



## **FAB Committee Meeting**

Date: 7<sup>th</sup> March 2023, 8pm Location: Park View pub

### **Attendees**

Heidi, Louise, Alison, Sally, Marlana, Hadj

Apologies: Dirk, Haley, Beth, Sasha, Julie, Ben, Ruth, Anna

### **Previous Minutes**

Previous meeting minutes approved. We also discussed outstanding actions.

### **Treasurer's Report**

Marlena updated us with the treasurer's report. The Spring Quiz made £329. Hadj attended the quiz and relayed that although fewer people there, there was a good vibe. We discussed perhaps it was a little too close to the previous quiz, maybe shouldn't be straight after half term? Proposed mid Oct to attract new parents and just before Easter? Group also discussed possibility of an alternate evening of Bingo – it is a random game and so won't exclude people who aren't quiz fans or serious quizzers. Run a bar, serve cheese boards – really easy to put together and grazing throughout the evening rather than waiting on fish and chips?

**Action: Sally to ask Lucy about her Bingo kit and running such an event.**

We discussed other community events like "Love My School" – day to use skills to maintain school, free bar and BBQ and a child free zone.

To date, 163 Easter Egg Hunt (EEH) tickets had been sold so £570. 562 eggs in total so we potentially could make £1967 revenue, approx. £1300 profit.

We have paid School for the commitments from 2022/23 academic year which covered:

Opal Project	£2919.52
Yr 6 Treat	£399.99
Let's Dance Entry	£140
Diversity Resources	£176.91
Library Refurbishment	£1769.85
Year group spends	£5805.83 (covering wide ranging activities, visits and travel)

We agreed that it was well worth sending a WhatsApp message through our class contacts group to forward to parents/carers to share where some of the money raised has gone to support the school. **Action Louise to draft suggested message.**

Marlena also suggested that we ask people donating their 100Club prizes to support Gift Aid. **Action Marlana to create a Gift Aid form.**

**Action Louise to remove the Amazon Smile details from Website and add Name Labels info**

**Action Louise to remind Dirk to include the name labels info in the newsletter in future.**



Do we want to put a shout out for a web designer with free time and inspiration? OR Dirk could speak to the parent at Lark who designed the FAB logos for input. We discussed social media channels and do we even need a website? Could our information be on an Instagram account?

### Recent Events

- Spring quiz – discussed in section above.

### Upcoming Events

- Easter Egg Hunt planned for Friday 24<sup>th</sup> March after school. Chocolate eggs and Free from eggs purchased from Morrisons with the community discount. Tickets for sale. Volunteer (parents and teachers) shout out has been sent and reminder to be sent.
- Find and Do Spring Challenge. Heidi is working on the challenges, comms and 4 prizes. Louise to review. Dates: Week before Easter hols Mon 27<sup>th</sup> March, entries in by 21<sup>st</sup> April. Heidi to go into school to talk to the children in assembly to promote.
- Tea Towels. Sally still needs a volunteer to assist, 3 nights over the duration of the project. Message going out to classes to ask soon.
- Summer Fair – planned for Saturday 15<sup>th</sup> July 2023. Subcommittee meeting planned for early May. Heidi has kindly agreed to lead the games. Inflatables (just 3) have been ordered. Tables and chairs to be ordered. Hadj and Alison from food team will organise their workstream.
- Year 2 disco to raise funds for revive outside Year 2 classrooms. Date confirmed as 31<sup>st</sup> March, last day of term. As parent leads, Ruth and Anna have been progressing the details and discussing with Mr Gunn. Group discussed at length about the confusion as to whether this is a FAB event or not. It was decided that on principle, due to the parity needed across our year groups i.e. that we can not run a disco for all years due to lack of staff support, safeguarding, availability of hall and an already full agenda of FAB activities, this is not a FAB event. Ruth and Anna have been working hard to drive this event. It was understood that this is as a parent led event, using FAB for advice and guidance and any required resources with school involvement for safe guarding and have been discussing directly with Mr Gunn about it. Post meeting update call with the FAB trustees confirmed that this is a parent run but FAB supported event. The FAB PL insurance will cover the event.

### AOB

- Update prior to meeting that Ruth had a response from Nestle that we can use the FAB logo but they declined to sponsor any events.
- 100 club draw to be conducted offline buy Julie

Next meeting: Tuesday 9<sup>th</sup> May, 8pm, KS2 Yr 6 base, then 13<sup>th</sup> June, 11<sup>th</sup> July

Actions from 7 <sup>th</sup> March	Owner	Due date	Status
Ask Lucy about her Bingo kit and running such an event	Sally	9 <sup>th</sup> May	
Draft message to communicate donations to school	Louise	ASAP	
Create a gift aid form for 100club donations	Marlena	9 <sup>th</sup> May	
Remove Amazon Smile from website	Louise	ASAP	Actioned
Add Name Label info to website	Louise	ASAP	Actioned
Remind Dirk to include name label info in newsletter	Louise	ASAP	
Actions from 7 <sup>th</sup> Feb, 10 <sup>th</sup> Jan	Owner	Due date	



Email Alan re spend ideas for 2023 (also Thanks re Santa and staff as Marshalls was really effective)	Dirk	7 <sup>th</sup> March	
Email Reception class who created the Hot Choc Reindeers	Beth	7 <sup>th</sup> March	
Investigate the reusable sign that we discussed	Dirk	7 <sup>th</sup> March	DF has looked at local suppliers but no decisions yet.
Speak to Alan re FAB coming to the new parents' meeting in July	Sally	April	Sally will raise once the new parents letters are issued after Easter
Speak to Jaimme about late payments with sibling discounts	Dirk/Louise	7 <sup>th</sup> March	Actioned - Not actually an issue, only 2 people involved, More of an issue with PP payments
Marketing App investigation (anonymous texting)	Ruth	7 <sup>th</sup> March	Info shared with Jaimme
Update Charities Commission to add Marlana	Haley	7 <sup>th</sup> March	
Update Charities Commission to replace Haley with Louise	Haley	7 <sup>th</sup> March	
Update Charities Commission to remove Haley	Louise	April	
Contact HSBC to request debit cards for trustees	Haley/Marlana	April	
Source bottle of wine for quiz mini raffle	Ruth		For next Quiz in Autumn
Order donation buckets	Louise	24 <sup>th</sup> Feb	Actioned – in shed
Tombola ticket book available for quiz	Louise	24 <sup>th</sup> Feb	Actioned - In donation bucket
Email Morrisons Community Champion to introduce Louise and Dirk	Haley	28 <sup>th</sup> Feb	Alternative action – Haley organised eggs over phone.
Share proofs of FAB promotional posters	Anna	7 <sup>th</sup> March	May meeting