



**FAB COMMITTEE MEETING**  
**8pm Tuesday 7<sup>th</sup> May – KS2 Yr6 Base**

**Attending:** Amanda, Ben G, Ben M, Julie, Louise

**Apologies:** Haley, Georgia, Hadj, Helen, Ros, Jane, Beth, Sandra and Dawn

**MINUTES**

**1. Minutes**

Minutes from the last meeting held 2<sup>nd</sup> April 2019 were approved.

**2. Update on spending/accounts –**

Spend and figures are pretty much the same as in April

**Spending:** KS2 multi goal units have been ordered (£5478.82)

- KS1 outdoor equipment proposals given – 3 option all approx... £30k
- **ACTION:** Amanda check with Marco about making thermometers... update done and he's on the case!
- **ACTION:** advertise on SM and let's start bigging it up.

**3. Recent Events/matters arising**

- **Mr R** – wants to bring his launch of his CD earlier to before the end of the academic year. Decided that we are too busy and that he could play at the Summer Fair and have a stall.
- **New reception intake dates –**
  - **ACTION:** Amanda to have a meeting with SLT as not at the meeting
- **Year 6 Hoodies**
  - £676 raised to date – approx. £550 to £600 short.

- Orders have been placed and FAB decided last month to sub the money but Year 6 have to continue fundraising.
- **ACTION:** Have a Hoodie for Hoodie day only for Year 6s and a cake sale before May half term break.
- Next year maybe hand the hoodie fundraiser back to the school??
- **Tea Towels**
  - Artwork completed and templates on route to class fundraising this week (only just doing them as I was away over Easter then had birthday madness!)
  - Plan to put letter in book bags on Monday 3rd June and open the order period for 2 weeks.
  - Ros can complete the cash/cheque order process.
  - Tea towels should be with us by end of first week of July at the latest.
- **Actions:**
  - **Amanda** to update online payment option and confirm URL to add to book bag letter
  - **Ros** to update letter for book bags, ready to go out on 3rd June (I can also photocopy these in May)
  - **Sandra/Dawn** to confirm Pupils Premium per year group for the order by 14th June
- Outstanding Questions
  - Do we want to order extra to sell at the fair? **YES**
  - Did you get agreement that I can place A2 laminated posters of each tea towel on the green fencing between KS1 and KS2 during the first 2 weeks of June? **AGREED for 1 laminated with all details... reception year group proof with date and deadline and order details and up for 3<sup>rd</sup> of June – put them on ticketor or screen grab for classes.**

#### 4. Upcoming Events

##### **Cake Sale/Art Fair 18<sup>th</sup> April**

- Only 5 volunteers recruited out of 12 needed at 3 per hour
- SO cancelled refreshments at the Art Fair
- **ACTION:** Louise notify the volunteers and place on fb that there will be no refreshments

##### **Movie Afternoon 22<sup>nd</sup> June**

- Price to be £5.50 to account for Ticketor fees
- **ACTION:** put on Ticketor, do flyers and promote

##### **Summer Fair – Saturday 6th July**

- Sub committee meeting on Wednesday 15<sup>th</sup> May at Ben G's house to decide stuff
- **ACTION AMANDA** send out email about sub-committee meeting with jobs that people can sign up to help with.
- Beth needs help with the raffle/Silent Auction – Julie to help
- Monkey Bizness to request to come – yes but for annual membership as a raffle prize not just 2x adult and 2x kids tickets...**ACTION:** Amanda to email.

## 5. AOB

- **Poverty Proofing**

- **GDPR**

- Need to renew.

- **Swimming**

- Complainant would like to see our complaints policy.
- There is one for swimming and one for FAB... if not happy with the swimming process then next step is to go to FAB... FAB complaints dealt with by the Chair unless the complaint is about Chair then goes to the Vice-chair... **needs to say Vice chair, treasurer or secretary...** if still not happy then to trustees.
- Decided that it would be best to have some more 'independent trustees' Ben Marle and Louise Poole offered to be additional trustees – voted and accepted them
- **ACTION:** Haley to sort out the details for making them both Trustees
- **ACTION:** obtain a new laptop ... to replace Jaimme's iron age laptop... it runs on Windows 95!!
- Swimming paid times to be sooner

- **100 Club**

- Draw to take place at the Summer Fair sub committee on the 15<sup>th</sup> May.

- **Resignations:**

- No formal resignations for the 2019/2020 academic year have been proposed for the main committee positions... however...
- Amanda & Ben G both realise they only have 2 years left at the school and so replacements want to be sought. We don't want a repeat of the situation when Greg left as Chair and no-one wanted to replace him, or the situation a few years earlier when the whole committee resigned except for the vice chair.
- **ACTION:** to make this a fluid hand over, both positions of Chair and Vice Chair will be up for grabs for the 2019/2020 academic

year. Both Amanda and Ben G are trustees and will remain 'silent' trustees, offer advise if required, yet relinquish all decisions etc to their replacements; they may offer to lead on certain events of their choice (if required). However, if no replacements are found then they are both happy to continue in their roles for the 2019/20.

- **ACTION:** advertise the positions of Chair and Vice-Chair!!

- **Health & Safety**

**Next FAB Committee: Tuesday 4<sup>th</sup> June 8pm at KS2**

**The Friends at Balfour (FAB) PTA of Balfour Primary School  
Treasurer's Report – 7 May 2019**



**2018/19 - Fund Raising - events to date:**

<b>Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>	<b>Last Year's profit</b>	<b>Difference</b>
Autumn Quiz	1,157	(693)	464	306	158
Fireworks	5,701	(4,349)	1,352	840	512
Christmas Fair	6,130	(1,599)	4,531	2,672	1,859
Christmas Cards	5,847	(3,920)	1,926	2,207	(281)
Easter Egg Hunt	1,584	(492)	1,091	970	121
Spring Quiz	1,242	(605)	636	785	(149)
Swimming Term 1*	4,930	(4,860)	70	25	45
Swimming Term 2	4,950	(4,445)	505	528	(23)
Swimming Term 3	2,215	0	2,215	1,572	643
FAB 100 Club	960	(325)	635	135	500
Easy Fundraising	225	0	225	516	(291)
Equipment Purchase**	0	(525)	(525)	0	0
Miscellaneous Expenses	0	(195)	(195)	(392)	197
Corporate Donations	1,000	0	1,000	1,000	0
<b>Total</b>	<b>35,939</b>	<b>(22,009)</b>	<b>13,930</b>	<b>11,164</b>	<b>3,291</b>

\*Income includes £411 from 2017/18 paid and relating to 2018/19 Autumn term

\*\* Gala tent purchase itemised separately

- 1x Corporate donations of £1k being claimed but not yet received
- Potential available to commit 2018/19 - £7k per forecast in below table:

<b>Potential Fundraising</b>	
Net total raised to date (from events)	10,000
Swimming (total)	1,000
FAB 100 (total)	900
Summer Fair	4,500
Tea towels	1,000
Art Fair	200
Corporate Donations received	1,000
<b>Total</b>	<b>18,600</b>
Total committed to date	-16,037
<b>Total available to commit</b>	<b>2,564</b>

<b>2018/19 Proposed Spending</b>	
Year Group Spends	7,000
Sports Week	1,000
End of Year 6 Treat	500
Year 2 Transition Treat	200
Christmas Crackers	210
Ice Lollies for Sports Day	100
Let's Dance Entry	125
Science Week*	1,000
KS1 Playground Spend**	402
KS2 Multi-Goal Unit	5,500
<b>Total Commitments to date</b>	<b>16,037</b>

*Commitments agreed at AGM 09/10/18*

*\*Increased to £1,000 from £500 at committee meeting 05/02/19*

*\*\*Increased to £402 from £300 at committee meeting 02/04/19*

*\*\*\*Agreed at committee meeting 02/04/19*

<b>Summary of Fundraising 2017/18</b>			
Summer Fair	10,442	-4,840	5,602
Christmas Fair	5,411	-2,739	2,672
Christmas Cards	5,996	-3,789	2,207
Tea towels	3,445	-1,764	1,681
Swimming (total)	15,765	-13,640	2,125
HSBC Donation	1,000	0	1,000
Easter Egg Hunt	1,584	-614	970
Fireworks	7,742	-6,902	840
Spring Quiz	1,408	-623	785
Easy Fundraising	516	0	516
Autumn Quiz	955	-649	306
Art Exhibition	237	-9	228
100 Club	135	<b>TBC</b>	135
Year 6 Hoodies	1232	-1302	-70
Swimming Sponsorship	425	-496	-71
Other Expenses		-321	-321
<b>Totals</b>	<b>56,293</b>	<b>-37,629</b>	<b>18,605</b>