

FAB Committee Meeting

Date: 09.12.25

Location: Balfour Primary School

Attendees: Alysha, Amy, Sally, Gemma, Sasha, Beth R

Apologies: Laura, Beth, Alison

1. Previous Minutes.

- Reviewed and agreed. Minutes going forward need to be uploaded on the FAB Website.

2. Treasurer Update/Funding requests

- Amy to deposit £75 Label Name Cheque
- Funding requests - Year 1 roof request to be removed, can be submitted again once and if the funds are within remit of what FAB can provide. Balfour Beatty to be explored for a potential grant, research required.
- Library Books - Bilingual trolley order has been confirmed and is in progress. Diversity book requests and Bag of \books Wishlist are also complete. Beth R to head Comms for Donate and/or PLedge a Book day Feb 26.
- Funding requested to improve and enhance the library - £1500, Alysha granted.
- Landscaping - Deadline to be provided for funding request, Alysha to action
- Art Materials - on order
- Instrument Repairs - FAB owe the school the outstanding balance of £200, Alysha to action
- Pavilion - 75% will be funded by Sussex FA, the remaining 25% will be raised via a Go Fund Me page.

3. Quiz - 6th Feb 26

- Sally to promote Tickets at £7.50 in Jan 26
- Tens license required - Gemma to action in Jan 26
- Sufficient stock in place
- Utilise KS1 hall for event

4. Art Community Week

- Beth R to email Lucy and Amy regarding drinks and cake stand.
- Provide free stock that needs using

5. Swimming and website

- FAB website can only be accessed via Alysha (Mark, Amy's husband, will take over maintenance of the site in the New Year), swimming links will go on the website, as well as T&Cs and the booking form.
- Jaimme will send out notification of the price increase, along with T&Cs and renewal forms within the week.
- Comms to go out following Jaimme's email to promote the swim school and waiting lists - Beth R.
- Badge prices TBC - Jaimme/Amy

6. Christmas Review

- Hot drinks worked well, more volunteers required to run/streamline next year

- New areas worked well
- A lot of curry was left over, chips sold out - Annoshka overseeing levels going forward
- Games run out early, require backup next year
- Increase number of Smiggle calendars
- Laminate instructions for games/stools to hand over between volunteer slots
- Require more SLT presence, at least one person each hour of the fair
- Require closer monitors and clearer labelling and 'Please Clear' signs for the dining tables
- Female Santa worked well
- More cakes required
- Need to relocate or order a new Tombola box
- Any New Items provided for Tombola can go to pantry for first refusal
- Increase change of winning on Childrens Tombola is stock is high
- Organise Tombola, eg, into Pre School or age appropriate sections where possible
- Biscuits craft was popular and worked well
- Print out Prize donators to advertise and thank them.

ACTIONS	WHO	COMPLETION DATE	STATUS
Grant funding Library improvements	Alysha		
Disco Yr 2 & 6 and confirm dates	Beth W Sally		ongoing
Pledge and Donate - Bag a Book. Topic books. Josie is contact in school	Beth, Josie		ongoing review Jan '26
Provide Nature School with Landscaping funding request deadline	Alysha	Dec 25	request sent
Music Repairs costs to be paid	Alysha	Dec 25	request sent
Promote Quiz/Comms/Tens license	Sally Gemma	Jan 26	
Make contact regarding Art wk re drinks/Cakes	Beth R		complete
Swimming Email/Comms to be sent out	Beth Jaimme		complete
FAB Website to be updated and handed over	Alysha Mark	Jan 26	website updated. Need to get Mark login