FAB Committee Meeting

Date: 16th June 8pm on Zoom

Attendees

Louise, Dirk, Haley, Louise, Sally

Apologies: Jane, Alison, Ben M, Beth

Previous meeting minutes

Approved, no comments

Treasurer's Report

- For this academic year - carried over £15.7K, forecasted fundraising of £17.9k so total of £33.7k. £5k committed to OPAL. £4k to library and £10.2k to other commitments.
- Income from events confirmed since last meeting – Scavenger Hunt - £565, Celebration Day - £824, donut sale £94.
- Haley took us through the specifics of the spending and expenditure.
- Commitments made can be made from current balance.

Recent Events / Matters Arising

- **Circus** refunding – Haley will run reports to ascertain the admin costs to selling and refunding the tickets. ACTION Dirk to ask Olly to invoice us for the whole £100 that he outlaid for the fresh stock that was wasted. Proposed date for reschedule is in June 2023. ACTION Dirk to process refunds.
- **Celebration Day** – Complete success given not held this before. Weather was excellent. Had enough volunteers. Coffee van worked well. It was an easy event to participate in.

Upcoming Events

- **Summer Fair** – ACTION Dirk to raise TENS licence. And book SJA or equivalent. Sub committee meetings being held to progress actions.
- **Raffle** – On schedule. Raffle tickets ordered. Silent auction not happening alongside this raffle this year.

AOB

- **KS2 Playground** – 3 options proposed, recommendations from Ben considered, selection made, with school contributing to half. Order placed and expected installation in September 2022.
- **Tea towels** – with support from Lucy and Mandie. Tickets on Ticketor and sales in progress. Cut off date on 24th June. Will have them the week before the fair, surplus for sale at the fair.
- **New parents Flyer** – Dirk to update, Louise to review to provide updates.
- **Ice Lollies** - Haley to investigate ordering through Morrisons.
- **Drop Box** – Action – Louise to purchase and invoice Haley.
- **Credit/Debit Card**. **Action** – Trustees to review constitution document to progress this.
- **Recruitment of roles** – shout out at the fair suggested by Sally
- **100club** – May and June to be held early July

- **Trustee Meeting in Summer term** – date to be confirmed, Haley to look into the template and wording to approve for updated constitution.
- **H&S** – all risk assessments in hand with Ben

Next meeting: 5th July 2022, 8pm, KS2

Actions from June 16th	Owner	Due date	Status
Ask Olly to invoice us £100	Dirk	ASAP	
Process refunds for circus	Dirk	ASAP	
Investigate icelolly options with Morrisons	Haley	ASAP	
Submit request for TENS	Dirk	ASAP	
Actions from Previous meetings	Owner	Due date	Status
Organise trustee meeting to review constitution	Trustees	ASAP	
Review constitution document	Trustees	By trustee meeting	Outstanding
Drop box storage increase costs	Dirk/Louise	8th March	Louise to purchase
Investigate options for debit/credit card from HSBC	Haley	8th March	ongoing
Website – ownership and payment from Ben G	Haley	7th Feb	outstanding
Future initiative - start a conversation with Ben at Fiveways football re set up of café/toilets	Dirk	7th Feb	outstanding