



FAB Committee Meeting

Date: 7th February 2023, 8pm Location: KS2 Yr6 Base

Attendees

Dirk, Haley, Heidi, Louise, Alison, Ben, Ruth, Anna

Apologies: Beth, Sally, Marlena, Sasha, Julie

Previous Minutes

Previous meeting minutes approved.

Treasurer's Report

Haley updated us without the report. Little has changed since last month apart from more swimming income from the Spring term payments. Haley queried what the situation is about sibling discount as late payments appeared to have sibling discount applied still. We have no control over this except to notify parents that they have missed the deadline for the discount. We discussed options of how we could apply the discount, including a reminder notice by the changing rooms for the payment deadline. Chaser emails/texts but from an anonymous text app, rather than an individual's own mobile. Possibility of using a payment app, which, depending on if the loss of income from this scenario, the cost may cover it. **Action** – Louise/Dirk to speak to Jaimme to ask her to assess the number of payments including sibling discount after the deadline – is it an increasing issue? **Action** – Ruth to investigate a text marketing app.

Trustee changes – **Action** - Haley to update the Charities Commission to include Marlena and change the focal to Louise. **Action** - Louise to remove Haley once change is in place.

Once Charities Commission has accepted our new constitution document, we can apply for debit cards for the trustees.

Recent Events

- Nothing since last meeting

Upcoming Events

- Quiz prep well under way. Bar stock has been purchased, TENS licence confirmed. Quiz masters are meeting to finalise questions. Tickets going out on Ticketor and comms this week. We discussed the possibility of having the food served earlier – possible depending on what time Olly arrives. Ruth suggested a quiz mini prize - £2 a ticket to be in for a chance of winning a really nice bottle of wine, which she will source from her husband's company. **Action** – Ruth to secure the wine. **Action** – Louise to order donation buckets and include book of Tombola tickets.
- Easter Egg Hunt planned for Friday 24th March after school. **Action** – Haley to introduce Dirk and Louise to the Morrisons Community Champion to secure Eggs. Need to organise volunteers after half term.
- Find and Do Spring Challenge. Heidi is working on the challenges, comms and 4 prizes. Louise to review. Dates: Week before Easter hols Mon 27th March, entries in by 21st April.
- Tea Towels. Sally needs a volunteer to assist, 3 nights over the duration of the project. Message going out to classes after half term.
- Summer Fair – planned for Saturday 15th July 2023. Need to broadcast about needing new recruits.



AOB

- Year 2 disco to raise funds for revive outside Year 2 classrooms. Miss Sweet and the other Yr2 teachers have agreed to support for safeguarding. Approach is ticket includes 1 adult. An adult can supervise more than one child. Siblings discouraged so that this is focussed on Yr2 children. Ruth and Anna will work through the duration/timings/activities. If running a bar, will need a TENs licence. Sweets and crisps to be on sale. Ben will need to perform the risk assessment once details are finalised. Date: NOT 10th or 17th March. Suggesting last day of school Friday 31st March. Capacity 160 people.
- We further discussed how to get more volunteers joining FAB. Anna offered to produce some posters that could go up around school. **Action** – Anna to share proofs with committee to review. We know that the website needs to be refreshed, but Anna also suggested that we get an Instagram account created to reach different demographic of our parent and carer community. Heidi also made the point that the more we post, even on Facebook, the more our group page would appear in people's feeds. Need to get onto taking photos at events, mindful of whether children are in the photos and needing permission.
- Ruth said she'd think about FAB branding from marketing point of view.
- 100 club draw to be conducted offline buy Julie

Next meeting: Tuesday 7th March, 8pm, KS2 Yr 6 base

Actions from 10 th January	Owner	Due date	Status
Email Alan re spend ideas for 2023 (also Thanks re Santa and staff as Marshalls was really effective)	Dirk	7 th March	
Email Reception class who created the Hot Choc Reindeers	Beth	7 th March	
Investigate the reusable sign that we discussed	Dirk	7 th March	
Speak to Alan re FAB coming to the new parents' meeting in July	Sally	April	
Speak to Jaimme about late payments with sibling discounts	Dirk/Louise	7 th March	
Marketing App investigation (anonymous texting)	Ruth	7 th March	
Update Charities Commission to add Marlana	Haley	7 th March	
Update Charities Commission to replace Haley with Louise	Haley	7 th 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	24 th Feb	
Order donation buckets	Louise	24 th Feb	
Tombola ticket book available for quiz	Louise	24 th Feb	
Email Morrisons Community Champion to introduce Louise and Dirk	Haley	28 th Feb	
Share proofs of FAB promotional posters	Anna	7 th March	