



Friends at Balfour AGM

8th October 2019

AGENDA

1. **Welcome & introduction**
2. **Approval of minutes of the last meeting**
3. **Matters arising**
4. **Chairman's report**
Amanda
5. **Treasurer's report**
Haley
6. **Focus on allocation of the funds we raise**
7. **FAB Committee membership**
Resignations, appointments and re-elections
8. **Future events (5 minutes max each!)**
Quiz Night – Friday 11th October
Movie Afternoon – Saturday 12th October
Balfour Fireworks Night - Friday 15th November
Christmas Fair - Saturday 14th December
9. **Any other business**
100 Club draws – for July, August and September!
10. **Next meeting**
FAB Committee meeting - 8pm Tuesday 5th November, Year 6 Base, KS2



Welcome and Introduction



Approval of minutes of the last meeting



“Here are the minutes of our last meeting: we drank lots of wine and everyone disagreed about everything until Todd looked like he was going to cry and then everyone was super nice.”

Matters arising



Chair Report 2018/2019



What does FAB do and why?



- FAB runs a range of fundraising events throughout the school year
- 2018/2019 raised £20.2k to be spent 'enhancing the educational experience' for pupils at Balfour
- This is our key criteria when assessing where and how the funds we raise get spent.



To everyone on the committee

Our events....



Quiz nights



- We run two quiz nights per year
 - one in the Autumn Term and
 - one in the Spring Term
- They are the only events that we run that are kid-free and so involve a lot of Booze, Fun and Fish & Chips
- Raised £1.4k this year!



Christmas Cards

- Every child in the school has the opportunity to design a Christmas Cards that parents can buy.
- Raised £2k this year



Fireworks Night

- Our Firework Night is legendary and has been running for decades!
- It's a fun, exciting night which requires lots of organising and over 80 volunteers on the day.
- Typically raises £3 to 4k but this year raised just under £1.6k!



FAB Swimming – Balfour Swimming Club



- The swimming school runs lessons throughout the school year at the Surrendean Pool on
 - Thursdays after school and
 - Saturday mornings
- Raised £1.3k this year



Christmas Fair

- A truly special and magical event mixed with mayhem and stress!!
- Requires a lot of planning and over 100 volunteers on the day.
- Raised £4.4k this year



Easter Egg Hunt

- An hour of 600 kids running around the school grounds looking for clues to get an Easter Egg!!!
- Raised £1.1k this year



Art Exhibition

- Every child in the school creates a piece of art for the campus Open House
- In addition we run a competition where:
 - Kids design cakes to fit the theme
 - And Fab sell hot drinks and cakes
- Typically we raise about £300
- but unfortunately this year we cancelled FAB refreshments due lack of volunteers... hopefully this year we can find the volunteers!?



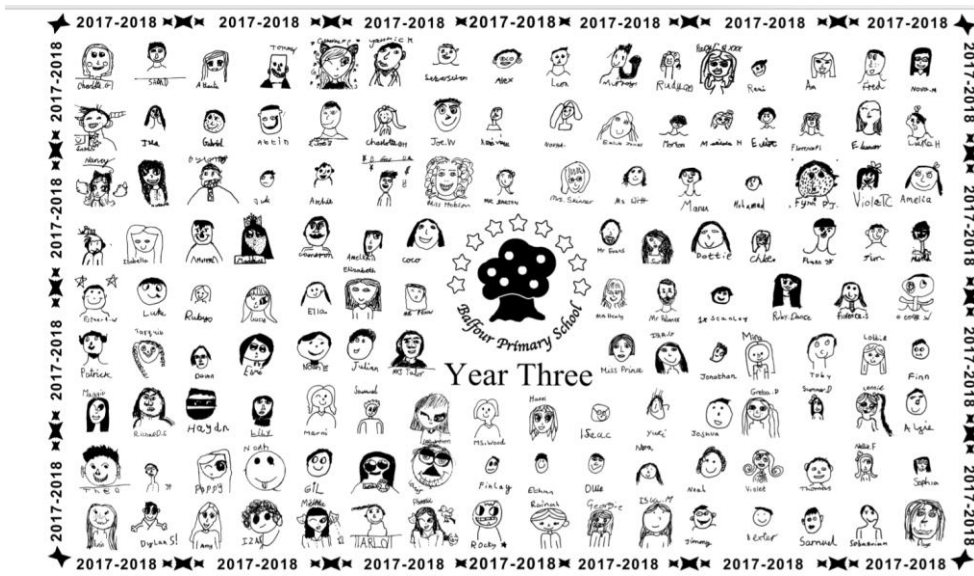
Summer Fair

- A great afternoon of fun and games as long as the weather is kind!
- Raised £4.2k this year



Tea Towels

- Year group Tea Towels with each child and teachers portraits
- Raised £1.8k this year



Year 6 Hoodies

- An initiative started 3 years ago by the old Year 6 cohort.
- The fundraising and admin is all pupil led – FAB offer help advice but mainly we bank the money and pay the invoice.
- This year the kids raised the full amount and FAB only had to fund £5!



Reverse Advent Calendar

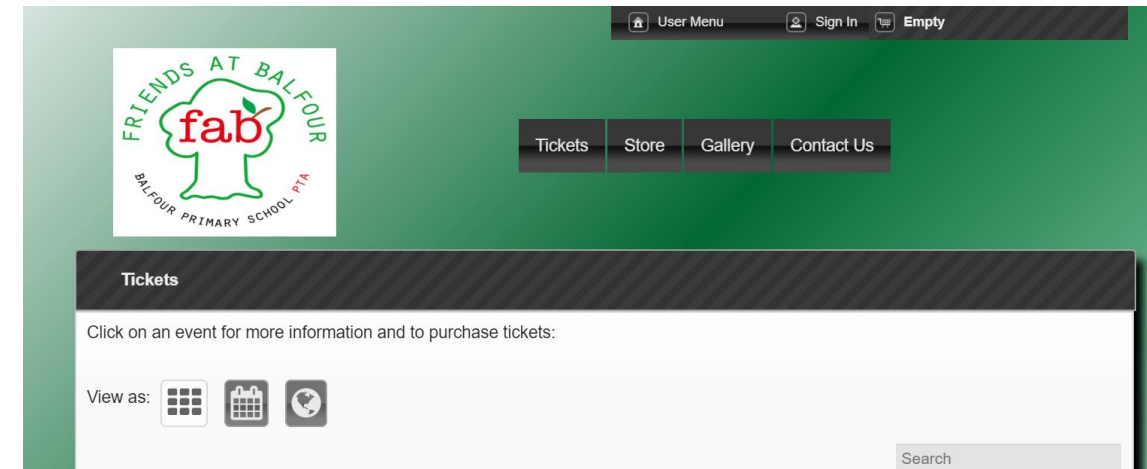


- The idea of an ex Year 6 pupil.
- The idea is simple... for each day in December a child (or two) bring in an item for the Whitehawk Food Bank
- Every child can participate in each class
- 700kgs of items were donated



Online Ticket selling...

- Set up with the website Ticketor parents and carers were able to buy all tickets online using credit/debit cards...
- It significantly reduced the amount of admin for these events with over 95% of sales online.
- There remains to option to pay buy cash/cheque via FAB boxes at all events.



New Initiatives in 2018/2019

FAB Cinema

- Balfour hosted it's first movie afternoon in June showing a sing-along version of The Greatest Showman.
- Dressing up was optional!
- Raised £500



New Initiatives in 2018/2019



100 Club

- An initiative started in July and just finding it's feet...
- The first draw was at the Wine & Cheese Evening.
- £5 per number, 50% of prize fund each month goes to FAB, 50% gets shared between 3 winners: 1st Prize = 25%, 2nd prize = 15%, 3rd prize = 10%
- Raised just under £1k this year



New Initiatives in 2018/2019

Corporate Matching

- An initiative started in 2017 and just finding it's feet...
- Different employers have different schemes...
- We benefit from
 - HSBC = £1k this year
 - Apple = £500 this year
 - IBM = £1.5k to be paid soon!



DO YOU WORK FOR ANY OF THESE COMPANIES?



THEN..
WE NEED YOU



New Initiatives in 2018/2019



Poverty proofing the school day

- for FAB it means making sure that all families can access our fundraising and events.
- At the moment we have decided to offer free tickets or items to Pupil Premium families... but this can be reviewed for each event and discounted tickets/options can be offered if that is what the committee decide.





New Initiatives in 2018/2019

The Cost of Poverty proofing to FAB

	Cost to FAB	number given free	Total cost to us	Parent price and profit	Possible profit loss
Christmas Cards	£3.70	42	£155.40	£5 so £1.30 profit	£54.60
Fireworks	£0	?			
Quiz	£6.50	0			£0
Xmas Fair Grottos	£1	28	£28	£3.30 £2 profit	£56
Easter Egg Hunt	£0.75	33	£24.50	£3.30 £2 profit	£66
Movie Afternoon	£0	4	£0		£0
Tea Towels	£1.70	68	£115.60	£5 £3.30 profit	£224.4
TOTALS			£323.50		£401

Communications in 2018/2019



Our Website – www.friendsatbalfour.org

- Online volunteer sign ups
- Facebook Year Group Pages

volunteersignup.org/events/summary/238037

VolunteerSignup
Helping should be easy
...used by over 50,000 groups and organizations

My sheets My account Help Sign out

Signups for "Summer Fair Set Up"

Download as Excel/CSV

What	When	Volunteer Name	Email	Phone	Remove
from 8am	Saturday 6th July	Aminda Plant	a.plant@balfour.org	0752700000	Clear slot
from 8am	Saturday 6th July	Simon Duggan	simonduggan@gmail.com	0752700000	Clear slot
from 8am	Saturday 6th July				
from 8am	Saturday 6th July				
from 8am	Saturday 6th July				
from 8am	Saturday 6th July				
from 8am	Saturday 6th July				
from 8am	Saturday 6th July				
from 8am	Saturday 6th July				
from 8am	Saturday 6th July				
from 9am	Saturday 6th July	Jon / ...	j...@balfour.org	0752700000	Clear slot
from 9am	Saturday 6th July	Lisa / ...	l...@balfour.org	0752700000	Clear slot
from 9am	Saturday 6th July	Paula / ...	p...@balfour.org	0752700000	Clear slot

Thursday, September 19, 2019

FRIENDS AT BALFOUR
BALFOUR PRIMARY SCHOOL PTA

Friends at Balfour Mission:
Friends at Balfour is a Parent Teacher Association that raises money to enhance the educational experience for pupils at Balfour Primary School.
As a PTA we are open to all parents, carers and staff and welcome your views, thoughts and ideas.
We meet on a monthly basis and everyone is welcome.

FAB NEWS VOLUNTEERS 100 CLUB ABOUT US CALENDAR SWIMMING COMMITTEE FUNDRAISING SAVE OUR SCHOOLS (SOS)
SHOP DOCUMENTS FAQs

FAB News Up and Coming FAB Events
No events

Massive Thank You!

Wimmin



Looking Forward to 2019/2020



- We plan to run a programme similar to last year.
- Plans for Fireworks night are already well under way.
- The Christmas Fair follows closely behind in December...
- Quiz Night is on Friday
- Movie Afternoon is on Saturday
- Christmas Cards are available to buy!
- ... so the ball is rolling...



**KEEP
CALM
AND
REPEAT
#AGAIN**

Looking Forward to 2019/2020

- Working relationships are better than before...
- We've made great strides to relating fundraising initiatives with where the money could be spent... but more could be done!
- Match Funding
- We've extended our fundraising initiatives beyond the scope of our remit to encompass pupil led ideas...

Playground Equipment

A long term plan...

We need to raise £30k!

Through events, fundraisers, crowdfunding, grant giving,
and/or corporate donations

3 options are available....



...Any ideas? ...Want to help? Please email info@friendsatbalfour.org

We need some new parents/carers to fill the following positions... all can be job shares!



- **Chair & Vice Chair** –
- **Communications team members:**
 - Website admin
 - Social media guru's
- **Raffle Queen or King** -
- **100Club admin** -
- **GDPR admin** -
- **General volunteers** – to help with photocopying and small jobs through the year (maybe 1 hour's work per term)
- **Class reps** for some classes
- **Ordinary Members** – get added to our email list and you can chose how, when and where you want to help.



In summary...

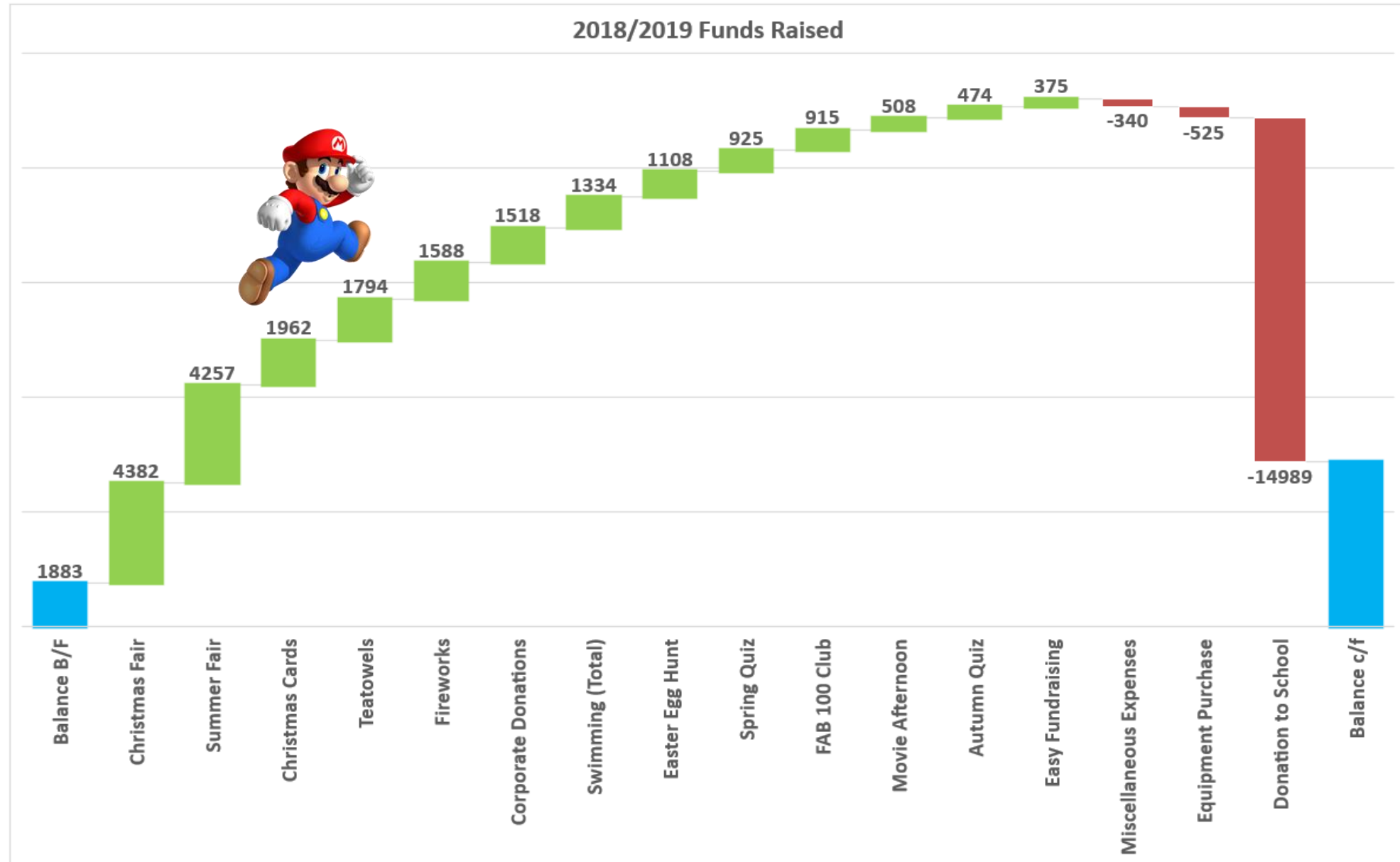




Treasurers Report

FAB 2018/2019

2018/19 – funds raised





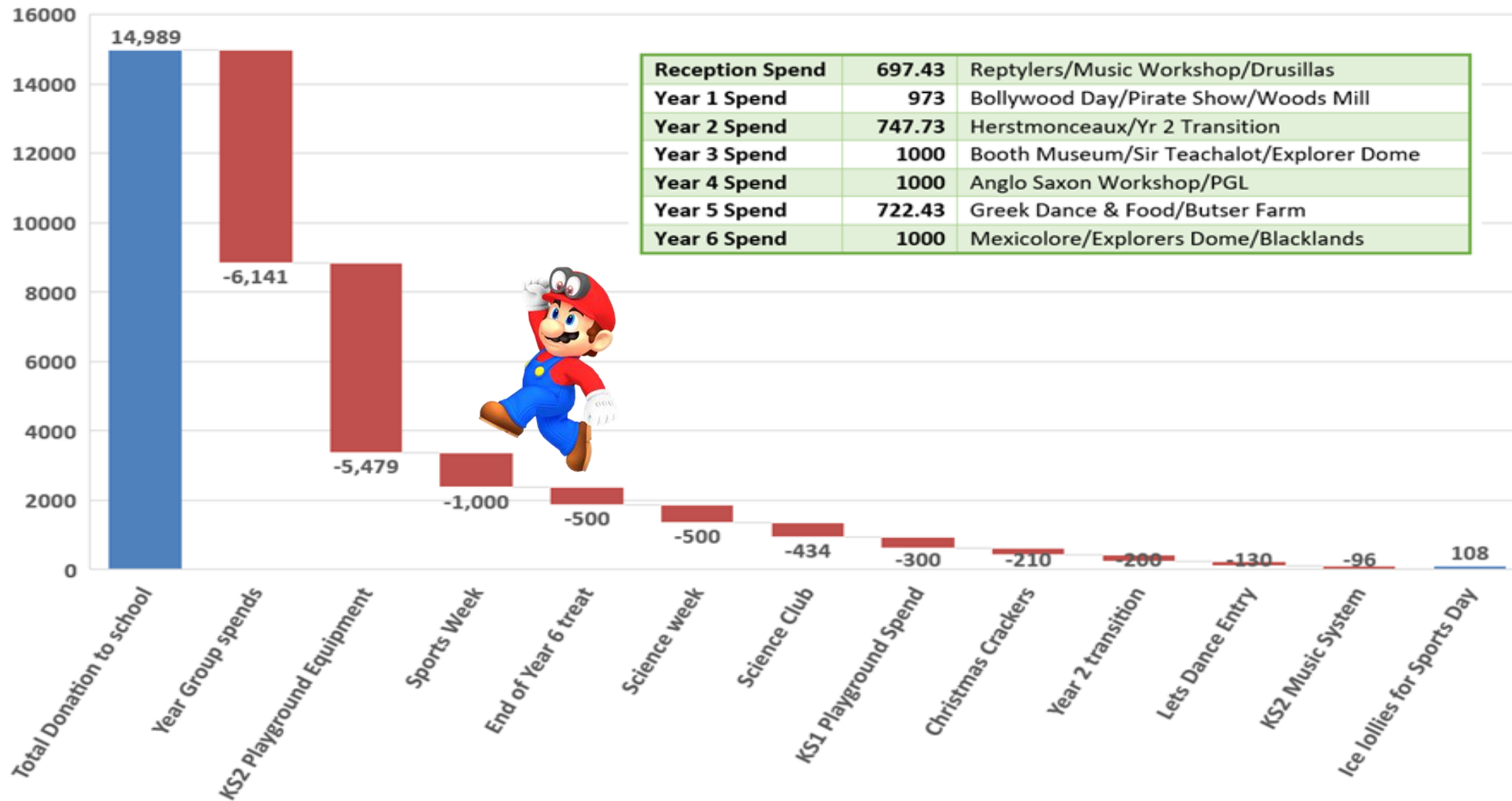
2018/19 – funds raised based on Profitability

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

Spends 2018/19



2018/2019 Spends



Focus on allocation of the funds we raise

This year 2019/2020 we have agreed to:

Year Group Spends	(7,000)
Sports Week	(1,000)**
Year 6 End of Year Treat	(500)
Year 2 Transition Treat	(200)
Christmas Crackers	(210) approx
Ice lollies for Sports Day	(100)
Let's Dance entry	(125)
Science Week	(500) *
KS1 Playground spend	(300)
APPROX	£10k SO FAR



- BIG Equipment... £30k needed
- ** Do we re-allocate this money for 2019/2020 as it was not claimed in 2018/2019
- *Science week raise back to £1000 instead of £500?
- Year 6 question?

FAB Committee Membership

Resignations

- Chair
- Vice Chair

Re-elections of present committee members:

- Treasurer (Haley); Secretary (Georgia);

New positions (All positions can be job-shared)....

- Chair –
- Vice Chair -
- Communications...
 - Website Administrator – to keep our website up-to-date.
 - Social media guru
- 100 Club Administrator – we need someone to check emails and help run this fundraiser behind the scenes.
- GDPR Administrator – to keep our charity GDPR Compliant.





Upcoming Events... 5 minutes each!!

- **Quiz Night** – Friday 11th October (this Friday)
- **FAB Cinema**– Saturday 12th October (this Saturday)
- **Balfour Fireworks Night** - Friday 15th November
- **Christmas Fair** - Saturday 14th December

How you can help?



- We need help to organise all these events...
- We appreciate any help big or small
- The Autumn term is our busiest term with the most events going on... it gets much easier and less stressful after the New Year!

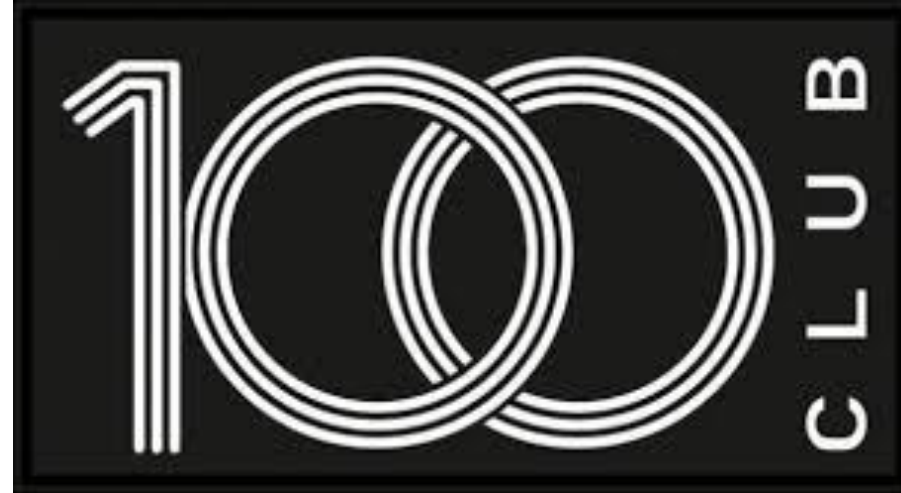
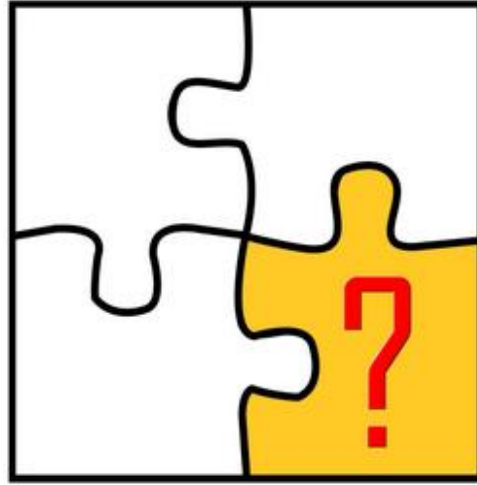
As well as committee members we have:

- Fireworks sub-committee
- Christmas Fair sub-committee
- Summer Fair sub-committee
- Food sub-committee
- Raffle team
- Communications team
- Class reps
- Individuals taking on specific roles/stalls

All of which would appreciate any help!



Any other Business



Next committee meeting:
Tuesday 5th November 2018
8pm Year 6 base KS2