

FAB Minutes AGM – 2nd September 2024

Welcome, Intro, Apologies

- **Attending:** Susan MacKinnon (Chair), Caroline Herring (Treasurer), Iain Livingstone (Head Teacher), Linda Cranston (Resource Manager)
- Jackie Ormsby, Eve Murray, Moira Martin, Lauren Murphy, Amy Morrison, Alexis Everett, Caroline Burke
- **Apologies:** Josie Carnie (Secretary), Amy Torrie, Ersa Borsis, Gayle Paris
- **Welcome:** Susan welcomes all to the meeting.

FAB AGM

- **Previous minutes:** Minutes for the AGM on 28 August 2023 approved by Eve Murray and Jackie Ormsby
- **Auditor sign off 2022-23 Accounts:** These were signed off in August 2023. Accounts for 2023-24 are in progress.
- **Chair Report:** SM ran through the Chair report covering Office Bearers, Committee Members, Lotto, Raffles, Easy Fundraising, Supporting Events, In-person events, Pupil/Teacher representation at committee meetings, Pre-loved uniform recycling service, Event Summary, Other Income, Funded Projects and Reflections.
- **Head Teacher's Comments:** IL welcomed existing and new members to the meeting and thanked Susan as the ongoing Chairperson and Caroline and Josie as they leave their Treasurer and Secretary roles this year. Partnership is crucial, the impact of the financial support and practical help at events and recognising achievements are invaluable to the school. The education for pupils when presenting requests for funding helps pupils build confidence and self-esteem to benefit the whole school community.
- **Treasurer Report:** Bank balance on 31st July 2023 of £4,323.89, Less Expenditure of £9,926.71 and Income of £9,039.98 leaves a balance on 31st July 2024 of £3,437.16.
Action: Independent Auditor Laura Arbuckle appointed to audit the 2023-24 Accounts, to complete by end September 2024.
- **Constitution:** SM confirmed the next review due in August 2025, it only requires to be reviewed every 3 years and this was last reviewed at the AGM in 2022.
- **Election of Office Bearers:**
 - Caroline Herring as Treasurer and Josie Carnie as Secretary have resigned as planned.
 - Moira Martin as Secretary – Eve Murray proposed/Jackie Ormsby approved.
 - Linda Cranston as interim Treasurer – Eve Murray proposed/Jackie Ormsby approved.
 - Susan MacKinnon as Chairperson – Eve Murray proposed/Jackie Ormsby approved.

CURRENT BUSINESS

Review of previous minutes:

- **Action:** LC to check she has full bank access.
- Minutes for the previous meeting 5th June 2024 approved by Jackie Ormsby and Moira Martin.
- **Treasurer Report:** Balance was £2,536.39 increasing to £4,312.23 at 18/8/24, which gives a comfortable level of funds to be able to support Pupil bids as well as funds for purchasing stock for the first few events. Expenditure was £1,791.52 mainly for school donations and float withdrawal for Summer Shows. Income of £3,567.36, significant items of income include the monies raised from the Summer Shows and Yearly Lotto Member payments.

Lotto Update

- Quarterly returns to the licensing board required. Q1 and Q2 complete. Q3 pending after the end of September. **Action:** CH/LC by the end of October. Also confirm if submitting electronically?
- 3 draws held – paid out £59 in June, £60 in July, and £55 in August 2024.
- Currently 60 members from September with 8 cancelled and 8 new members joining.
- Membership forms distributed to 3 new committee members.

Renewals

- Annual Connect Insurance renewal - paid.
- Small Society Lottery License renewed - £20 paid May 2023

Head Teacher's Update

- There is a drive in school to increase the wearing of blazers. Approximately 98% of junior pupils in S1 are wearing blazers, reducing to approximately 67% in S3 and to around 40% by senior pupils. Therefore, recycling of blazers is important.

Treasurer Role Handover

- Action: CH to handover role to LC, date for handover to be arranged.

Uniform Recycling

- Rail has been replenished regularly during the summer holidays.
- Since February 2024 there have been 42 uniform related requests which have been captured on the FAB waiting list. The requests are predominantly for blazers. 25 have been fulfilled, 8 have ended up self-sourcing, 5 remain open and 4 didn't reply so have been closed.
- High demand at the end of the summer term and at the start of the new Autumn term.
- Large volume of donations which has been continuous throughout the session.
- £379 in donations for 2023-2024.

Parental Ideas Survey

- Ideas discussed: Psychic night or bingo for parents and games for kids to include the whole family as not always easy to get sitters to allow parents to go out. **Action:** SM to add to agenda for next meeting.
- **Action:** SM to put out a survey for ideas to the wider parent body.

Present Plan for FAB events

- Includes:
 - Big Fit Walk (6 September)
 - S1 Disco (10 October)
 - BYT Junior Show (31 October: IL to check and let SM know if FAB Refreshments needed)
 - Xmas Raffle (SM has started to contact local businesses to donate prizes)
 - Wee Sleep Out (15 November, FAB to donate Hot Chocolate/Sweets)
 - BYT Senior Show (28 November, FAB to serve refreshments)
 - Xmas Concert (4 December, FAB to serve refreshments and home baking possibly)
 - Dance Showcase (27 February 2025)
 - Easter Raffle
 - S1 Pastoral Evening (29 May)
 - Adult Quiz Night (date to be confirmed)
 - Summer Raffle
 - Summer Shows (June)
 - Sports Day (ask Tesco Community Champion to donate bottles of water again).
- Lotto forms and promotion of FAB to be included at the P7 Curriculum Evening on 16 September.
- **Action:** all to think about other Fund-Raising ideas for the next FAB meeting in September.

Plan for S1 Disco 10 October

- DJ booked, £200 required from funds.
- Glow sticks were 20p each or 6 for £1 last year.
- Stocktake required. **Action:** SM/MM to arrange stock take and restock as required.

Plan for Xmas Raffle

- SM has started to contact local businesses from the list who are often willing to donate prizes.
- **Action:** SM to circulate the list to all committee members to review and let her know if any additional businesses they know and can speak to directly about donating a prize.
- FAB will make up the usual Christmas Hamper(s).
- Plan to sell tickets by IPay plus will sell at the Xmas Concert (cash and card sales).

Your School Lottery

- Ersa provided some details to share with the meeting - £1 per week stake with a cash prize of £25K per month and other prizes.
- **Action:** EB to find out more information to share at the next meeting in September.

AOB

- **Action:** EM to chase up Ineos grant for next meeting.
- **Action:** IL to follow up with Emma Muir (formerly Shanks) to see how she is progressing with the application to Tesco for funding for enhancements to the Family Learning Space.

Date of next meeting

- Next meeting is planned for Monday 23 September at 6.30pm.