



FAB Committee Meeting

Date: 9th May 2023, 8pm Location: KS2

Attendees

Heidi, Louise, Alison, Sally, Marlana, Haley, Beth W., Dirk, Ben, Anna, Ruth, Laura, Alysha, Becky, Amanda, Beth R., Emma, Leona, Alan

Apologies: None

Louise and Dirk welcomed the new participants at the meeting – great to see so many new faces! We did a round of introductions.

Previous Minutes

Previous meeting minutes were approved.

Treasurer's Report

Marlena updated us about the recent fundraising. The Easter Egg Hunt has made £1100 profit and the Spring Challenge also made £1100 profit. The Balfour Swimming School sponsored distance swim raised £900. Happy's Circus tickets have generated £2,000 revenue so far. Our forecasted fundraising total for this academic year is £30,000!

Recent Events

- Easter Egg Hunt and Spring Challenge events were discussed within the Treasurer's update previously.
- The Year 2 disco fundraising was a complete success raising £2,600. Very well done to Ruth and Anna for all their determination and hard work! Ruth and Anna kicked off the painting of the mural last week with more volunteers joining in next week. The bright coloured benches have been ordered. FAB committee agreed at the meeting to make up the remaining amount (if required as might have some funds left) to purchase one further bench.

Upcoming Events

- **Community Day** – planned for Saturday 10th June 2023 12 – 3pm. School have asked FAB to organise the bar and cake selling. TENS license to be requested – action Dirk. Post the meeting Beth offered to lead this event – thanks! Action Louise to contact Natasha coffee van for this event – done – Natasha will support us.
- **Happy's Circus** – planned for Wednesday 14th June 4 – 8pm (show 6-8pm). More comms to go out, push for volunteers. TENS to be requested – action Dirk. Further comms required to be sent.
- **Summer Fair** – planned for Saturday 15th July 2023 12 – 4pm. Subcommittee meeting on 2nd May allocated planning tasks across Louise, Dirk, Alison (food) and Heidi (games). Admin actions allocated. Further sub committee meeting prior to the event will be held.
- **Tea Towels**. Sally has recruited 4 new volunteers to assist her with the tea towel preparation. Children are creating their designs this week. Order window is the 2 weeks after half term. Delivery and distribution will be the week before the Summer Fair with any remaining to be sold at the fair.



- **New Parents meeting** – Sally will be going to the new parents meeting as a parent and will step up to speak to the meeting about what FAB does, fundraising, initiatives and spending and how to get involved.

AOB

- **Swimming support** – Poppy’s swimming teaching qualification. Louise wanted to request confirmation of approval from the committee for half of Poppy’s swimming teaching qualification to be paid for from the sponsored distance swim fundraising. It was agreed to support this request. Committee want confirmation of how long we expect Poppy to support the Balfour Swimming School after she has gained this qualification. Action – Louise to discuss with Jaimme. Reason for this is to manage expectations for future similar requests to support qualifications and to protect the investment in this qualification.
- **Spending** – Alan provided a reflection on the initiatives that FAB has previously funded or co-funded. The KS2 quiet area is really well loved by the children who use it. He’d like to see a similar set up in KS1. Also, to replace the grass outside KS1 so that it can be an outside area able to be used all year around. Amanda discussed the vision for Year1’s outside classroom. With the move of the Nursery over the summer holidays, the three Yr1 classes will be in the same area, able to use the same outside space. Amanda and team have plans for what they’d like to achieve to support the move from formal teaching to more outside fun learning for Year 1. They are looking to FAB to invest in this long term project. Initial phase 1 aiming to complete before the start of September so that the space can be used for next academic year. Future phases to then be discussed for FAB support and/or have fundraising events specifically for this. Action - we’ve asked Amanda and team to come up with their phased plan with costings so that we can confirm investments.
- **Discos** – topic of holding future discos was raised. Year 6 are planning to hold one to celebrate the leavers. Reception and Year 1 would like to hold one to generate fundraising for the Year1 outside area transformation following the success of the Year 2 disco. Discos have not been held, historically, at Balfour due to lack of teacher support, ensuring safeguarding and also ensuring that all year groups have the opportunity to enjoy events, which would mean 7 discos. However, the Yr2 disco success demonstrated the art of the possible specifically as it was parent led with enough volunteers. It was agreed that we all (school, FAB and any parents who want to run an event at school) need to be clear on the requirements for running parent led events, e.g. discos or a picnic on the field. Action – Ruth and Anna to document what they had to put in place to hold the Year 2 disco into a template for School and FAB to review. Alan requested that discos are not held on the last day of term and not at the end of the year.
- We shared opportunities for people to get involved in specific roles – food team, comms and marketing, vice-chair, secretary, Christmas Fair lead, Summer fair lead. Alysha put herself forward for the food team – thanks! Ruth put herself forward for the comms/marketing – thanks too!
- 100 club draw to be conducted offline by Julie.

Next meeting: Tuesday 13th June, Tuesday 11th July

Actions from 9 th May			
TEN license for Community Day	Dirk	ASAP	
TEN license for Circus	Dirk	ASAP	
Contact Natasha Coffee Van lady re Community Day	Louise	ASAP	complete



Swimming Support – expectations on length of commitment to the Balfour swimming school	Louise	ASAP	
Yr1 outside classroom transformation phased plan with costings	Amanda	ASAP	
Parent led event template	Ruth and Anna	ASAP	
Actions from 7th March	Owner	Due date	Status
Ask Lucy about her Bingo kit and running such an event	Sally	9 th May	Update at next meeting
Draft message to communicate donations to school	Louise	ASAP	
Create a gift aid form for 100club donations	Marlena	9 th May	Actioned
Actions from 7th Feb, 10th Jan	Owner	Due date	
Investigate the reusable sign that we discussed	Dirk	June	DF has looked at local suppliers but no decisions yet.
Update Charities Commission to add Marlena	Haley	June	
Update Charities Commission to replace Haley with Louise	Haley	June	
Update Charities Commission to remove Haley	Louise	June	
Contact HSBC to request debit cards for trustees	Haley/Marlena	June	
Tombola ticket book available for quiz	Louise	24 th Feb	Actioned - In donation bucket
Email Morrisons Community Champion to introduce Louise and Dirk	Haley	28 th Feb	Alternative action – Haley organised eggs over phone.
Share proofs of FAB promotional posters	Anna	7 th March	May meeting