**BSA AGM meeting 14.10.2020 20:15- 21:15**

**Meeting held via Zoom**

**Attendees:**

**Tony Street- Chair,**

**Jessie Palmer- Treasurer,**

**Christina Joyce- Secretary**

**Committee members: Laura Evans, Susannah Brindle, Jess Mattin, Meg Stevens, Sophie Cook, Gill Dinwiddie.**

**Apologies received from Liz Mann (amongst others)**

The committee and roles

Roles as documented above nominated, seconded, agreed and established unanimously. Thank you to Tony, Jess and Christina for taking on a specific role (Note Christina and Jess P have swapped roles following last meeting: handover in process). We do need more members than those with specific roles to run as a committee. We are fortunate to have a variety of committee members, as well as additional volunteers who are happy to help with the organisation of and running of events.

Should we have a constitution?

It would be useful to have a constitution. It would be useful in outlining procedures for running of the BSA. There don't appear to be any negatives to having a constitution. There is a draft on Parentkind which we can lift and adapt to our needs as required. Yes, lets have a constitution put forward by Tony. All agreed.

Should we go for charitable status?

All agreed that at present we are not making enough money to warrant applying for charitable status.

Treasurers report

Current balance £2107.11.

£300 has recently been passed to the school for Christmas decorations and crafts. We are also aware of donations to the school having been made from alternative sources (of both craft materials for Christmas decs and decorations themselves). School to make it clear what this is to be used for, specifically. We need to make it clear to the school that this includes the £100 for art materials which they requested in the summer for art materials for use by the whole school, but which was never donated at the time. Perhaps we need to request invoices/receipts from the school so that we know what the money is being spent on and as a papertrail that this is justified?

Christina noted that while the bank balance may look healthy, there are a variety of ongoing cost commitment/ direct debits which will soon eat into this and we do need to be careful of what goes out in relation to incoming costs.

Christmas 2020

Christmas crafts as detailed above: Donation made to school, but specific justification still to be received.

National Elf Visits: agreed to fund for whole school, including the books at approx £1.50 per child. It is assumed that this is a replacement for the usual Father Christmas.

Bawdsey School wish list

What do the BSA funds get used for? What do we need money for? The school have provided a wish list (as emailed round by Tony 14.10.2020).

**Itemised costings/ breakdown** of anticipated costs would be useful. We also need to ask the school to make clear what their **priorities** are, as some items are very expensive (e.g. tablets: what for and how many? e.g. tuned percussion instruments: what for and how many? These can be very expensive (most amature orchestras hire in a glockenspiel when they need it, rather than own one)). There was also some discussion as to the value of reading eggs at school. Parent experience is that the younger classes could also do with more books.

School to provide adequate justification of their requirements, together with itemised costings of what they need and a priority order in order that their wishes can be considered further.

Opportunities for raising money during current pandemic

**Christmas Crafts/ Decorations-** is it possible that the costs for the donations for craft materials (as above) could be recovered by selling the Christmas crafts back to the parents?

**Film night-** Jess M has researched. Licence £73.32 for a year, inc VAT. Can't charge for the film, but we could charge for popcorn and drinks to make money. Parentkind currently have an offer. Could be profitable. Tony to email Katie Butler to ask for school support to run this and to sell popcorn (No Nuts) and drinks in order to make money.

**Non-uniform-** need a reason (e.g. to raise money for a school trip/ theatre visit etc). Tony to discuss with Katie Butler.

**Parent Lotto-** For each £1, 40% goes to PTA, while 36% goes into a prize pot. Discussed idea and agreed probably not worth considering further.

Concept of Easyfundraising and other online shopping donations services discussed. Mixed reviews as to how much benefit can be achieved from this. Worth investigating and alerting parents to the opportunity?

Suggestions box

How can the parents feel more connected to the School Governors? There was some discussion around a suggestions box, which could be placed in the entrance to the school. Parents could therefore (anonymously, if desired) provide ideas/comments/ suggestions directly to the governors for consideration at their meetings. All agreed this is a good idea.