

## **April Meeting Minutes**

**Date:** 26 April 2023, 5pm  
**Location:** Brindishe Green  
**Attendees:** Dana & Charlie (co-Chairs), Katie Matthews (Headteacher), Lauren Campbell (Deputy Headteacher), Rachel Supple (Y6 Teacher) and committee members (Natasha, Sam, Lu, Kasia, Alex, Clementine)

### **1. General Update & Succession Planning**

Dana introduced the meeting and thanked everyone for attending. She summarised the achievements of the BFG since it began including very supportive relationships developed with local businesses and the community. Lu noted that BFG activities helped keep the community together during the pandemic.

As Dana and Charlie's children will leave Brindishe Green in July, they would like to begin to handover responsibilities to a new Chair / Chairs over the next few months. A new Chair has not yet been identified, although discussions are taking place.

Dana advised a prospective Chair not to feel daunted by the role and highlighted the support of the committee, and that this support network has increased (while noting that the Chair needs flexibility to pick up on occasions when volunteers drop out).

Dana confirmed a Chair is required as part of the BFG constitution and if a new Chair isn't found the group would have to make a final payment to the school of remaining funds.

Katie stated that it would be devastating for the school to lose the BFG, particularly in the current funding climate. The group agreed that this would be a disaster, particularly after the work done by the current team.

The group discussed promoting the Chair vacancy, including creating an annual timetable and writing guides for managing events so prospective Chairs could understand the scope of the role, sending out a dedicated Weduc message. Dana proposed that she and Charlie write a letter directly and that new reception parents could be contacted.

### **2. Accounts Update**

Natasha presented the accounts and Dana thanked her for taking on the accounts in a short space of time.

- The Christmas fair raised £1021.88.
- The March Bake Sale and Guess the Eggs competition raised £226.70.
- There is currently £2,215.31 cash held (Natasha to resolve discrepancy of £5.22).

The group noted that the BFG is not currently required to register with the Charity Commission as annual income is under £5,000. Noted this would need to be reviewed if income increased significantly. [Following the meeting Sam and Natasha clarified that this is a limit for annual income rather than cash held.]

### **3. Summer Fair**

The Summer Fair will take place after school on Friday 16 June, 3:30 – 5pm. Dana noted that this was earlier than previous years to avoid the busy end of term time.

Katie updated that there are two licensees in the team, which should allow alcohol sales.

It was agreed that each year group lead a stall with children running the stall supported by parents and teaching staff. Suggestions for stalls included arts and crafts, tombola, cake stand, biscuit decorating, games (hook a duck, wet sponge throwing).

A Summer Fair meeting was scheduled to take place on 22 May at 5pm (at school).

### **4. Donations / Funds**

The BFG has agreed to make the following donations to the school:

- £1000 has been provided to purchase books focussing on diversity / inclusion / representation, which the school identified as a gap in current provision
- Funds proposed for 2/3 beanbags in the reading room.
- Up to £500 proposed for materials linked to Coronation activities – following discussion with the school it was agreed this would be used for decorations and competition prizes. Katie noted this was likely to be under £500.

In discussion about how the BFG could meet the school's need for support with general activities it was noted that the school is struggling with a lack of basic consumables (eg glue sticks). Clementine suggested that the school could provide a list of materials teachers need and BFG could coordinate donations (similar to give a garment donations).

### **5. Big Half Charity spots**

20 spots have been confirmed for the Big Half, which will be advertised when the portal opens. Hayley will lead this activity again and as per previous years there will be a £20 cost (£10 to BFG and £10 to cover the entry fee).

Dana noted that due to previous issues receiving payments, participants will be asked to send a receipt confirming they have paid £10 before we register them on the portal.

### **6. Easy Fundraising**

Sam introduced EasyFundraising, which allows the BFG to raise funds through online purchases from major retailers who donate a percentage of online sales when purchases are made via a referral link. Parents, friends and staff can use to raise money for the school at no cost (the school can also use when making purchases online).

Link: <https://www.easyfundraising.org.uk/causes/brindishefriendsgroup/>

### **7. Year 6 Leavers activities**

Once again this year the BFG will purchase t-shirts and pens for Y6 leavers. The school has provided numbers but we are waiting for names and sizes.

Y6 students would like to sell lollies to raise funds for their leaving event. BFG to purchase lollies (which can be stored in school freezer) and support students to sell them after school.

Rachel noted that Y6 students were also keen to look at other ways to raise funds for their leaving event and would like to do a Bake Sale. The group agreed we would be happy to work with them on this. A date of Wednesday 24 May was proposed for the Bake Sale.

### **8. Food parcels**

There is currently £183.03 in the food parcels account (Paypal). The next food parcels will be provided for the summer holidays.

It was agreed that the BFG would continue to do Doughies Pizza nights this term (19 May and 14 July).

### **9. Any other business**

BFG will host a coffee afternoon for new reception parents on Wednesday 7 June at 4pm (on the day reception parents visit the school and collect book bags).

It was agreed that as in previous years, the BFG will provide 50% of funding for book bags for reception starters and include something in book bags welcoming families to the BFG.

It was noted that the PTA Events site is not useful if not using the ticketing functionality and we would use the School PTA page and social media to promote activity instead.

### **Actions:**

- Dana and Charlie to write a 'playbook' outlining the Chair's responsibilities and guides for managing activities to support recruitment.
- BFG to provide messaging for the school to share Chair callout via Weduc.
- Katie to confirm licensees for alcohol sales at Summer Fair.
- Dana to investigate purchasing Pimms through Drink at Bobs
- Sam to produce promotional materials for 22 May Summer Fair meeting.
- Katie to provide updated costs for Coronation activities.
- Charlie to order BFG stamps to stamp books donated.
- Katie to canvas staff and provide a list of top ten requests for materials they need.
- BFG to identify a week to run donations of materials.
- Sam to create promotional materials for donations week.
- Sam to provide information about EasyFundraising for promotion.
- Rachel to provide names and sizes for Y6 Leavers t-shirts.
- School to arrange proofreading of Y6 Leavers t-shirts before production.
- BFG to confirm 24 May Bake Sale date.
- Dana to confirm 19 May and 14 July pizza nights with Doughies.
- BFG to create a list of forthcoming events, Sam to create promotional materials.
- BFG to provide updated content for PTA page on school website.
- Sam to meet with school to review BFG social media activity.

## Cash reconciliation April 2023

<b>Opening Cash Position 11th November 2022</b>	<b>2,161.61</b>
<b>Barclays transactions</b>	
<b>Incomings</b>	
<i>Christmas fair proceeds</i>	1,383.30
<i>Guess the eggs plus March bake sale proceeds</i>	264.20
	<u>1,647.50</u>
<b>Outgoings</b>	
<i>Christmas fair expenses</i>	-361.42
<i>Panto popcorn</i>	-150.00 *
<i>Guess the eggs expenses</i>	-37.50
<i>Leaving flowers for Christine and Angela</i>	-50.00
<i>BFG Donation: Books (April 2023)</i>	-1,000.00
<b>Closing Cash Position 6th March 2022</b>	<b>2,210.19</b>
<b>Summary of where money is held</b>	
BFG Barclays Bank Account Balance (26th April 2023)	2,165.03
Petty Cash	50.28
<b>Total Funds</b>	<b>2,215.31</b>

*\*Panto popcorn to be reimbursed by donation from Bryan & Keegan*