

## **FAB Minutes AGM – 28 August 2023**

### **Welcome, Intro, Apologies**

- **Attending:** Susan MacKinnon (Chair), Caroline Herring (Treasurer), Josie Carnie (Secretary), Iain Livingstone (Head Teacher), Linda Cranston (Resource Manager)  
Jackie Ormsby, Amanda Anderson, Eve Murray, Moira Martin, Lauren Murphy, Ersä Borsis, Gayle Paris
- **Apologies:** Allison Ellis
- **Welcome:** Susan welcomes all to the meeting.

### **FAB AGM**

- **Previous minutes:** Minutes for the AGM on 31 August 2022 approved by Caroline Herring and Jackie Ormsby
- **Auditor sign off 2021-22 Accounts:** These were signed off in September 2022. Accounts for 2022-23 are in progress.
- **Chair Report:** SM ran through the Chair report covering Office Bearers, Lotto, Raffles, Easy Fundraising, In-person events, Pupil/Teacher representation at committee meetings, Pre-loved Uniform Recycling, Event Summary, Income, Payout and Funded Projects, Reflections.
- **Head Teacher's Comments:** Agree with what SM said re the importance and impact of in person events during this last year. Following Covid this has been crucial for the well-being of pupils. Number of activities have been supported by FAB which have helped pupils build confidence, self-esteem and overcome hurdles, as well as benefitting the whole school community. Thank you to SM, Josie, Caroline & committee as a whole.
- **Treasurer Report:** Significantly increased balance from last year from £1,528.38 at 31 July 2022 to £4,323.89 at 31 July 2023.  
Appointed Laura Arbuckle to audit the 2022-23 Accounts and aiming to complete by end September.
- **Constitution:** SM confirmed only needs to be reviewed every 3 years and this was reviewed at the AGM in 2022.
- **Election of Office Bearers:**
  - Caroline Herring as Treasurer – Susan MacKinnon proposed/Jackie Ormsby approved.
  - Josie Carnie as Secretary – Caroline Herring proposed/Amanda Anderson approved.
  - Susan MacKinnon as Chair – Caroline Herring proposed/Amanda Anderson approved.
  - Noted that Josie Carnie will stand down as Secretary at the end of 2023-24, having been involved with FAB for 6 years and that Caroline Herring will stand down as Treasurer at the end of 2023-24 due to work commitments – agreed to discuss possible successors at a meeting towards the end of the 2023-24 session.

## **CURRENT BUSINESS**

- **Review of previous minutes:** Minutes for the previous meeting 22 May 2023 approved by Caroline Herring and Amanda Anderson
- **Treasurer Report:** Balance £3,186.93 at 19/5/23 increasing to £5,048.89 at 24/8/23, which gives a significant level of funds to be able to support Pupil bids as well as funds for purchasing stock for the first few events. Significant items of expenditure include the floats and stock for the Summer Shows. Significant items of income include the monies raised from the Quiz Night, Summer Show Takings and Yearly Lotto Member payments.
- **Action:** to scan all prior year hard copy accounts to the FAB Shared Drive (Susan & Caroline) – to be carried forward

### **Lotto Update**

- 3 draws held – paid out £50 in June, £50 in July, and £55 in August
- Currently 57 members with some memberships being cancelled and 11 new people joining.

### **Renewals**

- Connect Insurance - Annual amount £168 paid.
  - Small Society Lottery License renewed - £20 paid May 2023 – Quarterly return to be submitted.
- Action** SM to who to follow up with to check they have been receiving the quarterly returns.

### **Uniform Update**

- Rail has been replenished weekly during summer holidays. Frequent turnover on blazers.
- 17 blazers were paired with parents on the waiting list.
- High demand at the end of the summer term and at the start of the new Autumn term.
- Volume of donations significant.
- £399 in donations.

### **Present Plan for FAB events**

- Includes – S1 Disco (Date 5 October confirmed), BYT Senior Show/ Junior Show (IL to check and let SM know if FAB Refreshments needed), Xmas Raffle (SM already has 23 prizes lined up from local businesses), Quiz Night (Date to be decided), Wee Sleep Out (FAB to donate Hot Chocolate/Sweets), Xmas Concert, Dance Show (to promote better at the Primary Schools as main participants are P7 pupils), Easter Raffle, S1 Pastoral Evening, Summer Raffle, Summer Shows (18-20 June), Sports Day (ask Tesco Community Champion to donate bottles water again), BGE (IL to check and let SM know if FAB Refreshments needed)
- **Action:** all to think about other Fund-Raising ideas for the next FAB meeting in September

### **S1 Disco 5 October**

- SM to confirm how many FAB members needed to help at it.
- Stock levels are currently good and SM will top up with what sold well last year.
- Glow sticks purchased – will sell 20p each or 6 for £1.
- DJ booked.

- IL confirmed the school will sort out tickets – will be free of charge. Staff/Senior Pupils will supervise.
- **Action:** Consider if FAB will provide a Photo Board/Props

#### **Xmas Raffle**

- SM has collated a list over the last 2 years of local businesses 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 about donating a prize.
- FAB will make up usual Christmas Hamper
- Plan to sell tickets by IPay plus will sell at the Xmas Concert (cash and card sales)

#### **AOB**

- None

#### **Date of next meeting**

- Susan thanks all for attending the meeting.
- Next meeting is agreed to take place on Monday 25 September at 6.30pm.