



FAB Committee Meeting

Date: 13th June, 8pm Location: KS2

Attendees

Heidi, Louise, Alison, Marlana, Haley, Beth W., Dirk, Ben, Laura, Alysha, Beth R., Kirsty

Apologies: Sally, Julie, Alan, Anna, Ruth, Emma,

Previous Minutes

Previous meeting minutes were approved.

Treasurer's Report

Marlena advised that there had been little change since last month. The Community Day event still had funds coming through from the card machines. Looks like £500 profit (updated post meeting) and it was a quieter event. Updated report will be produced soon. The Circus has taken £5.5k revenue to date, the day before the event, profit outlooking £2 - £2.5k (updated post meeting).

Recent Events

- Community Day was not as well attended as last year, the heat might have been the reason.

Upcoming Events

- **Happy's Circus** – planned for Wednesday 14th June 4 – 8pm (show 6-8pm). Team are all set.
- **Summer Fair** – Saturday 15th July 2023 12 – 4pm. Second subcommittee meeting to be arranged for next week or so (27th June). Raffle team are on schedule to distribute from 28th June. Heidi has progressed the new game, prizes to be confirmed. Food team have met and progressing menu. Inflatables, medical team and hire of portaloos and tables and chairs have been booked. TENs applied for. Schedule will be Samba band and orchestra 12:30 - 1:30, Balfour's Got Talent 1:30 – 3:15, raffle 3:15 – 4pm.
- **Year 6 disco** – Yr6 parents are coordinating this. Scheduled for Thursday 13th July.
- **Tea Towels** – orders in by 16th June, remainder to be on sale at the fair

AOB

- **KS1 Outdoor classroom** – Kirsty came along to the meeting to discuss the plans further. The team have refined their proposal. The committee proposed that FAB fund up to £6k of the total request. Proposal was approved. School will likely fund some and fundraising, with a considered communication and parent meeting to explain the vision of the phases of the outside classroom. Laura and Kirsty have visited Downs Infants who have notice boards showing the vision for their developments to explain further to the community – would be a good idea to do something similar to remind people what we are aiming for. Heidi has offered to seek donations or cheaper options for the requested items.
- **Swimming request** – Jaimme has requested new t-shirts for the swimming teachers costing £276.00 – it was agreed that they can go ahead to purchase these. She has also requested new flippers for BSS. We discussed and have decided that we would like to ask whether we can propose to share the cost and use of these with the other swimming schools that use the pool. Not necessarily due to the cost, although is substantial at £804.40, but more because this is an infrequently used resource and rather than having a set only for use by BSS, why not share the resource. Finally, Jaimme proposed an increase of £2 per hour for the swimming teachers as



they haven't had a rate increase in over 10 years. In principle we agree and would support 10% increase. However, we'd like to understand how much the other swimming schools are paying the teachers. To benchmark what we are paying them – are we paying them enough? We recognise that the teachers could quite easily give notice teach elsewhere if we don't pay them enough. We'd also like to know when Poppy would expect a rate increase, having qualified as a swimming teacher. We'd like an update before we make a decision on the rate increase and flippers. **Action** – Louise to ask Jaimme

- **2023/2024 planning** – school need to provide their requests for funding for 2023/24 academic year now so we can confirm as soon as possible at the beginning of the autumn term. Ben has shared the high level proposal for Early Years outside area and will be getting quotes over the coming weeks. **Action** – Dirk to ask Alan
- **Comms** – we discussed how we can spread the word about FAB – Ben has a noticeboard we can use. We'll trial that and buy a new one for KS2 if it works well. Suggested that we get plaques for all the items FAB have funded. **Action** Kirsty to investigate.
- **Newsletter** - let's take the opportunity to separate out our own newsletter with Ruth picking up the comms role. Focus on 100 club promotion in the newsletter.
- Louise shared that she would like to step down from the secretary role at the AGM in October so that the next person in the role has a year of handover before she leaves when her youngest finishes at Balfour.
- Orchard project – update from Emma via chat - work to green the site and add opportunities for the children to learn and grow food. A site map has been made and annotated. Emma is meeting with Ms Witt soon. Requests for funding to follow.
- Alysha suggested that we ask school what they need for wet playtimes – can then ask the community for donations initially.
- 100 club draw to be conducted offline by Julie.

Next meeting: Tuesday 11th July

Actions from 17 th June	Who	Due Date	Status
Swimming – can flippers be shared by other swimming schools (share cost too)	Louise	ASAP	
Swimming – going rate for swimming teachers	Louise	ASAP	
Spending – what are the proposals for spending for the next academic year	Dirk to ask Alan for meeting	ASAP	
Cost for plaques	Kirsty	July meeting	
Actions from 9 th May	Who	Due Date	Status
Swimming Support – expectations on length of commitment to the Balfour swimming school	Louise	July meeting	
Parent led event template	Ruth and Anna	ASAP	
Actions from 7 th March	Who	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	Can this be delegated to someone else?
Actions from 7 th Feb, 10 th 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 Marlana	Haley	June	Actioned
Update Charities Commission to replace Haley with Louise	Haley	June	Actioned
Update Charities Commission to remove Haley	Louise	June	Actioned
Contact HSBC to request debit cards for trustees	Haley/Marlana	June	In progress