	The Bromley, Fiskerton	**Minutes taken by**	Mali Speyers

Attendees:

- Becky Armstrong (BA) – Chair
- Emma Concannon (EC) – Treasurer
- Laura Dobbs (LD) – Trustee
- Mali Speyers (MS) – Trustee
- Leina Mostyn (LM) – Trustee
- Beth James (BJ) – Trustee **– Virtual**
- Emma Terry (ET) – Trustee **– Virtual**

Agenda Items
1. Welcome & Apologies 2. Constitution Review Read through as a group Confirm all terms are understood Agree that the charity is operating in compliance 3. Trustee Commitment Confirmation Confirm all members are happy to continue in their roles Confirm ability to commit to trustee responsibilities Sign trustee declaration forms 4. Communications & Roles Agree preferred communication methods Discuss and confirm any sectorial/specific role allocations 5. Spending Priorities Discuss and agree 5 key spending missions Prepare proposals for Russyn Cast approval 6. MAO – Logistics Planning Roles and responsibilities Timelines Resources required 7. Spring/Summer Events Discuss and agree upcoming events Initial planning responsibilities 8. BSFA Uniform Discuss options Agree next steps 9. Any Other Business (AOB) Requests Further discussions 10. Agree Date of Next Meeting

Item	**Discussion**	**Action Points**
2. Constitution Review	Parentkind Model Constitution 2021 given to all trustees to review. BA & EC highlighting differences from original and old constitution. Namely trustee only meetings x 3 p.a, virtual meetings an option.	**ALL to agree to align with Parentkind & sign.**

Finance	Bank balance £8,146.72 • Valentine's Day & CNY: Raised £929.63 SchoolMoney invoices raised and sent 01.03.26 • Bags2School: we made £96 on October (cheque received) and Feb £33 – discussed taking this down to twice yearly to maximise return. • Xmas Cards: £168 • Donations: £70 from Aaron & Zoe Man (CNY) • Easyfundraising: £93.32 Spend requests & money to go out; • Maths Quiz via Angela Dunning- £30 • Playdale – Trim Trail quote - £150 • Willow Class want Felt Tips (as their £25 xmas gift)	BA to shout out via socials EC liaise with b2s EC to pay Volunteer to source
4.Communications	Proposal to streamline communications; • Trustee Chat to be kept • Friends of Chat- to announce meetings, request for help at events and donations • Facebook & Instagram – advertising events, sharing news of events- regular posting a must to stay relevant!!! • Half Termly newsletter by email for all parents • Notice Board for event advertising • BA to remain on class reps for emergency enquiries only	BA to provide log ins to BJ/EC/ET? For socials to share comms responsibilities.
5.Spending Proposals	1. MUGA/Astroturf area (investment needed minimum £20k) 2. Benches for outdoor play area 3. Outdoor improvements- Lighting, storage, quiet area decking 4. Football Kit for school teams. BA to discuss with Mrs Cast on proposals.	1: BA to investigate costs involved 2. LD to look at options and quotes 4.LM to look at options & quotes
6.Mothers & Others & Wonderlicious	BA to get M&O foods 12.03.26 once final numbers through. Volunteers as follows; APPLE/PIPS (9:15-10) LM & EC CHESTNUT (10:15-11) BA & MS	BA to confirm if possible to set up table / chairs on Thursday

	OAK (11:15-12PM) BA & MS SILVER BIRCH (1:15-2) LD &LM WILLOW (2:15-3PM) LM Bring in any decorations/cake stands/tablecloths etc- put in mobile by Thursday 12th March. Request to all ask for donations of Galaxy 100g bars (100 target). Letter printed and handed out to all. Request to think about how we get 5 x 'grand' prizes via donation- ask local business owners etc.	ALL ALL (14 each) ALL
7.Summer Term Events	Low key- drive towards summer fayre/cinema evening Potential to re-run Break The Rules day or PJ Day Need to think about Pre-Loved sale also before YE	MS
8.BSFA Uniform	To be discussed next committee meeting	
9.AOB	N/A	
10.Date of next meeting	Friends of BSFA- Thursday 19th March 7:	Posters to be put up