



Friends at Balfour

AGM

11th October 2022

AGENDA

- Welcome & Introduction
- Approval of minutes of last meeting
- Who are FAB?
- Recruitment
- Chairman's Report
- Treasurer's Report
- FAB Committee membership
 - Appointments, re-elections
- Looking Forward
- 100 Club Draw & AOB





Welcome and Introduction

Approval of minutes of the last meeting



Who are FAB?

- Everyone with a child at Balfour is a member of FAB.
- However, there is a committee and a fantastic group of Leads. They make stuff happen.
- 'We' are no different from any other parent at the school. And we are not perfect... but we are enthusiastic and committed to FAB's mission.



Who are FAB?

Louise

Secretary
Trustee

Haley

Treasurer
Trustee

Beth

Bar & Xmas Fair
Trustee

Ben

Premises Manager
Trustee

Dirk

Chair
Trustee



Who are FAB?

Food Team

Emma, Hadj, Fiona,
Chris, Alison, Banafsheh

Quiz Team

Daryl, Kelly,
Dirk

Swimming

Jaimme, Louise

Raffle

Julie, Sasha, Heidi

Xmas Cards

Sally

Tea Towels

Sally

Circus

Fiona



There are lots of people who help out for different things at different times.

They **all** bring energy and ideas.

Thank You



What does FAB do?

Friends at Balfour is a Parent Teacher Association that raises money to enhance the educational experience for pupils at Balfour Primary School



What does FAB do?

- Playground equipment
- School Projects and Initiatives
eg. Science Week
- School Trips
- Ice Lollies
- Christmas Crackers
- OPAL
- New library



What does FAB do?



Events,
Fundraising...
and ice cream





Join Us!

Friends at Balfour



Who are



and what do we do?

We are made up of normal parents, just like you, who've decided to volunteer some of our time to support FAB.

Our mission is to enhance the educational experience for the pupils at Balfour Primary School

We do this through organising fundraising events and activities.

To do this

We Need You



Can You Help?

The short answer is **YES!** Without parent support and volunteers from across our community we wouldn't be able to do what we do and hold so many wonderful events.

How Can You Help?

There are lots of roles available either in the main committee or the various sub-committees at FAB. Depending on the role you can apply some of your day-job skills or learn some new ones.

Worried about letting someone down?

This is the most common worry that many have so we are breaking down a lot of the roles into smaller set responsibilities. You can do as little or as much as you like - you aren't signing your life away!

Events

Putting on events is where we need people most. Maybe you can be in charge of the tent team? Or games team? Or maybe just volunteer an hour or two. Everything helps.





Treasurer

Role

Manages the day-to-day finances
Keeps a detailed and accurate record of FAB's financial activity
Reports on the finances at meetings and prepares financial report at AGM
Arranges floats for events
Banks the takings from events and fundraisers
Implements procedures for making payments and claiming expenses

Would suit someone

Confident with numbers, money and budgets.
Methodical.



Vice Chair

Role

Supports the chair in their role and takes over in their absence.

Works closely with the chair in their work, including running meetings, encouraging volunteer participation and generally being a champion for FAB and to encourage engagement and participation from the wider school community.

Would suit someone

Enthusiastic, organised, diplomatic and fair.



Website

Role

Responsible for keeping website up to date.
Integrate visuals and information from Marketing (although there is scope to combine marketing and website roles).

Responsible for coordinating website and social media output.

Is involved with providing information to the school comms team for broadcast on Weduc.

Would suit someone

Comfortable with computers and social media.
Will consider enthusiastic learners.

Marketing

Role

Responsible for providing copy and images for promotion of FAB and FAB events.

Generate content for Weduc, social media and website.

There is scope for this role to be combined with the Website role.

Would suit someone

With some experience with marketing, social media, creating copy or promotion via visual means.

Volunteer Coordinator

Role

Responsible for setting up and managing the online sign up sheets for each event.
Working with Event Leads to provide sign up summaries.

Promote sign ups and request messages on Weduc.

Creating volunteer lists prior to events and coordinates volunteers on the day.

Involved in all events.

Can be shared with another person for cover.

Would suit someone

Enthusiastic, outgoing and organised.

WhatsApp Coordinator

Role

Responsible for enlisting class reps to distribute FAB material and communications via class WhatsApp group.

post Filled!

Would suit someone

Outgoing, energetic and organised.



Food Team Members

Role

Responsible for preparing food for the main FAB events along with the other food team members. Provide input into menu choices and the logistics of making it happen.

Looking to recruit 2 or 3 new members to add to the existing team to provide cover and reduce workload.

Would suit people

In the food or hospitality industry or a confident cook.

Activity Leaders

Role

Responsible for managing single activities only. Examples range from activities such as the Games or the craft stalls at the Xmas or Summer Fairs.

This is the one of the simplest roles we are looking to fill and as such are looking for a few people and ideally can provide cover for each other.

Would suit people

Organised, outgoing and with occasional time on their hands.

Not sure?

Just come to one of our monthly committee meetings held at the school and join in the conversation. There is no obligation or commitment to do any more than that. It's an opportunity to meet people and make new friends and there is a plentiful supply of **wine** from the FAB cellars!

If you feel like you would like to help but are not sure how then do just come along. You might find you can contribute more than you first thought.

Contact Us

<http://friendsatbalfour.org>

info@friendsatbalfour.org

[FriendsAtBalfour](#)



[@FABatBalfour](#)





Chair Report 2021/2022

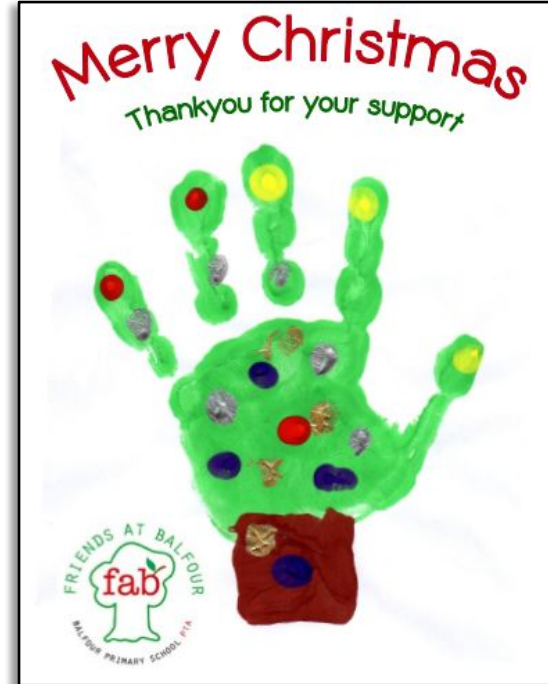
Quiz nights

- We run two quiz nights per year
 - Autumn & Spring terms
- They are the only events that we run that are kid-free and so involve a lot of Booze, Fun and Fish & Chips
- The quizzes typically raise approx. £1000



Christmas Cards

- Christmas Cards, gift tags, mugs, wrapping paper, etc
- Raised £1913 this year



Christmas Fair

- Newly reformatted to KS1 & KS2 sites
- Big success and new format to continue.
- Raised £4406 in 2019/20
- Raised £5822 last year
- NEEDS VOLUNTEERS



Pizza Making Kits

- Fatto A Mano
- Massive hit, sold out within minutes
- Raised £918



Easter Egg Hunt

- Chocolate Fuelled Carnage!
- Back again after lockdown
- Raised £1024



Celebration Day

- Organised as a joint event* with the school to celebrate the planting of new trees.
- Timed to coincide with children's art exhibition for the Open Houses
- Went very well and was a good example of joint school/FAB event.
- Raised £327



Happy's Circus

- Massive success in 2021
- Cancelled in 2022 at last minute as a result of losing 3 drivers due to family emergency
- Refunds were hugely problematic.
- **Will return** in Summer 2023
- Lost £834
- Raised £1873 in 2021...



Tea Towels

- Year group Tea Towels with each child and teachers portraits
- Raised £509 this year



Summer Fair

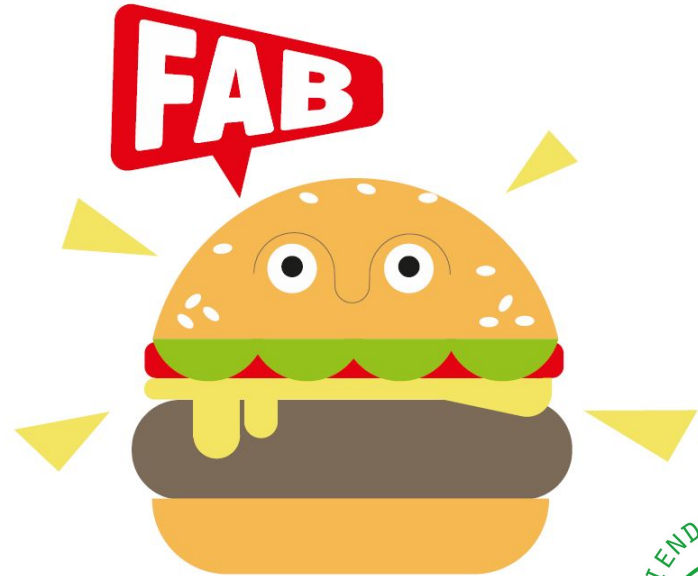
- Traditional highlight of the FAB calendar.
- A great afternoon of fun and games as long as the weather is kind!
- Cancelled in 2020 & 2021 due to COVID
- **GREAT** to see the school come together in 'season finale'
- Balfour's Got Talent - another school/FAB collaboration
- Raised £5982



Other events included

- Scavenger Hunt
- Christmas Book
- Halloween Treasure Hunt
- Storyboard Walk
- Donut Sale

- Raised £1345



FAB Swimming – Balfour Swimming Club

- The swimming school runs lessons throughout the school year at the Surrenden Pool on
 - Thursdays after school and
 - Saturday mornings
- Intensive Summer Courses
- Lost £1305 last year
- Drag from lockdown



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: 1st Prize = 25%, 2nd prize = 15%, 3rd prize = 10%
- Raised £1743 this year



Poverty Proofing

- for FAB it means making sure that all families can access our fundraising and events.
- Free or discounted tickets and items
- Reviewed for every event and agreed by the committee
- Distribution handled by the school so anonymity maintained.

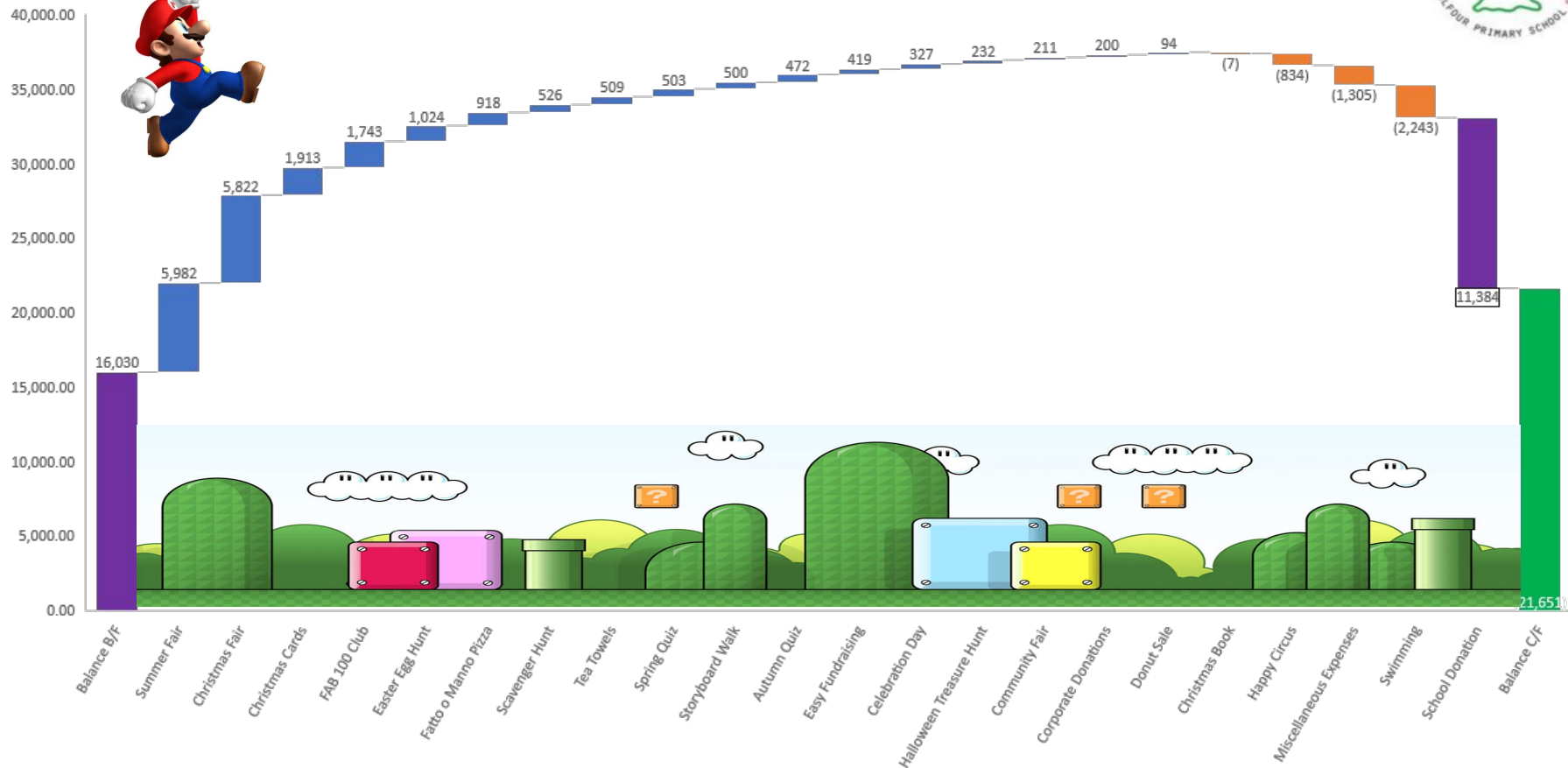


Treasurers Report

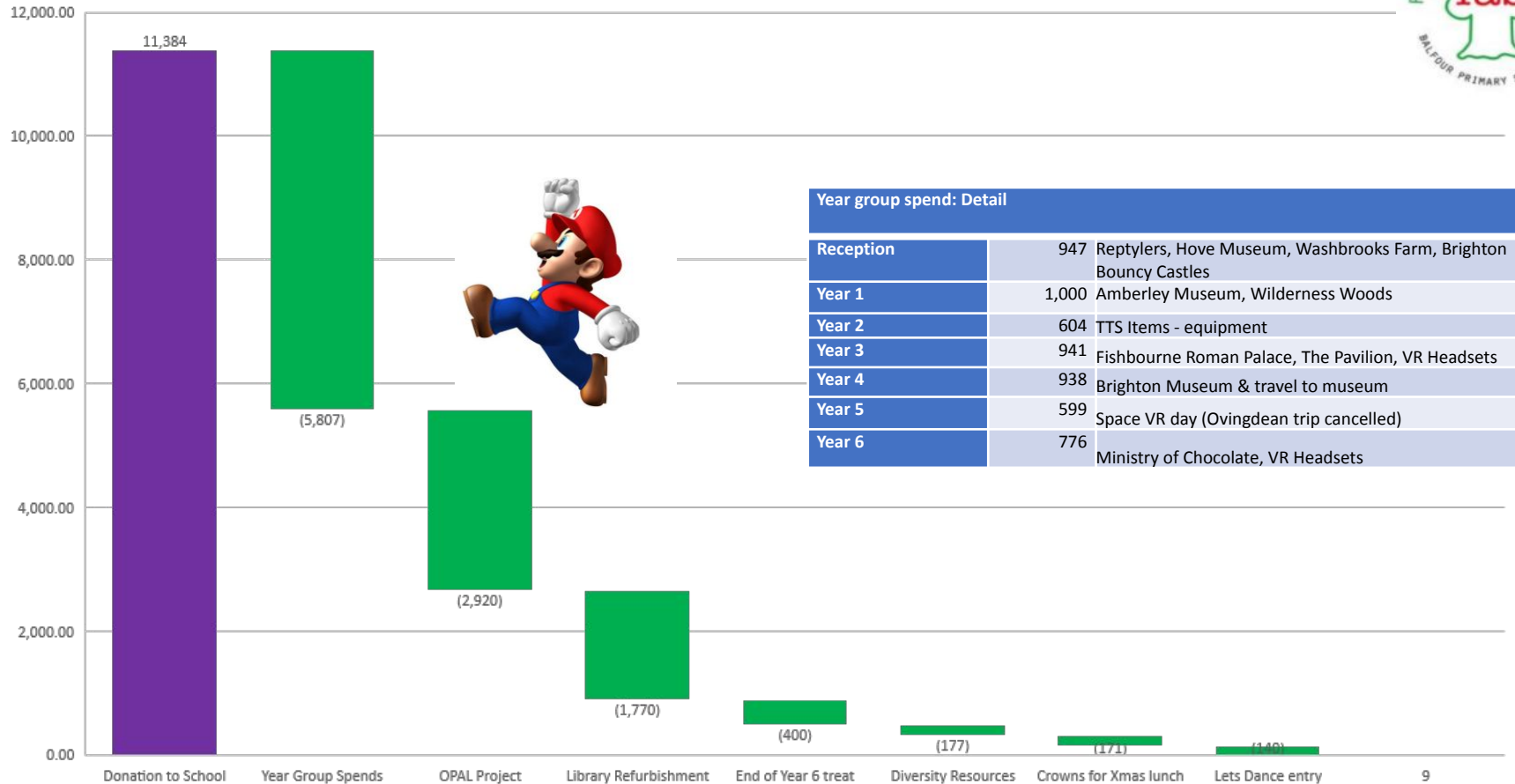
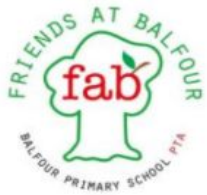
FAB 2021/22



Fundraising 2021/22



School Donation 2021/22



| Requests for 2022/23 | Value £ |
|--|--------------------|
| KS2 Trail (already approved – carried forward) | 8,680 |
| Nature Club/Gardening (already approved – carried forward) | 350 |
| Total of commitments already approved | 9,030 |
| Year Group spends | 7,000 |
| Subject area spends | 1,500 |
| Xmas Lunch Crowns | 200 |
| Just Dance entry | 150 |
| Ice Lollies for Sports Day | 100 |
| Year 6 leavers treat | 500 |
| Year 2 Transition treat | 200 |
| Total of usual commitments yet to approve | 9,700 |



| Available funds for 2022/23 | Value £ |
|---|---------------|
| Total funds carried into 2022/23 | 26,651 |
| Less: £5,000 buffer | (5,000) |
| Less: 2022/23 projects already approved and committed | (9,030) |
| Available for 2022/23 | 12,621 |
| Less: Assumed usual commitments yet to approve | (9,700) |
| Available after 2022/23 usual commitments | 2,921 |



Committee Elections

Committee Members

- Re-election of
 - Chair – Dirk Fairclough
 - Secretary – Louise Poole
 - Treasurer – Haley Woolard



Appointments

- To board of trustees
 - Dirk Fairclough
 - Beth Warner



Looking Forward to 2022/2023

- New Treasurer needed
- New recruits welcome
- New ideas welcome
- **Only you can make this work!**



In summary...



AOB

