



# **Friends at Balfour AGM**

## **6<sup>th</sup> October 2020**

# AGENDA

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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!)**  
Virtual Quiz??  
Christmas Cards
9. **Any other business**  
100 Club draws – for July, August and September!
10. **Next meeting**  
FAB Committee meeting - 8pm Tuesday 10<sup>th</sup> November, KS2 Sports Hall



# 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 2019/2020





# What does FAB do and why?

- FAB runs a range of fundraising events throughout the school year
- 2019/2020 raised £14.3k 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



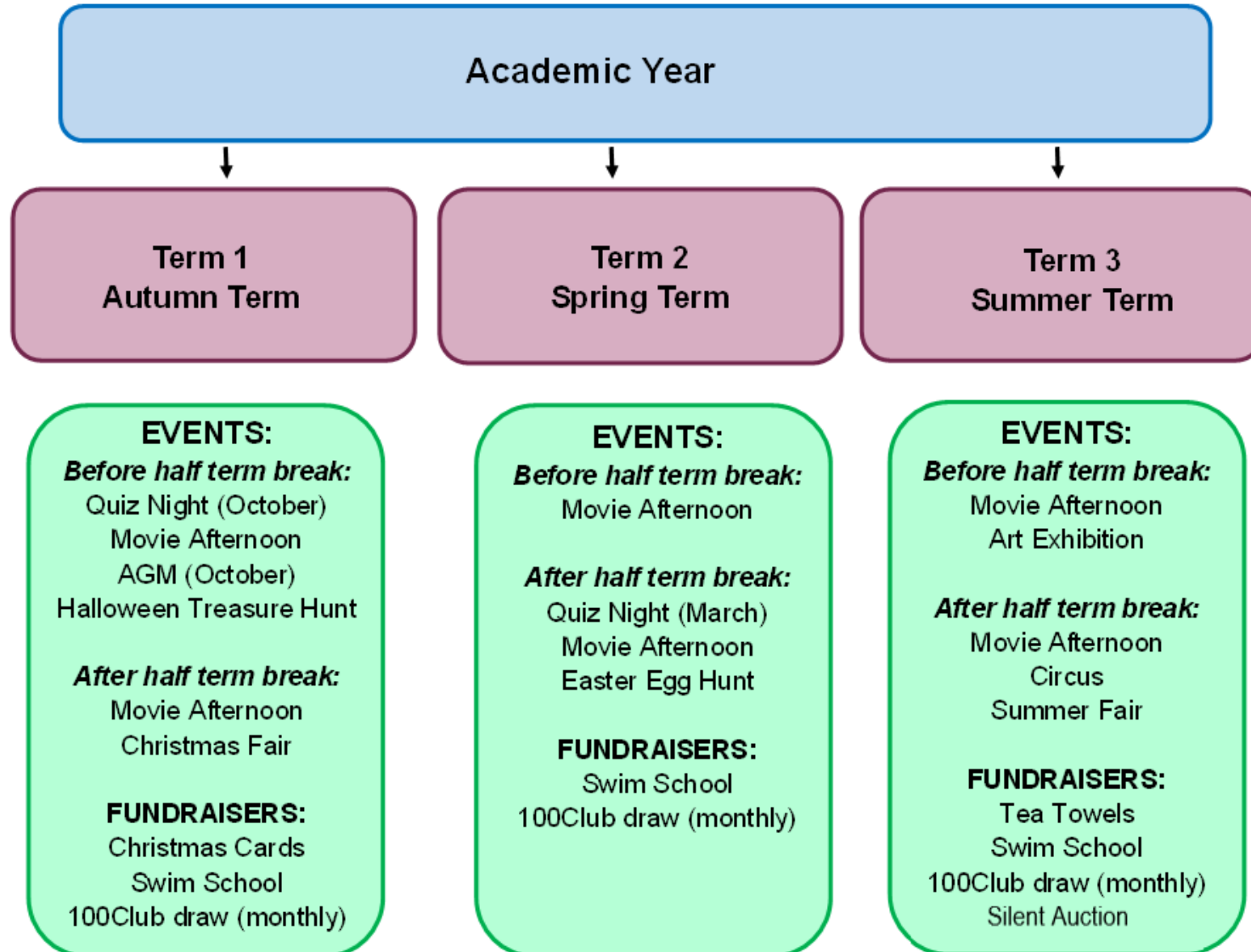
# I would like to take a moment to acknowledge and thank the serving PTA committee:



1. **Ben G** = our Vice chair, who is also a quiz master, Fireworks lead, 100club instigator, website creator and ex- Interim, interim secretary and also ex-Grinch and Santa!
2. **Haley** = our hard working and dedicated Treasurer
3. **Georgia** = our Secretary
4. **Louise** = Volunteer co-ordinator, who also helps with Swimming admin, email checking, website, reverse advent calendar, GDPR, and social media dabbler.
5. **Jaimme** – Swimming co-ordinator and runs the swim school.
6. **Beth** = Christmas Fair Lead, Ex-Raffle + Silent Auction Queen, SOS campaign organiser, and social media dabbler
7. **Roz** = one of our Christmas Cards and Tea towel guru's and also our ex interim secretary
8. **Sally** = our other Christmas cards and tea towels guru and also photocopier
9. **Daryl** = our Comms lead who writes the FAB bit for the bi-weekly newsletter
10. **Jane** = our Grinch's cave queen and general helper who was also our ex-volunteer co-ordinator and ex-Summer Fair Lead
11. **Emma** = one of our food committee leads
12. **Fiona** = our other food committee lead
13. **Hadj** = one of our Movie Afternoon leads, he's also dabbled as Tshirt designer and is also a food committee member
14. **Julie** = our other Movie Afternoon lead, our 100club co-ordinator and general helper
15. **Alison** = a food committee member and general helper
16. **Chris** = a food committee member
17. **Hannah** = our Raffle and Silent Auction Queen
18. **Ben Marle** = School's Site and Health & Safety Manager



# Our events and fundraisers....



# Quiz nights



- We run two quiz nights per year
  - one in the Autumn Term and
  - one in the Spring Term
- ... and we managed to run both of them this year
- As well as a Virtual Quiz in the summer
- They are the only events that we run that are kid-free and so involve a lot of Booze, Fun and Fish & Chips
- The 3 quizzes raised £1770 this year!





# Christmas Cards

- Every child in the school has the opportunity to design a Christmas Cards that parents can buy.
- Raised £1808 this year



# Fireworks Night

- Our Firework Night is legendary and has been running for just under 40 years!
- This year due to low ticket sales and bad weather we cancelled the event less than 48 hours before it was due to start!!
- Donations from the school community meant that we could cover our expenses and still raise £539



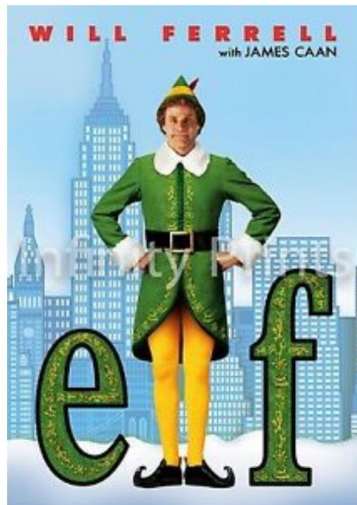
**CANCELLED**





# FAB Cinema

- A new initiative started in June 2019
- we planned to show a film each term
- And had 3 successful screenings... including a Christmas Double Bill
- but got cut short in the Spring by Covid-19
- Raised £1075 this year



Eccrs open at 1.30 for a 2pm show start



Eccrs open at 4pm for a 4.30pm show start



# FAB Swimming – Balfour Swimming Club



- The swimming school runs lessons throughout the school year at the Surrendeian Pool on
  - Thursdays after school and
  - Saturday mornings
- Raised £3200 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 £4406 this year



# Easter Egg Hunt

- Typically, an hour of 600 kids running around the school grounds looking for clues to get an Easter Egg!!!
- However, Lockdown happened and we gave the eggs away free to all the kids, and staff who were in school on the last day of school
- Made a loss of £467 this year but typically raises £1k





# 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 from selling cakes and non-alcoholic drinks.





# Summer Fair

- A great afternoon of fun and games as long as the weather is kind!
- Typically raises £4k to £6k!





# Tea Towels

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



# Happy's Circus



- An event organised to make up for the loss of income from cancelling Fireworks...
- But in the end it joined the cancellation/postponement queue of events due to Lockdown!
- Is on the Calendar for 8<sup>th</sup> June 2021





# 100 Club

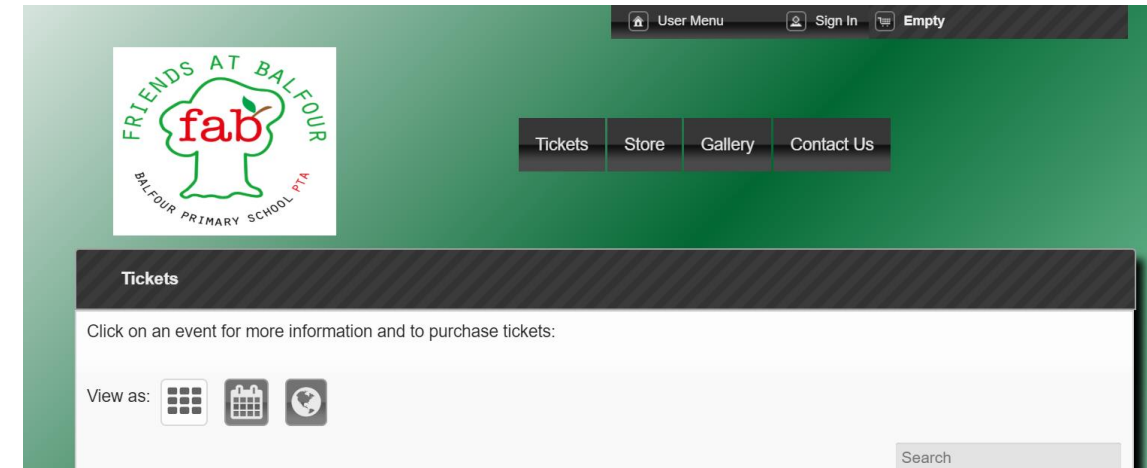


- An initiative started in July 2019
- £5 per number, 50% of prize fund each month goes to FAB, 50% gets shared between 3 winners: 1<sup>st</sup> Prize = 25%, 2<sup>nd</sup> prize = 15%, 3<sup>rd</sup> prize = 10%
- Raised £1505 this year



# 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 99% of sales online.
- There remains to option to pay buy cash/cheque via FAB boxes at all events.





# Corporate Matching

- An initiative started in 2017 and just finding it's feet...
- Different employers have different schemes...
- We benefit from
  - HSBC
  - Apple - Hadj
  - IBM - Louise



DO YOU WORK FOR ANY OF THESE COMPANIES?



THEN..  
**WE NEED YOU**



# 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.





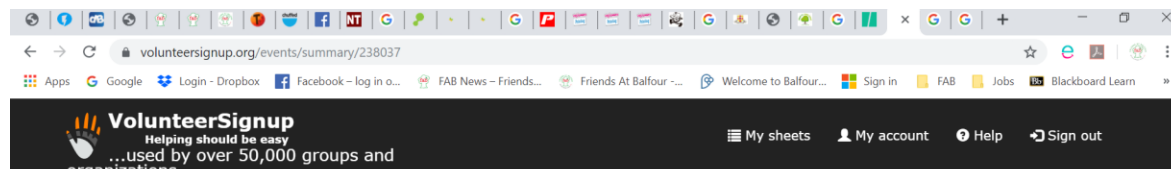
# The Cost of Poverty proofing to FAB

	Cost to FAB	number given free	Total cost to us	Parent price and profit	Possible profit loss
Christmas Cards	£3.70	64	£236.80	£5 so £1.30 profit	£83.20
Fireworks					
Quiz	£7.50	2	£15.00	£3 entry	£21.50
Xmas Fair Grottos	£1	20	£20	£3.30 £2 profit	£40
Easter Egg Hunt					
Movie Afternoon	£0	55	£0	£5 per ticket	£275
Tea Towels					
<b>TOTALS</b>			<b>£256.80</b>		<b>£419.70</b>
<b>2018/19 TOTALS</b>			<b>£323.50</b>		<b>£401</b>

# Communications

## Our Website – [www.friendsatbalfour.org](http://www.friendsatbalfour.org)

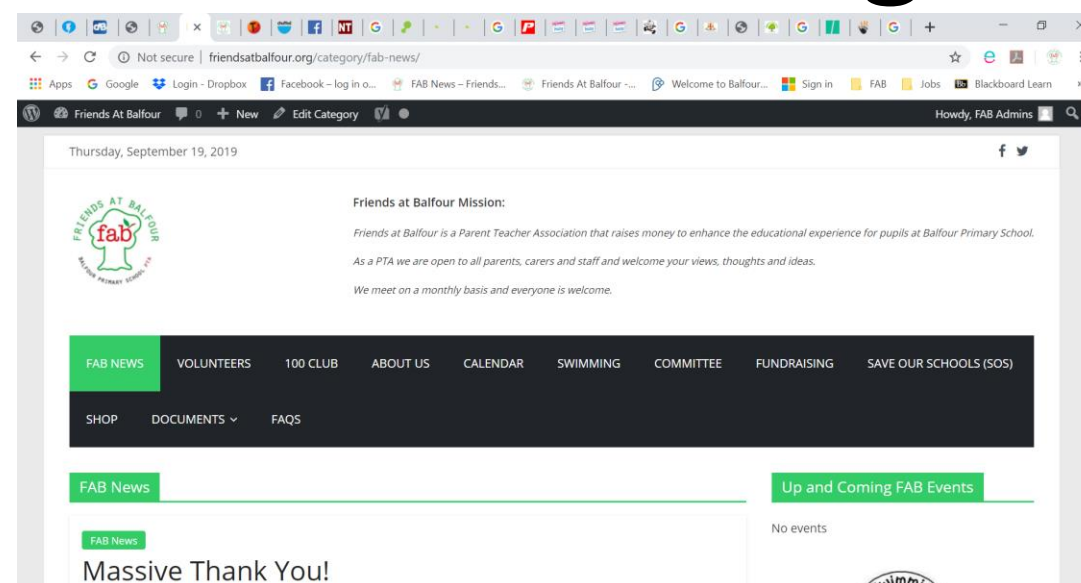
- Online volunteer sign ups
- Facebook Year Group Pages



### 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 href="#">aminda@balfour.org</a>	0750000000	<a href="#">Clear slot</a>
from 8am	Saturday 6th July	Simon	<a href="#">simon@balfour.org</a>	0750000000	<a href="#">Clear slot</a>
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	<a href="#">jon@balfour.org</a>	0750000000	<a href="#">Clear slot</a>
from 9am	Saturday 6th July	Lisa	<a href="#">lisa@balfour.org</a>	0750000000	<a href="#">Clear slot</a>
from 9am	Saturday 6th July				





# Looking Forward to 2020/2021



- We had planned to run a programme similar to last year.... But obviously we are still in a pandemic and so we can't!!
- All events and fundraising have to be:
  - Virtual or
  - ~~Outside~~ (but following governmental guidelines and restrictions we are unable to hold any events for the foreseeable future)



**KEEP  
CALM  
AND  
REPEAT  
#AGAIN**

# Looking Forward to 2020/2021



- Working relationships are better than before...
- 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](mailto:info@friendsatbalfour.org)

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



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





# In summary...



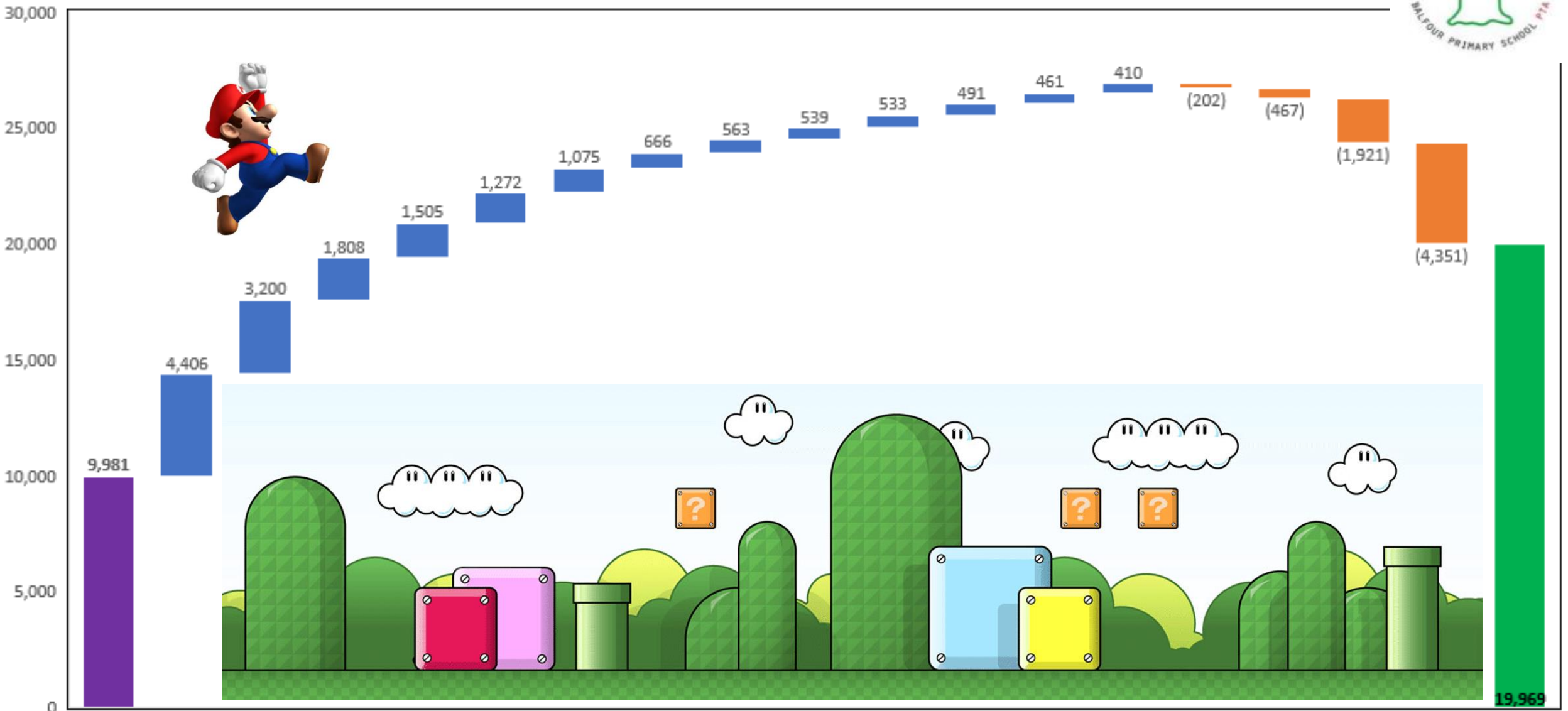
# Treasurers Report

FAB 2019/20





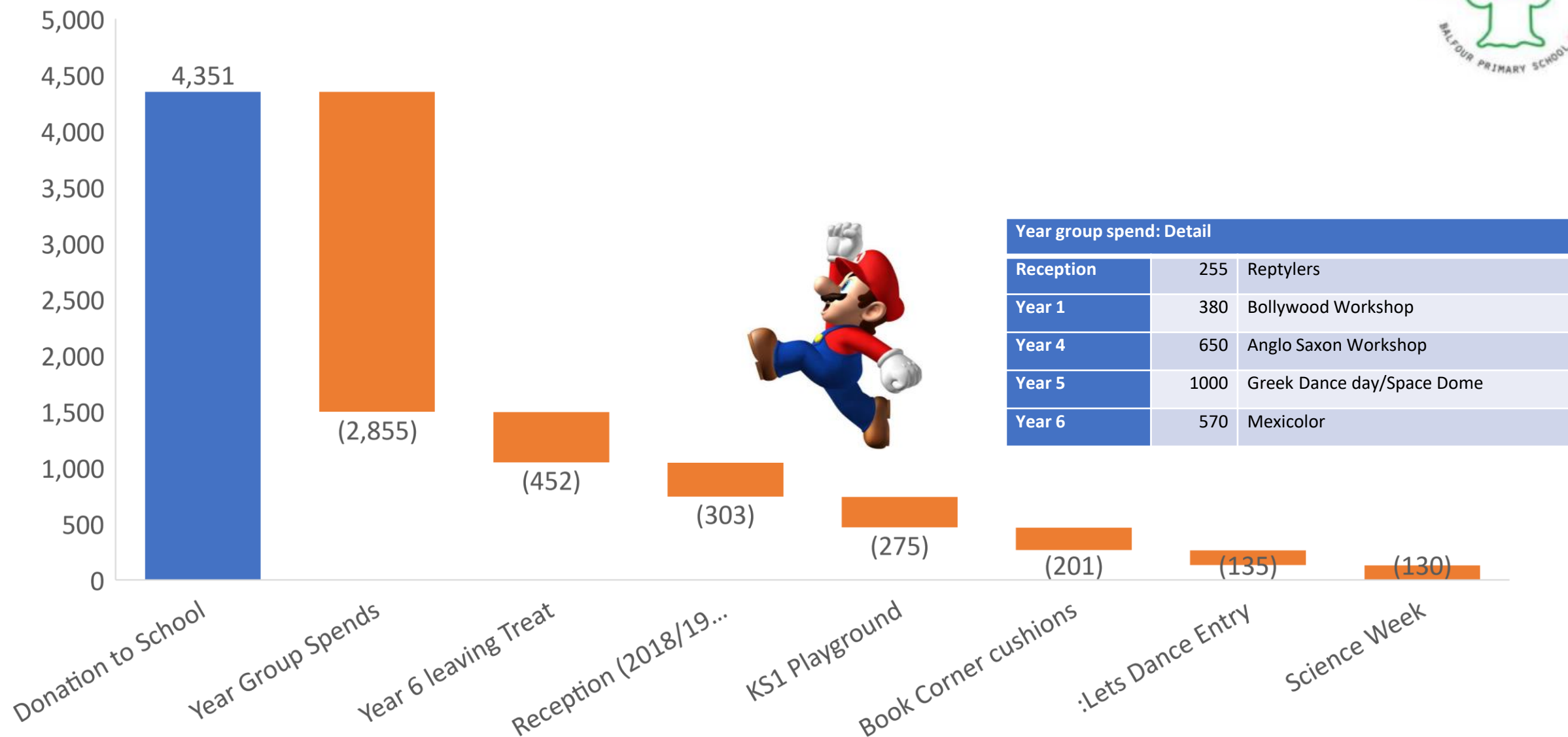
# 2019/20 Fundraising



Balance B/F  
Christmas Fair  
Swimming (Total)  
Christmas Cards  
FAB 100 Club  
Background Donations  
Movie Afternoon  
Spring Quiz  
Autumn Quiz  
Fireworks  
Corporate Donations  
Summer Term Quiz  
Easy Fundraising  
Year 2 Disco donation  
Miscellaneous Expenses  
Easter Egg Hunt  
Equipment Purchase  
Donation to School  
Balance c/f



# 2019/20 Donation to the school: What did we support?



# 2019/20 – funds raised based on Profitability



CHART POSITION	TOTP CHART MOVERS	Event	Income	Expenditure	Profit	Last Year's profit	Difference
1	-/-	Christmas Fair	7,529	(3,123)	4,406	4,382	24
2	+1	Christmas Cards	5,389	(3,582)	1,808	1,962	(155)
3	+4	Swimming (Total)	13,500	(10,300)	3,200	1,334	1,866
4	+6	FAB 100 Club	2,330	(825)	1,505	985	520
5	NEW	Playground Donations	1,272	0	1,272	0	1,272
6	+5	Movie Afternoon	1,613	(538)	1,075	508	566
7	+2	Spring Quiz	1,304	(639)	666	636	29
8	+4	Autumn Quiz	1,272	(710)	563	474	89
9	-4	Fireworks	1,473	(934)	539	1,588	(1,049)
10	-4	Corporate Donations	533	0	533	3,078	(2,544)
11	NEW	Summer Term Quiz	491	0	491	0	491
12	+1	Easy Fundraising	461	0	461	375	86
13	NEW	Year 2 Disco Donation	410	0	410	0	410
14	-12	Summer Fair	0	0	0	4,257	(4,257)
15	-9	Tea Towels	0	0	0	1,794	(1,794)
n/a		Miscellaneous Expenses	0	(202)	(202)	(345)	143
16	-8	Easter Egg Hunt	2	(468)	(467)	1,108	(1,575)
n/a		Equipment Purchase	0	(1,921)	(1,921)	(525)	(1,396)
			<b>37,580</b>	<b>(23,241)</b>	<b>14,339</b>	<b>21,612</b>	<b>(7,273)</b>

# Focus on allocation of the funds we raise



**This year 2020/2021 we have agreed to:**

Year Group Spends	(7,000)
Academic subjects	(1,500)*
Year 6 End of Year Treat	(500)
Year 2 Transition Treat	(200)
Christmas Hats	(100)
Ice lollies for Sports Day	(100)
Let's Dance entry	(125)
KS1 Playground spend	(300)
<b>APPROX</b>	<b>£10k SO FAR</b>

- BIG Equipment... £30k needed
- \* £500 each for 3 subjects

**Carry over from 2019/20:**

- 1) Science Week spend: Balfour committed to a workshop of £399 which should have happened in March 2020, but will happen in March 2021 instead
- 2) BLM: The £500 for diversity books/resources has not yet been spent
- 3) Year 4 PGL trip - there was £350 left over from Y4 spend after Anglo saxon workshop, and as Trustees we discussed committing it to their PGL trip if they join the current year 4s on top of their current Y5 allocation





# FAB Committee Membership

## Resignations

- Chair
- Vice Chair
- Secretary

## Re-elections of present committee members:

- Treasurer (Haley);

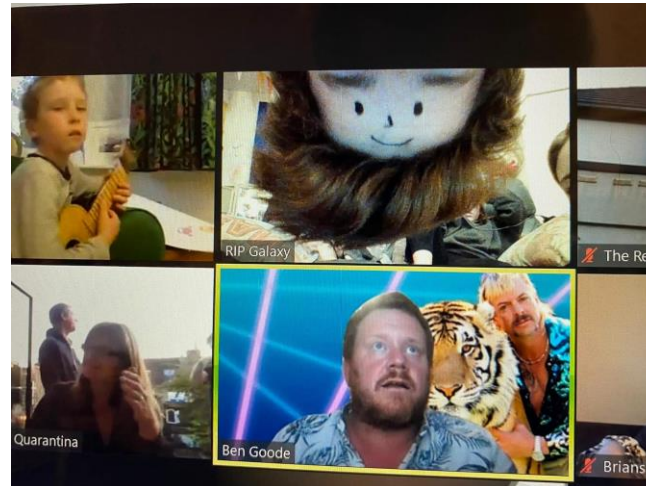
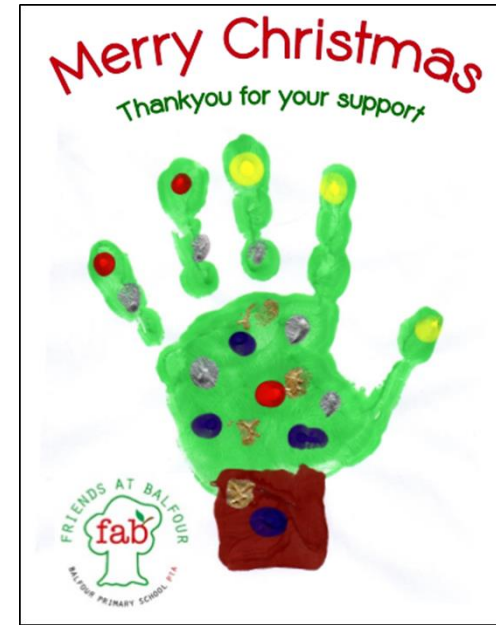
## New positions (All positions can be job-shared)....

- Chair –
- Vice Chair –
- Secretary -
- Communications...
  - Website Administrator – to keep our website up-to-date.
  - Social media guru
- GDPR Administrator – to keep our charity GDPR Compliant.



# Future Events & AOB

- Christmas Cards
- Virtual Quiz Night
- Treasure Hunt?
- 100 Club draws:
  - July
  - August
  - September



**Next committee meeting:**  
**Tuesday 10<sup>th</sup> November 2020 8pm Sports Hall KS2**