



## **FAB Committee Meeting**

Date: 9th January 2024, 8pm Location: KS2 new Yr6 base

### **Attendees**

Beth W, Marlana, Alysha, Sally, Beth R, Anna, Ruth, Alison, Louise, Alan, Ben M.

Apologies: None

### **Update from Alan Gunn**

Alan joined the meeting to give us an update on the 'Big Plan'.

The staff and children have provided input into the ideas that have formed the phases of this 5 year plan. Ben and Lisa have helped with timelines.

Ideas include changes to connect KS1 and KS2, murals, using more of the outside space, landscaping on the field, planting trees for shade, another OPAL shed, a maze on the field, waterplay, mud kitchen - lots of exciting ideas where FAB's fundraising can get involved.

Alan asked if anyone in FAB would be able to help with making the plan look more professional. ACTION – Anna to investigate what can be done to help.

Alan left the meeting.

### **Committee Update**

We then moved onto discussing the Committee roles as we had an update. Our Chair, Dirk Fairclough, has stepped down from the role with immediate effect.

We held an emergency Trustee meeting on 5th January to discuss the situation, including Sally and Alysha who had previously put themselves forward for trustee/committee roles.

At this committee meeting we shared that Alysha would like to be considered for Chair and to support her, Sally would still be happy to be considered for the Vice-Chair role. This leaves us with the Secretary role still needing to be filled before September 2024, when Louise leaves. Beth W put herself forward for this come September, in the absence of anyone else who might like to take on this role.

We will make the next meeting, on Tuesday 12th March, an Extraordinary General Meeting to vote Alysha and Sally into these roles.

### **Previous Minutes**

No issues raised for inaccuracies on previous meeting - approved.

### **Treasurer Update**

Marlana then took us through highlights of the Treasurer's report (separate document). The quiz in November made £446. Swimming has a potential of £7k profit for the year. The Christmas Fair made £6.5k (highest yet!). We have £40k carried over from last academic year. Our commitments are £43k, so we have £12k remaining before making any further profit from fundraising this year.

### **Recent Events**

Christmas Cards - estimated profit of £1k. ACTION - Louise to take photos of previous designs and share to Sally.



Christmas Fair - £6.5k profit. Lessons learned meeting took place the week after - offline review and people to add in any final thoughts. We proposed to reuse the template for the Summer fair.

Lego Nick - who won the 'Guess the number of Lego bricks' game ACTION - Louise to contact and ask. Update - child 'Lucas' was advised on the day.

### **Upcoming Events**

Spring Challenge - Heidi. ACTION - Louise to contact Heidi to ask. Going into assembly with the prize really helped raise awareness. Start from 20th March. Update - Heidi is a yes for this. Going to go for £20 for each prize including a voucher.

Quiz –It might just be a bar and snacks rather than providing a food option. April 19th or 26th is proposed. ACTION - Sally will ask Kelly about the quiz. Update – Kelly and Darryl have declined for Spring – revisit for Autumn quiz.

Easter Egg Hunt - Friday 22nd March. Beth R and Sally will lead. Need to source the eggs - Morrison's community focal needs to be contacted.

Ticketor needs to be set up - could Beth W do this? Need numbers of tickets and dietary eggs from last year.

ACTION - Beth to log on to see if this information is still available.

ACTION – Beth to provide some training on Ticketor.

Clues and answer sheets to be printed and clue laminated too. Louise has the laminator.

ACTION - Louise to review How To Guide and send to Beth – complete.

### **Any Other Business**

We covered Health and Safety - no items to discuss. Ben will conduct the Risk Assessment for the EEH.

100 Club - group agreed to change the name to Balfour Lottery and promote in the newsletter. ACTION - Louise to tell Julie – Complete. Julie has investigated and the only way would be to create a new Gmail address and auto-forward to the current address. Need to decide if we do this – next meeting.

We need a QR code for a JustGiving page (or equivalent) for use in the newsletter, on our posters and banners. We mentioned about a generic FAB banner that we could roll out for each event. Needs pricing up. ACTION - Anna to look into this. ACTION - Marlina to confirm which donation page we should use.

World Book Day – 6<sup>th</sup> March when the children come into school for the bedtime story, we should see it as a recruitment opportunity – using new banner? Given the recent information we have received, it has been proposed that we don't run any refreshments (tea/coffee) but have a sign up point for Balfour Lottery and information about events and spending plans. To be discussed outside of meetings due to timings.

VR headsets requests are not going to be progressed as we could only support buying a few.

Yoto devices – decided that due to a discount through a connection via Ruth, we could secure for £64 each. Proposal that this would be only for Year 5 for the time being as a test and learn. Awaiting response from Ms Geard to confirm.



We'll be asking for donations for wet play games. Once assessed, we'll know whether we need to buy any more.

Year 2 disco - would they like to have this again? Beth to ask Miss Sweet. Update – It is a yes to the Yr2 disco – Sam Sweet is on it with recruiting volunteers. Date TBC based on Ben's availability.

When is the Community Day? Update – 18<sup>th</sup> May 2024

Next meeting: Extraordinary AGM Tuesday 12<sup>th</sup> March

Proposed Committee Meeting schedule for rest of 2023/24 academic year

- 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 9 <sup>th</sup> January	Who	Due Date	Status
Redraw the original hand drawing of the proposed "Big Plan"	Anna	Feb	
Photocopy previous examples of Christmas cards and send to Sally	Louise	July	
Investigate FAB banner options	Anna	March	
What 'Just Giving' type page should we use – need to put on our noticeboard, newsletter, banner etc.	Marlena	March	
Ticketor training to Sally and Alysha	Beth	Feb	