



## **FAB Committee Meeting**

Date: 12<sup>th</sup> September, 8pm Location: KS2 new Yr6 base

### **Attendees**

Dirk, Alan, Alysha, Anna, Marlena, Louise, Beth W, Becky, Leaona, Alison, Ben.

Apologies: Laura, Beth R, Ruth

### **Previous Minutes**

No issues raised for inaccuracies on previous meeting - approved.

### **Update from Alan Gunn**

Alan joined us for the first part of the meeting. He gave us an introduction to the School Improvement Plan which is part of the "Belonging Curriculum". It is planned that at the October inset day, the teachers will be invited to contribute their ideas on physical improvements to the school for consideration.

These will then be reviewed, assessed, and those agreed will be priced and planned for over a longer term plan. The idea that FAB can support some of the big ticket changes to enhance the learning experience of the children.

Alan explained about a priority that will benefit the whole school - a shelter for the Nature School area. With the eventual plan that every child has 1 hour nature school per week, this is very much needed before the autumn/winter weather changes. The cost is expected to be £2.5 - £3k. FAB have been asked to match the input with school to cover the cost.

FAB has already committed £5k to the Yr1 outside classroom. EYFS also has an urgent need for a useable outside surface. 3 quotes have been obtained by Ben. They are in the region of £30k and FAB has been asked to part fund also.

Having a plan will help both the school and FAB plan and budget.

Sally asked if, once the EYFS area is part funded by FAB, could FAB have access to use it for events? Yes.

Beth asked if it was possible to include a shelter/shade for KS2 playground. Alan said that there's plans for more trees to be planted to provide shade.

Anna asked if there would be an artist's impression of the school. Would be useful for communicating to the whole school community, prospective parents, local community and for use in our comms. She offered her skills to help with visuals.

Sally suggested more noticeboards to display the whole school plan vision, including a road facing board to show these plans.

Alan left the meeting.

### **Recruitment**

We are in need of a new Secretary, or 2 people to cover the role. Louise will carry on for the current academic year, we've got 9 month handover currently if someone new steps up at the AGM.

Food team, 2 further volunteers have come forward, names to be shared with Alison.



Volunteer coordinator for events. This is an important role where the person needs to understand what each event is doing, volunteer needs.

### **Rebranding and Comms**

Anna and Beth got together to discuss. Anna secured the Instagram handle friendsatbalfour.

We discussed when might be the best time to launch the FAB newsletter. Would it be better once the whole school plan is available? We agreed that the first issue could include a review of fundraising and spending from the last academic year.

Newsletter first edition should also include the info for: 100 Club, nametags, swimming (use the new form link not email address), company volunteer matching. Also to include a list of known events and useful email addresses as a "stick on the fridge" printable page.

We will change the logo to the FAB ice lolly image. Ruth obtained approval from Nestlé to use it, although they declined our request for free ice lollies last summer! Note to Anna, pretty sure we have approval to use these images for FAB (as they are on the cups!) but we should credit the design company in the first newsletter and include a link to their website.

We will move the static information to the school website. It has previously been offered to us to use this rather than the FAB website.

We'll make a move to Instagram signpost to there from Facebook. Will need to remove messaging capability on Facebook if we stop using it.

### **AGM 10th October 2023**

Advertising. Formal notice has been sent to whole school via weduc. We will need to post in WhatsApp groups ASAP. Anna and Ruth to create image to be shared across the classes.

Details to be included:

Use new logo. 10th October 2023, 8pm KS2 Sports Hall.

Alan Gunn in attendance. "FAB Question Time".

Suggestion that the even could be a bit more interactive? Have stand up/sit down quiz with bottle of fizz for winner. Suggested that we have multiple presenters to provide variation. Can Dirk plan the agenda and who to speak?

Louise and Beth had a quick side chat re refreshments. Only going to do drinks and crisps/snacks as there's always loads left over when we do bread and cheese. At least the unopened left overs can be used at the quiz.

### **Treasurer's Report**

Treasurer report will be shared with these minutes. Main update is that the Summer Fair profit is now confirmed. We made just under £5k, which is only £500 less than last year! £34k profit made over the last academic year.

There's been a request from year 3 to exceed their £1k year group spending by £200. They want to take the children to the i360 (£1k), but already have a commitment to the Now Press Play. The overspend has been approved by the committee present.

We also discussed approving the match funding for the Nature school shelter. Leaona suggested that if we have a plan and business case for this, then it could be supplied by Balfour Beatty rather than the Yr1 shed.

**Action, Louise** to tell Alan to get this info from Alex so can be sent to Leaona.



Alternatively, we agreed FAB would match fund the cost of it.

### Christmas Fair

Sub committee- Alysha, Alison, Anna, Dirk, Beth, Louise, Heidi.

Need to meet soon to kick things off. **Action – Louise** to set up whatsapp group – go from there

**Action Beth** to update the Christmas Fair guide.

Could we do Santa's Grotto in school time in one of the classrooms?

**Action Beth** speak to Julie and Sasha re raffle.

### Christmas card update

Templates are with the teachers. On plan to meet early bird discount deadline.

### Dates of events

Quiz Night - 10th Nov (if SLT Available). **Action - Dirk** to ask Alan. 17th possibly if 10th doesn't work. Also to make decision on fish and chip supplier. Need 2 more people for the bar and get comms out ASAP.

Christmas Fair - Saturday 2nd December

Easter Egg Hunt - Friday 22nd March

Community Day - TBC - Beth R finding out when proposed date is from school.

Summer Fair - Saturday 29th June

Next meeting: AGM Tuesday 10<sup>th</sup> October

Proposed Committee Meeting schedule for 2023/24 academic year

- 12<sup>th</sup> September
- 10<sup>th</sup> October - AGM
- 14<sup>th</sup> November
- 5<sup>th</sup> or 12<sup>th</sup> December
- 9<sup>th</sup> January 2024
- 13<sup>th</sup> February
- 12<sup>th</sup> March
- No meeting in April due to Easter holiday
- 14<sup>th</sup> May
- 11<sup>th</sup> June
- 9<sup>th</sup> July

Actions from 12 <sup>th</sup> September	Who	Due Date	Status
Ask Alan & Alex to provide business case and drawing of the desired shelter for the nature school area – needed to request Balfour Beatty to sponsor	Louise	ASAP	
Set up Christmas Fair sub committee WhatsApp group	Louise	ASAP	
Share updated Christmas Fair guide document	Beth	ASAP	
Ask Julie and Sasha about Christmas Raffle	Beth	ASAP	
Confirm date for quiz 10 <sup>th</sup> with SLT or 17 <sup>th</sup> with Ben available	Dirk	ASAP	
Actions from 10 <sup>th</sup> July	Who	Due Date	Status
Yr1 outside classroom plan for Balfour Beatty request	Ruth R	ASAP	open



Actions from 17 <sup>th</sup> June	Who	Due Date	Status
Swimming – can flippers be shared by other swimming schools (share cost too)	Louise	ASAP	Requested, not responded to yet
Swimming – going rate for swimming teachers	Louise	ASAP	closed
Cost for plaques	Kirsty	ASAP	
Actions from 9 <sup>th</sup> 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 <sup>th</sup> March	Who	Due Date	Status
Actions from 7 <sup>th</sup> Feb, 10 <sup>th</sup> Jan	Owner	Due date	
Investigate the reusable sign that we discussed	Dirk	Post rebranding	DF has looked at local suppliers but no decisions yet.
Contact HSBC to request debit cards for trustees	Louise/Marlina	ASAP	In progress