



## FAB Committee Meeting

Date: 11<sup>th</sup> July, 8pm Location: Park View

### Attendees

Heidi, Louise, Alison, Marlana, Haley, Beth W., Dirk, Alysha, Sally, Leona, Marlana, Beth R

Apologies: Ben, Laura, Anna, Sacha, Julie, Emma, Kirsty

### Previous Minutes

Previous meeting minutes were approved.

### Treasurer's Report

Marlena walked us through the latest report. Happy's Circus made £3495 profit! Swimming is making good money – Spring term £2.6k, Summer £3.5k not including the intensive courses. Tea Towels £300 profit but the invoice is being corrected and some to sell at the fair.

### Recent Events

- Circus event went very smoothly, the weather was kind and the bar was drunk dry of wine and fizz. Happy's Circus is already booked out for summer 2024. There is an option for weds 16<sup>th</sup> July 2025 – or we investigate 2026 and another provider for 2024/25. Decision is to book 2025 circus date. Think in advance about summer fair date. Think about when we want the circus in 2026 - what dates are available June? An alternative for 2024 – picnic with a bar (and toilets), perhaps.
- Tea Towels have been distributed, some remain to be sold at the fair.

### Upcoming Events

- **Ice Lollies** – bought, stored and ready for distribution this by school
- **Summer Fair** – Saturday 15<sup>th</sup> July 2023 12 – 4pm. Still pushing for volunteers. Weather outlook is not great for the first time in many years. Discussed need for a lead for the 2024 fair. Note, since the meeting, the format of the fair changed due to weather forecast.
- **Year 6 disco** – Yr6 parents are coordinating this. Scheduled for Thursday 13<sup>th</sup> July.
- **Reception event in September** – Sally spoke to the new Reception parents. Sally is considering training for a first aider. Friday after school, reception teachers. Need to hire portaloos, need a first aider. Use the Opal equipment. Teddy bear's picnic. FAB presence too.

### AOB

- **FAB structure** – sub committees, trustees – Louise and Dirk explained to the new meeting members about how FAB is set up and the sub committees.
- **Summer Intensive Swimming courses** – Jaimme has launched the intensive swimming courses for the summer. Bookable only through the Google Forms.
- **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** – 2 pronged approach 1) What FAB would like to do to help 2) set up a regular meeting with Alan and all Trustees for an ongoing discussion, e.g. once every half term.



Next trustee meeting? How much involvement does the SLT need to have on approving spending, is there a clip level?

- **Balfour Beatty Shed donation** – Leona, who works for Balfour Beatty is investigating whether her company can donate a shed to the Yr1 outdoor classroom project. They will need a formal submission – plan of area, dimensions of shed, to be submitted for consideration. Yr1 team to action this.
- 100 club draw for June and July has been conducted offline by Julie.

Next meeting: Tuesday 12<sup>th</sup> September

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

### Event schedule

#### Autum Term

Reception event – date TBC – Sally and Ruth

Quiz – date TBC – Darryl, Kelly and Dirk + bar organiser

Christmas fair – date TBC – teams and lead TBC

#### Spring Term

Quiz - need to decide on date - Darryl, Kelly and Dirk + bar organiser

Spring Challenge – Heidi

Year 2 Disco – date TBC – lead TBC

Easter Egg Hunt – 22<sup>nd</sup> March 2024 – Sally

#### Summer Term

Community Day? – TBC by school

No circus in 2024 as fully booked

Year 6 Disco – date TBC – lead TBC

Ice Lollies – date TBC – owner TBC

Summer Fair – date TBC – teams and lead TBC

Yr6 celebration – pizza? – date TBC – owner TBC

| Actions from 10 <sup>th</sup> July                               | Who      | Due Date                     | Status |
|--|----------|------------------------------|--------|
| Yr1 outside classroom plan for Balfour Beatty request            | Ruth R   | ASAP                         | open   |
| Next trustee meeting date  | Trustees | ASAP                         |        |
| Invite Alan to trustee meeting to discuss spending for next year | Dirk     | Once meeting date is decided |        |
| 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   |
| Notice board put up  | Ben                          | September           | In progress  |
| Spending – what are the proposals for spending for the next academic year              | Dirk to ask Alan for meeting | ASAP                |  |
| Cost for plaques   | Kirsty                       | ASAP                |  |
| <b>Actions from 9<sup>th</sup> May</b>   | <b>Who</b>                   | <b>Due Date</b>     | <b>Status</b>  |
| Swimming Support – expectations on length of commitment to the Balfour swimming school | Louise                       | July meeting        |  |
| Parent led event template  | Ruth and Anna                | ASAP                |  |
| <b>Actions from 7<sup>th</sup> March</b>   | <b>Who</b>                   | <b>Due Date</b>     | <b>Status</b>  |
| Ask Lucy about her Bingo kit and running such an event                                 | Sally                        | 9 <sup>th</sup> May | Not going to be Lucy – work commitments too high       |
| Draft message to communicate donations to school                                       | Louise                       | ASAP                | Can this be delegated to someone else?                 |
| <b>Actions from 7<sup>th</sup> Feb, 10<sup>th</sup> Jan</b>                            | <b>Owner</b>                 | <b>Due date</b>     |  |
| 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/Marlana               | ASAP                | In progress  |