



FAB AGM Minutes

8th October 2019

Attending: Amanda (Chair), Ben G (Vice Chair), Haley (Treasurer), Louise (Volunteer Co-ordinator), Ben M, Dawn Loader, Emma, Alison, Marco, kirstin, Sasha, Hannah, Lindsay, Sonia.

Apologies: Georgia (Secretary), Beth, Daryl,

Trustees Present: Amanda, Ben G, Haley, Louise, Ben M (apologies from Georgia)

Approval of Minutes from September meeting: approved

Chair Report: attached to the end of this document

Treasurer Report: Attached to the end of the document

There is also a separate pdf of the Powerpoint presentation detailing an abridge version of both reports.

Focus of allocations that we spend:

The £1k sports money allocated for 2018/2019 was not spent on Sports Day by the school – committee voted unanimously to keep it within FAB funds and put towards the playground big equipment spend.

ACTION: To find out if the school require £1k to be allocated for sports week for the 2019/20 year or could the money be better spent on other subjects or elsewhere?

For 2019/20 we have agreed to:

- Year Group Spends (7,000)
- Sports Week (1,000) Is this needed????
- Year 6 End of Year Treat (500)
 - to spend £450 on the treat and £50 on resources for a fair trade topic??? Agreed
- Year 2 Transition Treat (200)
- Christmas Crackers (paid for Dec 2017) (210)
 - Due to waste/single use plastic and environmental reasons the decision to not provide crackers this year was agreed. Instead paper hats will still be provided – a majority vote.
- Ice lollies for Sports Day (100)
- Let's Dance entry (125)
- Science Week (500)
- KS1 Playground spend (300)
- **APPROX £10k SO FAR**



Resignations and re-election of present committee members:

Proposed by, seconded by, show of hands...

Resignations:

- Chair – resignation...
- Vice Chair – resignation...

Re- elections:

- Treasurer: proposed by Amanda, seconded by Ben M and show of hands
- Secretary: proposed by Amanda, seconded by Ben M and show of hands

Election of new committee members:

- **Chair & Vice Chair**
 - No one stepped up – there was a discussion about duties and time and planted a seed....
 - As a result nominations took place....
 - Ben Goode voted Chair of Trustees unanimously
 - Ben G nominated Amanda to remain as Chair... Amanda buried her head on the table in despair for the show of hands – result Amanda remains Chair.
 - Amanda nominated Ben G to remain as Vice Chair – result Ben remains Vice-Chair.
 - Amanda is happy to be usurped at any point and will be taking on less of the event roles throughout the year.
- **Raffle Queen** – Hannah Hoare agreed to do this after the meeting.
- **Comms team**
 - Sonia social media with Alison... possibility of taking on the website stuff in the new year...???
- **100 Club Admin** - no one
- **Website Admin** - possibly sm people in the new year?!?
- **GDPR admin** - no one

Upcoming events:

Quiz Night:

- PP offered 2 free ticket with food... plus newsletter competition – 2 prizes of 2 tickets each
- 2 free taken up –
- sales at the mo = 53 plus breakfast club
 - people = 53



- money = £526
- free tickets = 2 = £22
- Questions - Done
- Booze – Amanda
- Ale – Ben G
- Floats – Haley

Movie Afternoon:

- PP offered 12 free tickets on first come basis, max 4 per family... plus newsletter competition – 2 prizes of family tickets – up to 5 each
- 14 tickets given out free
- Sales at the mo = 63
 - People = 63
 - Money = £269.50
 - Free tickets = 14 = £77
- Only one helper 3-5 during the film!
- Glow sticks/bangle – for Donations... we want to stop selling single use plastic and so hopefully we can rid ourselves of glowsticks on Saturday before Fireworks
- Snacks – Hadj
- Float – Haley/Amanda from Quiz Night

Christmas Cards:

- Samples have been distributed to parents/carers
- Deadline for orders is Monday 14th October

Fireworks

- Sub committee date Tuesday 15th October Ben's house... 100 Hythe Road
- Competition to win 2 free tickets starts in the newsletter on the 11th Oct (ie this week)
- Decided to move away from single use plastic ie glow sticks once we've sold what's in the shed... ie buy battery flashing things

Christmas Fair

- Beth lead
- Donation dates to ask School
 - Non school uniform for tombola = Friday 6th December
 - Cakes = Friday 13th December



- *Reply from Dawn 9/10/19:*
- *The tombola date has been set as Friday 29th November as the following Friday was a Christmas performance.*
- *The cake donation day can be Friday 13th December.*

The next Committee Meeting is Tuesday 5th November 8pm in the Year 6 base at KS2... action – who's bringing the fireworks and sparklers?? 😊

Friends at Balfour - FAB Chairman's Report, 2018-2019



So the objective of FAB is to enrich our children's school experience. We do this by fundraising through organising fun events and activities for the children and grown up's; as well as creating a social network of members. As Teachers, Parents and Carers of children at the school we are all members of FAB. Friends at Balfour is an independent charity that is run by an elected committee. The AGM meeting is the only formal meeting of the year for FAB and deals with the formalities of reviews, financial audits, committee elections and plans for the future...as this is our busiest term with 6 fundraisers, we also tag on a bit about upcoming events and matters arising.

Before we launch into these formalities, I would like to take a moment to acknowledge and thank the serving PTA committee:

1. Amanda = *Chair, Summer and Xmas Fair lead, Easter egg Lead, SOS organiser, poster designer, social media guru, leavers hoodies, GDPR and website*
2. Ben G = our Vice chair, who is also a quiz master, Fireworks lead, 100club lead, website creator and ex- Interim, interim secretary and as of last month became an ex-Grinch
3. Haley = our hard working and dedicated Treasurer
4. Georgia = our new Secretary who joined the committee at last year's AGM and has other commitments tonight so is not here
5. Louise = Volunteer co-ordinator, who also helps with Swimming admin, email checking, website, reverse advent calendar, GDPR, and social media dabbler.
6. Jaimme – Swimming co-ordinator and runs the swim school.
7. Beth = our Raffle + Silent Auction Queen, SOS campaign organiser, social media dabbler and will be our Christmas Fair lead this year...
8. Roz = one of our Christmas Cards and Tea towel guru's and also our ex interim secretary
9. Sally = our other Christmas cards and tea towels guru and also photocopier
10. Daryl = our Comms lead who writes the FAB bit for the bi-weekly newsletter
11. Marco = our Grotto king, face paint organiser and he also joined the comms team at the last AGM to design posters for events.



12. Jane = our Grinch's cave queen and general helper who was also our ex-volunteer co-ordinator and ex-Summer Fair Lead
13. Emma = one of our food committee leads
14. Fiona = our other food committee lead
15. Hadj = one of our Movie Afternoon leads, he's also dabbled as Tshirt designer and is also a food committee member
16. Julie = our other Movie Afternoon lead and general helper
17. Alison = a food committee member and general helper
18. Chris = a new food committee member
19. Sean = our resident barman

We also said goodbye to Helen an ex-Secretary who stayed involved in FAB as a general helper for the 7 years her daughter was at the school – she will be missed, but luckily her trailer is still stored at the school and so we can still use it to transport equipment at our events! She was also our photographer for social media... so we now need a replacement!!

So that's us FAB, there's 19 of us out of the 350 families in the school community – which means we account for only 2% of the school parent's! From the list you can note that some of us do a variety of tasks and roles, whereas others do what they can, when they can – and just to note, some roles involve much more than others, but nonetheless – all help is appreciated and we wouldn't be able to put on the events we do if it wasn't for everyone pitching in and doing what they can! You are all awesome – and I say thank you to you all!

Whilst I'm also on the Thank you's - I would also like to say a massive thank you to the school's SLT – to Sandra and Dawn our “acting heads”, to Lisa Collington for advice and financial stuff, to the Office staff at both KS2 and KS1 who are frontline to parents for FAB and deal with many questions and issues that come up throughout the year... and also a massive thank you to all the staff who support our events, running both the bar and Adult tombola, and thank you to the AWESOME Ben Marle Site Manager for his input, advice, adaptability, humour and generally everything!

And lastly, a shout out to our new Trustees of FAB, historically, the Chair, Secretary and Treasurer automatically became trustees of the charity on election at the AGM... this year we decided to not bamboozle Georgia with being a trustee and instead extended our trustee body to include the vice chair position and two 'independent' trustees... so we now have a trustee board comprising of myself, Haley, Ben G, Ben Marle and Louise ... and Georgia at the last meeting agreed to come on board as well.... Meaning we will have 6 trustees to strategically oversee the management and administration of the charity as well as provide advice and input if requested.... between us we have accumulated over 30 years of FAB knowledge, experience and events at the school!!





2018-2019 was an eventful year for both the school and for FAB... we managed to take on whatever weather was thrown at us and our adaptability was tested to the max... but despite this, we kept smiling and still had quite a lot of fun running the FAB events. We raised just over £20k, bought a fantastic new multigoal structure for KS2, outdoor play equipment for KS1, as well as many other things that the pupils at Balfour will benefit from and enjoy, and all of which are a fantastic reminder of why we all put in the time we do.

What FAB did

The Treasurer's report outlines all the facts and figures about what was raised last year and where the money was spent. So, in my report here I shall touch on what we did and how it worked.



Quiz nights

We have two quiz nights per year – one in the autumn term, which kicks off all our events, and another in the Spring term. They are always good fun (and the only events FAB run where kids aren't involved... unless they are mine behind the bar... or unless someone turns up with a baby – which was a first this year!). As much as anything, Quiz Nights are a good way for new parents to the school to get involved, socially. The usual format of fish and chips dinner, bar and a whole variety of questions has meant a fun night for all.

For the past two years we have provided the food via a parent owned business – Olly's Fish Shack. The food is cooked on site, it's fresh and is delicious... that photo is of Olly's food! This year we tried a new format and served the food per table whilst the quiz was carrying on... it proved to be a success and everyone enjoyed it. A massive thank you to the awesome Ben Goode and Daryl Newman who are our resident, dedicated quizmeisters... without you guys – the Quizzes would probably get cancelled... and definitely would be less fun!!



Christmas Cards

This was the fifth year for this initiative and it was the second year that the fundraiser was run out in all classes in both Key Stages. Each child has the opportunity to design a Christmas Card in class that their parents can buy as a card, mug, bag, tea towel, gift tag... there's loads of options that all raise money for FAB.

Ros and Sally led this initiative, with help from the school teaching staff, and it resulted in £2k profit being raised – an awesome amount and well worth the effort of sealing the Early Bird Discount. Again, this year the initiative was kicked off in July, it hit the ground running in September, cards were received back last week and parents/carers have until Monday to place orders... A massive thank you to Ros and Sally for



organizing this fundraiser and for all the school staff who help make sure each child designs a card in school time... without this kind of commitment and energy this fundraiser simply couldn't happen in such a busy term.

➔ **Fireworks Night**

The Balfour Firework Night is an event that has been running for decades! As in previous years, the first big event of the calendar year was a wash out... however, this year the event, and weather, went to a new level of wetness and grief as we experienced rains and lightning on a Biblical scale... but the skies cleared for a few minutes and the show went on! My favourite point was when the fire hula lady was hooping and the rain started, 'raindrops keep falling on my head' was playing on the loudspeakers and we all behaved rather Britishly and just stood and watched her while the heavens opened... until the lightening!! Then there was a massive rush into the School hall for both people, food and alcohol!! And our adaptability succeeded... food and alcohol continued to be served inside and out until the rain subsided at 6.30ish. No music accompanied the display this year as all electrical components had to be packed away – but nonetheless the fireworks were enjoyed by everyone and the event illustrated very British stoicism.

Special thanks to the 80 plus people who turned up to help and got soaked in the process that evening, and to tidy away the next day, a MASSIVE thanks to both Ben Goode for being the lead on the event and to Ben Marle for his adaptability on the evening.

The possibility of running the event on a Friday night has been in discussion for a number of years and this coming November we will be seeing how it goes.

➔ **FAB Swimming**

The Balfour Swimming Club is another fundraiser that has operated for decades and 'just seems to happen'. It has been run with huge commitment and perseverance by Jaimme Webb for over 12 years... this is her 13th year in the role and the third year where she doesn't have any kids at Balfour! Balfour Swimming Club provides an enthusiastic and friendly series of classes for young swimmers of all capabilities from beginners upwards to develop their swimming skills.

The previous year Louise joined the 'Swimming admin team' to help Jaimme and we also had a couple of new coaches join the teaching team this year. Over the past couple of years, we have managed to tighten and speed up the time people take to pay and have also revised the available numbers in each class; as a result, swimming typically raises a good amount each year and after a rocky start it managed to raise a healthy amount this year as well.



Last summer, Dorothy Stringer who manage the pool, changed the regulations for helpers on the poolside. Now all helpers have to be qualified to at least level 1 STA Swimming teacher level. Jaimme is now a qualified swimming teacher and so as a committee we took the decision to pay her for her poolside hours... she gets a nominal wage in relation to the other teachers and coaches and so we hope this entices her to continue running the swim school for FAB...



Christmas Fair

The Christmas Fair was once again a truly magical and wonderful event.... I lie it was another crap weather day with gale force winds this time! As a result, the morning before it, we decided that the whole event had to be bought inside. We scaled down the fair, and the show went on, but it made it apparent the issues of having so many people in such confined spaces. There was nearly a fire, crushed fingers and the mess in the school was on such a scale that no Balfour child should have been on Santa's good list last year!!

I led the event, ably helped by an immediate supporting cast of Louise Poole, Ros Allen, Jane Davison, Marco Holt, Helen Bland and many, many more. The food committee comprising of Emma, Fiona, Hadj, Alison and Chris has made a massive difference at our events for the past few years and again provide excellent quality reasonably priced hot food. In addition, the awesome Raffle Queen Beth made a massive difference and blagged some whopping prizes!!

Aside from the planning efforts of the few leading up to the event, a further 100+ volunteers on the day helped out to share setting up, running stalls and clearing up the day after.



Easter Egg Hunt

As I say every year, this is probably one of my favourite events as it only lasts an hour and is pretty easy to organize! It's also known as the most entertaining afternoon of 'organized' madness. The Egg Hunt runs on the penultimate Friday of the Easter term and this year we were blessed for the first time in the academic year, with a lovely sunny afternoon, whilst 600+ children took part in the Easter Egg hunt in the school grounds. The kids love it as they all take home a chocolate egg... and for pure energy, excitement and joy, there was no better place to be. Going into a supermarket and buying 600 eggs is always one of my highlights of the year, it is always a lot more eventful and a lot more fun than it should be! This year the profit raised was slightly higher than usual as we got the eggs on offer from Tesco at 75p each rather than the usual £1.





Art Exhibition

Every child in the school creates a piece of art for the campus Open House which includes collaboration with Varndean school and College, Dorothy Stringer and Downs View. In previous years FAB have organized the Great Balfour Bake Off – kids bake cakes to fit the theme and FAB sell them along with hot and cold drinks at the Exhibition.

This is the first year that Fab did not provide drinks and cakes at the Art Fair which was a shame but we simply could not get the volunteers to help on the day. Hopefully, this year people will step up and help out.



Summer Fair

At the risk of getting repetitive, this turned out to be another wonderful afternoon for everyone on the second Saturday in July, especially as the sun shone and there was no adverse weather conditions!

This year, for the first year ever... everything was out on the field with no access into the school building. I again lead on the event greatly supported by Jane Davison and Louise Poole. A big thank you to Emma, Fiona, Hadj, Chris and Alison again for sorting out all the delicious food... and another big thank you to Beth for sorting the raffle and silent auction.

As with the Christmas Fair, the success of this event was down to the team of volunteers leading up to the event to make it happen and a small army of volunteers on the day who made it all run like clockwork.



Tea Towels

Ros and Sally stepped up again and organized this popular FAB tradition in the summer term. For the second year running Tea Towels were created for every year group in the school, laminated posters of each were attached to the fencing on the path which greatly increased sales, and interest, and resulted in just under £1.8k being raised. A massive Thank you to Ros and Sally – without your input and dedication to these fundraisers I doubt they would happen and the money would not be raised.



Year 6 hoodies – An idea from former year 6 pupils which was started 4 years ago... the kids organize and run the fundraiser and typically have to raise £1.3k by Easter to get the Hoodies in time! FAB nearly offer advice, keep tabs on the money raised, bank the money and pay the invoice! The kids this year got off to a very late start, but managed to raise the entire amount less about £80 which was donated by Jo Redfern from her musical money... a slight miscalculation by myself meant that FAB ended up



paying £5 towards the hoodies. This year the fundraiser was lead by Year 6 teacher Fiona Jackson who managed to get a £1 discount per hoodie. Fiona has agreed, possibly been forced, to lead on this initiative again this year and is presently creating a kid's hoodie committee, the kids do all the admin – so it's a good learning skill for them.



Reverse Advent Calendar – again another idea from a former Year 6 student... that is now in it's 4th year. Louise organized the fundraiser this year and together with Ben Marle's help, a whopping 700kg of food donations were collected and donated to the Whitehawk Food Bank just before Christmas. The idea was slightly changed this year by the Food bank – who rather than have kids bring in an item per day throughout December, instead shortened the timeframe to a few days and limited the amount of products that could be donated.... People still supported it though! Wheels are in motion to repeat this year... although some parents and the school would prefer a more local foodbank – so we will look into this in the new year.



Online Ticket Sales/Payments

We continued with online ticket selling last year and now you can buy tickets for all events online as well as via FAB boxes.

The online system reduced the amount of admin for these events significantly and in all cases over 95% of people bought tickets online. The option to pay by cash and cheque was also offered to anyone who wished to pay via these methods through the usual means ie FAB boxes. We have also linked ticket buying to our 'new' website for ease of use.

Fees are nominal and absorbed into the ticket price!



New initiatives that FAB were involved in or that raised money for FAB...

FAB CINEMA

In June, we organized and ran our very first Movie Afternoon in the KS2 Hall... Hadj and Julie lead on the event and people had the opportunity to spend a gloriously hot day inside a dark sports hall, watching and singing along to The Greatest Showman. It was probably one of the simplest events to organize and run, soft drinks and popcorn were served and very favorable feedback was received...A massive thank you to Hadj and Julie for taking the lead on this event – let's hope it's the start of a regular thing!!



100 Club



The first draw took place at the wine and cheese evening in September last year and we have continued monthly draws throughout the academic year... more people have joined the draw throughout the year but not all numbers have been taken. Nonetheless, a healthy profit of £1k has been raised through this initiative. Well done to Ben Goode who for a number of years kept suggesting we take on this initiative! And a massive thank you to Louise for taking on the email admin.

The concept is that People pay £5 for a number and have a chance of winning half the prize fund – 1st prize = 25%, 2nd prize = 15% and 3rd prize = 10%... and Fab receive 50% of the prize fund each month. At the moment, 1st Prize is approximately £30, 2nd Prize £20 and 3rd Prize £10 – but if all numbers were taken 1st Prizes would be £125, 2nd Prize would be £75 and 3rd Prize would be £50... the more people who join the more money in the prize fund.

We will be doing 3 draws later tonight – for July, August and September!



Corporate Matching

So we found out about this in 2017 when a parent contacted us to say that HSBC would match fundraising at a charity event to the amount of £1k per volunteer per year... as our previous Treasurer was an HSBC employee we successfully received £1k that year! Last year, another HSBC employee helped out setting up at the Christmas Fair and again we were given £1k... Hadj our FAB Cinema and Tshirt designer then contacted his employer Apple and we received over £500 this summer... and Louise has contacted her employer IBM and we are expecting over £1.5k from them in the very near future... so this is all money for nothing!

Only one person is currently not a FAB committee member and so getting the word out there to parents to ask their employers seems to have fallen on slightly deaf ears... many more companies than are on that slide give corporate donations for charity work their employees undertake so we need a plan of focus to try and get the word out!



Poverty Proofing

For the first year ever we tried to completely Poverty Proof all our FAB events and fundraisers at the school... In the Summer Term 2018, the committee took the decision that we should try and extend our help to others – mainly due to a city-wide consultation with the Council's Poverty Proofing team who informed us that 1 in 4 children in the city live below the poverty line – in addition, they also offered advice on how we could make our fundraisers more accessible to those on low or no incomes. For information, a child that is entitled to receive free school meals becomes a Pupil Premium Child and remains a PP child for 6 years after coming off FSM... the school get extra funding of approximately £1.3k a year per pupil for the duration of the time the child is considered PP... and the PP allocation transfers school with the child.



There are approximately 70 Pupil Premium children at the school of which about 50 are also entitled to free school meals. There was a choice on whether we just give free stuff to 50 FSM families or whether we extended it to the extra 20 PP families... we chose to include all PP families.

So we decided to offer free tickets to all Pupil Premium and Free School Meal families within the school - but of course we are not allowed to know who the families are and so worked with the school's SLT to suss out ways to give out free tickets, Christmas cards and tea towels to Pupil Premium families.

The only event we didn't Poverty Proof was the Summer Fair as we couldn't suss out a way to keep anonymity of the families. Primarily, for events, families were given access codes via emails from the SLT which they could then use on Ticketor to access free tickets ie Grotto, Grinch and Easter Egg Hunt. For Fireworks we gave out an image of a ticket for people to print or show on their phone – which was open to abuse but unavoidable as we couldn't suss out a way to give the free tickets out in the time frame we had... this year we will offer a discount code. Christmas Cards is the most difficult fundraiser to keep anonymity for as orders are placed in the child's name. So, a bunch of £5 notes were given to the SLT who filled out Christmas Card forms for PP children and then deposited in them in the FAB boxes. For tea towels, extra tea towels were given to each class teacher to distribute to their PP children. For the FAB Cinema we offered a limited amount of free tickets as if all PP families took up the offer then we would have no paying families!! For information, the emails PP families receive from the SLT not only include the discount codes, but also include additional information about the event including stalls and prices so that they can budget accordingly.

The anonymity of the PP families is of up most importance and so in November it was decided by the school's GDPR officer to offer a competition for free tickets in the school's newsletter... it's a win-win situation – we at FAB will not know who is actually Pupil Premium or not and the school get feedback on who actually reads the newsletter!! The competitions ran for Christmas Fair grotto and grinch tickets, the Spring Quiz Night, Easter Egg Hunt and FAB Cinema tickets and have been extended to Christmas Cards and will be for Firework tickets this year. Two winners receiving one ticket (or family ticket) each are offered.

It has been a test, learn and review process for the past year and at last month's Committee Meeting everyone voted unanimously to keep it going for the present academic year... we always have the option in the future, of offering discounted tickets for Pupil Premium families or possibly charge amounts that just cover our costs.



Some fundraisers cost us money, others don't - for example, Christmas Cards cost us £3.70 per pack and so the initiative cost us £155, Tea Towels cost us approximately £1.70 each and so there was a cost of £120, Quiz Night is more expensive with food costing £7 per head – so this is definitely a test and review option – although no-one took up the offer, Firework tickets cost us nothing as people can watch from the road



or their home if they want, and FAB Cinema tickets cost us nothing either – although as I have said we limited the number given away, and the Grotto, Grinch and Easter Eggs only cost us a £1 ... so again the cost for these are minimal and hopefully if people come to the events they spent some cash whilst there.

In reality Poverty Proofing cost FAB £323 in actual payments... for cards, tea towels and grotto, grinch and Easter Eggs... however, in contrast, if those families had paid for these events we would have raised an additional £400... so it could be argued that Poverty Proofing cost FAB at least £700 this academic year as we have no way of accounting for the loss of sales due to Poverty proofing Fireworks – but Fireworks did make more of a profit than the year before despite the biblical weather conditions and free tickets!

As a matter for the records, and declaring a conflict of interest, since August 2018 I have a FSM and so Pupil Premium child at the school. I didn't opt out of the process as this initiative is primarily led by the school and via emails from the SLT – having an insider Pupil Premium family has meant that FAB could suss out how it was working... And as a Pupil Premium parent, I have always and will continue to abstain from any votes regarding poverty proofing our events and fundraisers.



Communications

We launched our new website last year – it was two years in the making... but we've got there! The aim is that it is a one-stop shop for all things fab related!! Please take a look at it and all comments are welcome about it's usability. This year we sussed out how to link the website to Ticketor so that people can buy tickets from either our website or from the Ticketor one. I have no information on traffic or stuff... maybe that's something we should check if we can!?!

VolunteerSign up

Getting enough volunteers to help run events is one of the biggest struggles for events... historically to get volunteers we have placed sign up sheets on the classroom windows of KS1 however, in KS2 this is not possible and it meant we lose out on notifying over half the school community... to counteract this, we also rely on Class Reps – however, this is also less effective in KS2. So at Easter we decided to try out online sign ups... and it worked! A link is generated and can be sent via a variety of methods to anyone who can then click on the link and sign up – name, email and mobile number is all that is required. A database is generated and so gone are the days of updating excel worksheets and printing out volunteers for events... we can access the data on our phones and track what we still need volunteers for in minutes!! We fully employed online sign ups for Summer Fair and it worked a treat and we will be employing it for all the big events from now on!

Social Media



Communicating to families is difficult and a range of methods are employed... bookbags, emails or texts via school and through social media... all of which historically have seemed pretty hit and miss and primarily the best results have been achieved through class reps using emails, whatsapp or social media.

For the first time, Louise decided that we should try and create Year group Facebook pages that we could post reminders on and that parents could use for information and their own communications. Year group pages for Year 4, 5 and 6 were created, and again... use and responses were differing. Some year groups used the pages more often than others, some had many participants, some were just FAB postings. This upcoming year we have created Year Group pages for all 7 year groups – they are linked to the FAB page and so we will see how they go!

Ultimately though, the best communication method employed this year was Ping which was adopted by the school as a means to communicate with parents. Personally, I reckon it is awesome from a FAB point of view! We can Ping volunteer codes out and event information with links to tickets... it has meant that parents can simply click on a link and access what we want them to know! For the events if tickets were selling slowly I could Ping out a message and see that people had gone online and bought tickets almost immediately, the same happened for getting volunteers for the Summer Fair... if a few days later, tickets or volunteers slowed down again I could simply ping out another message and watch people respond! For events this year we should also send out pdf's of our flyers with the view that ultimately we could go paperless... but that's for the future – I think bookbags and Ping should both be adopted for now! But I would like to thank the school for adopting Ping and also Kerry Bradley in the school office for being my Ping secretary.

➔ **Looking forward to 2019-2020**

Plans for Fireworks night are already under way and the Christmas Fair follows closely behind in December. Ben and Daryl have written the Quiz questions for Friday, Hadj and Julie sorting out the FAB Cinema on Saturday and Ros and Sally sorting out the Christmas Card orders... so the ball is rolling...

We plan to run a programme similar to last year.... the events work well, are tried and tested and we can practically organize them with our eyes shut. Having said that we also acknowledge that the arrival of Simon Davies – the new head - next month, may also mean a change to our future plans or events.... Especially for the upcoming Spring and Summer Terms...

➔ I believe the working relationships between committee members is awesome at the moment, not least due to the involvement of the 'acting' heads - Dawn Loader and Sandra Mulholland, and the tireless support of Ben Marle; but also, due to the



involvement of a few more parents taking on minor roles and jobs in the lead up to major events. We look forward to the Simon Davies starting in November and hope we can help him achieve whatever it is he wants from us!

Focus for fundraising: we've made big strides in the last 36 months in relating fundraising initiatives (e.g. specific events) with where the money will be spent. The Spring Quiz Night profits were dedicated to Science and had a Science theme... similar event to subject initiatives can and should be developed further this year.

Outside funders should also be sought especially with the goal of raising £30k for the outside play equipment – there are many routes that can be explored... it's just a matter of who has the time?

As always – if you have an idea for an event and fundraiser and are willing to take on organizing it (like Hadj did with the Tshirts and Movies) then it would be awesome to hear from you. If there something you think you can do, or change for the better, then please let us know no matter how insignificant it may seem – it could make a real difference to us.



Most immediately, there are a number of committee positions that need to be filled – well really only one or two NEED to be filled - but the others are desirable too...

- **Chair** –
- **Vice Chair** –
 - o these positions are put forward to provide time for a hand over transition for the Charity... both myself and Ben have children who have just entered Year 5 and so we have only two more years left at the school...
 - o it is not a case of ... so long, we're off and not doing anymore FAB stuff – which is often the case when individuals leave the committee... we will both stay trustees and be active in FAB events for the upcoming year, we can provide advice, help, and lead on certain events if needed... or we can be silent trustees just relied on when asked.... There are many options we would be open to but the main aim is to handover or at least start a handover process for the charity and to be less involved.
- **Communications**... Daryl has done an awesome job taking on the role of writing the FAB bit for the biweekly school newsletter – a big thank you for taking on this role and long may you continue! Marco also stepped up to be Poster Designer at the last AGM – a big thank you to you too, however, much of the remaining comms, especially on Social media and the website fell on mine, Louise's or Beth's shoulders. Consequently, we are in dire need of more people to help in the communications team – in particular - we need a **website admin** and a **social media guru** to help lessen the role for those involved...
 - o **Website Administrator** – to keep our website up-to-date – you don't need to be website savvy as we use WordPress and Louise and myself had a crash course in the pub over the summer and managed to do it –



so really anyone can!! What it involves... adding a bi-weekly blog (basically copying and pasting the newsletter content), adding, minutes, agenda's, events and photo's etc.

- **social media guru** – involves posting similar stuff on the many facebook pages.
- **Raffle Queen/King** – involves basically blagging prizes for the Xmas Fair raffle, the Silent Auction in June and the Summer Fair Raffle... it's a bi-yearly job that can be done predominantly by email from a database of givers that we have... so it's basically copy, paste, attach a letter and repeat! There's minimal going door to door blagging prizes from stores – but for some of the main prizes it is necessary! It can be a job share and probably should involve a team of people.
- **100 Club Administrator** – we need someone to check emails and help run this fundraiser behind the scenes. What it involves... mainly checking emails, replying to people and allocating numbers to participants... and generally keeping an excel spreadsheet of the info up-to-date. It's been kept chugging along by Louise who not only is the volunteer coordinator, but also helps with swimming, the website and social media... let's lessen her workload!
- **GDPR Administrator** – to keep our charity GDPR Compliant. What it involves... well everything is set up and policies are already in place. Probably involves simply making sure we do what our policies say and delete details etc in the time frame we said we would.

I would encourage any of you to volunteer for these roles if you are interested. All positions can also involve sharing a role with a committee member or trustee which would work well and lighten the load.

If being on the committee is not what you are looking for we would still welcome your help and ideas for developing and moving forward into this new academic year. General helpers are also much sought after... whether you can photocopy a poster over 800 times for bookbags, go shopping – either online or down the high street, or some other special talent that you could offer?!? For example, Marco is our resident Grotto maker and he sets up the grotto every year and packs it away into his loft... his children will be leaving the school at the end of this year and so we only have his much-appreciated talents for this Xmas Fair... if this quirky job is something you would be interested in then please let us know. Our Santa's kids also leaves the school this year... so if you fancy being Santa... that's available too?? You also may have a talent for Serving mulled wine at the winter events, face painting, hair braiding, pouring a pint, help get raffle prizes, or are you crafty - have you got some cheap ideas – or are willing to troll through pinterest?? There's many tasks that we would appreciate your help and talents with.

FAB is only as good as the people who volunteer, so if you can help in any way, from joining us on the committee, helping out with preparing for events or even volunteering to help out on the day, we'd love to hear from you and would love you to co-opt as many fellow parents as you can to help out too.



In summary

It's been a challenging year for FAB and although we stressed a lot about different things and got very, very, very wet at times – we still had a lot of fun. It has been hard work but it is always rewarding. We have some excellent foundations in place, but we always need more people to help keep the show on the road, make the events successful and ensure our children are the ultimate beneficiaries, both in terms of enjoying events we run and making school life even more enjoyable and inspiring for them at Balfour.

I believe FAB is in a good place at the moment, we've benefitted from changes in our administration that have made life a lot easier and straightforward for existing committee members as well as for people who join FAB in the future. There is a frame of reference for all events that will hopefully simplify future events and make them better.... Or at least easier to run!

So I say it every year, but will do again... being Chair has been more fun and more rewarding than I'd ever expected... Greg wrote that in his last chair report so I usually keep it in for a laugh and say only kidding!! But actually and truthfully - it has been! I've been at the school for 17 years now... I spent the first 12 years either coming to FAB events or avoiding them... and typically only helping out for an hour, at less than one event a year... I blissfully believed that in such a big school there would be loads of parents in the PTA... that money would be raised and events would happen no matter whether I helped or not – I didn't want to be a PTA mum... 5 years ago, I fell into the PTA for different reasons and realized instantly how few people were involved and so I stayed! But Greg was right - being the Chair of FAB has been fun and it has been extremely rewarding – but also, I will add – at times, it has also been frustrating and completely pissed me off!

To finish, I would like to say one last big Thank you to Ben Goode for being my side kick, my voice of reason... for being Browne to my Blair... even if he should have been Blair!! We work awesomely together and have each other's back. A Massive thank you to Haley for being an awesome treasurer... you make the finance side of FAB fun, entertaining and eventful and we truly appreciate all the time and effort that you put into the accounts!, Thank you to Georgia for being coerced into being our Secretary last year even though she had just moved to the city during the summer, with twins just starting in reception and having also just started a new job – you are awesome too! And a big thank you to Louise for also being another voice of reason and diplomacy for me and most of all for continuing to organize the crap out of us all and continuing to be on our backs to get stuff done! And finally, and I think that everyone here will agree with me when I say, that without this person on board everything we do would be so much more harder and so much less fun... he truly is the backbone of FAB and without his input, time and dedication we wouldn't raise half of what we do... a massive thank you to Ben Marle.



And with that I will finally hand you over to Haley our treasurer.

Amanda Flint

**Friends at Balfour - FAB
Treasurer's Report, 2018-2019**

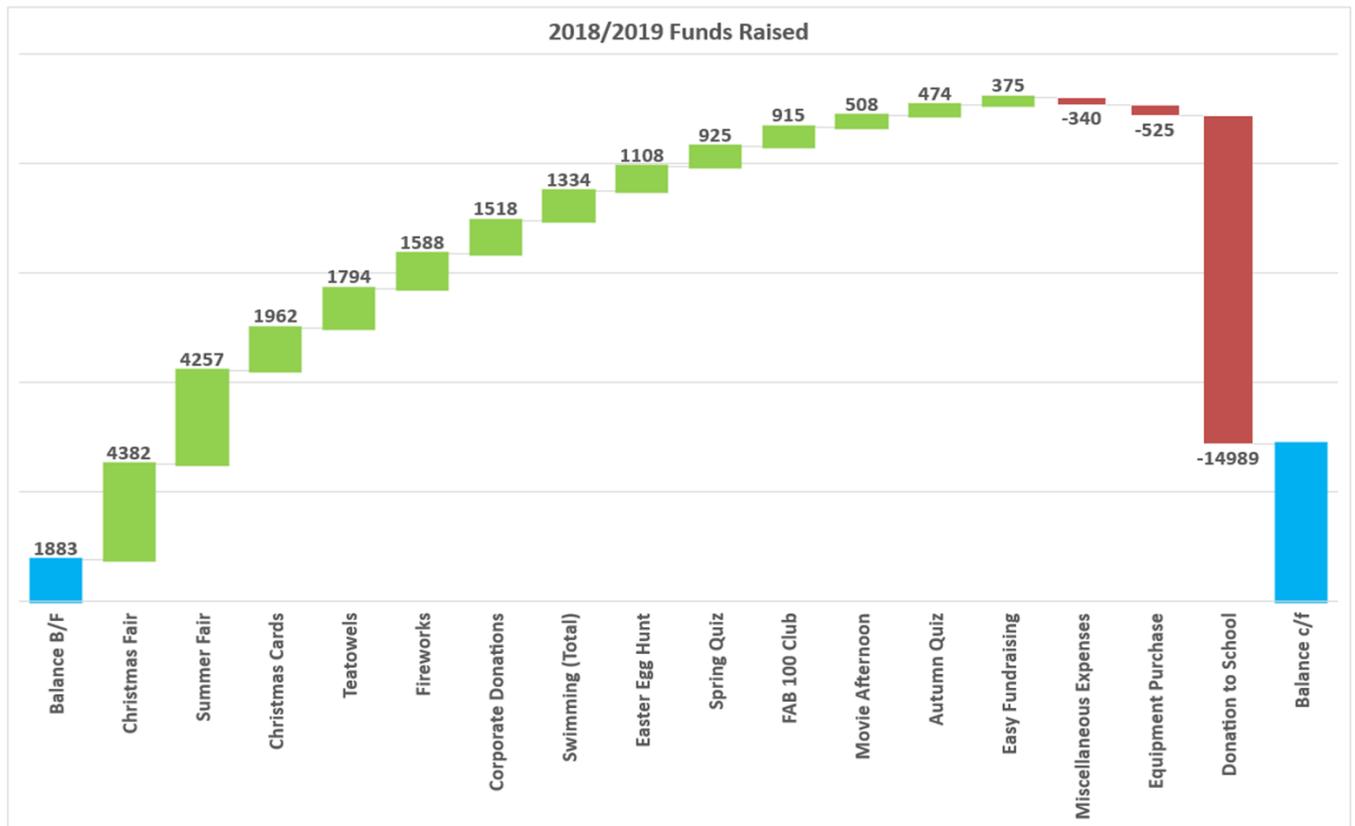




Chart of profitability	TOTP Chart Movers	Event	Income	Expenditure	Profit
1	+1	Christmas Fair	6,549	(2,167)	4,382
2	-1	Summer Fair	8,517	(4,260)	4,257
3	-/-	Christmas Cards	5,691	(3,728)	1,962
4	-/-	Tea towels	3,334	(1,540)	1,794
5	+4	Fireworks	5,701	(4,113)	1,588
6	-/-	Corporate Donations	1,518	0	1,518
7	-3	Swimming (Total)	15,114	(13,780)	1,334
8	-1	Easter Egg Hunt	1,601	(492)	1,108
9	-/-	Spring Quiz	1,531	(605)	925
10	+3	FAB 100 Club	1,530	(615)	915
11	NEW	Movie Afternoon	750	(242)	508
12	-1	Autumn Quiz	1,167	(693)	474
13	-3	Easy Fundraising	375	0	375
N/A	N/A	Year 6 Hoodies	1,067	(1,062)	5
N/A	OUT	Art Exhibition	0	0	0
N/A	N/A	Miscellaneous Expenses	0	(345)	(345)
N/A	N/A	Equipment Purchase	0	(525)	(525)
		Total	54,443	(34,167)	20,276

