

FAB Minutes – 31 August 2022

Welcome, Intro, Apologies

- **Attending:** Susan MacKinnon (Acting Chair), Caroline Herring (Treasurer), Josie Carnie (Secretary), Iain Livingstone (Head Teacher), Jemma Bennett, Eve Murray, Lauren Murphy, Jackie Ormsby, Gayle Paris and Alison Corbett
- **Apologies:** Linda Cranston (Resource Manager), Amanda Anderson
- **Welcome:** Susan welcomes all to the meeting, particularly new members, to this year's AGM.

Review previous AGM minutes/actions from previous meeting June 2021

- **Previous minutes:** Minutes of our previous AGM Meeting on 9 September 2021 approved by Caroline Herring and Iain Livingstone

Auditor sign off on 2020-21 Accounts

- This has been completed by Annmarie Waddell.

Chair Report

- Susan gave an overview of FAB to the new members and explained that she had taken over recently as Acting Chair following the retiral of the previous Chair.
- Susan noted that raffles have been FAB's main source of income over the past couple of years, with fundraising limited due to no face-to-face events in the school. However, we have recently started supporting some in-school events, such as the Pastoral Evening and the School Show, by providing refreshments or having a uniform recycling stall.
- Susan ran through the Chair Report for 2021-22 Key Highlights covered FAB Lotto, Raffles, Return to in-person events, Pupil/Teacher representation at committee meetings, Pre-loved Uniform recycling service, Main Sources of Income and Funded Projects.
- Susan thanked Iain and Linda for all their support, as well as office staff Carol Anne and Diane. She also thanked the other Office Bearers.

Headteacher's update

- Iain introduced himself and thanked Susan for the Chair Report and for her work as FAB Acting Chair over the past few months. He also welcomed members new and old to FAB.
- Iain noted that working with FAB has been one of the most enjoyable and fulfilling activities over the time he has been Head Teacher due to the positive ethos and it being at the heart of school activities, whether it be through fund raising activities or pupils joining FAB meetings to pitch for funds for school projects which allows them to be part of the decision making. Iain explained that FAB usually takes part in a number of the key school events whether in providing information/guidance or serving up refreshments.
- Iain praised Susan and the work done by the FAB team over the last year and gave thanks for all that has been done by FAB for the Braes High School community.
- Iain noted the valuable skills (planning, organisation, communication) pupils build up by coming to present to and request funds from FAB.
- Iain also noted that the Pre-Loved Uniform initiative is linked to the school ethos and helps support the ecological side.

Treasurer's report/Appoint Auditor of Accounts

- Caroline advised that the Treasurer's report for the full year (to 1.8.22) shows an opening balance £2,231.47 less Expenditure £7,952.97 plus Income £7,225.88 = closing balance £1,504.38.
- Expenditure mainly School donations for Pupil Bids and main source of income from Raffles and the Lotto.
- Caroline confirmed that all electronic versions of the accounts have been sent off to the auditor (Laura Arbuckle) and 2021/22 accounts will need to be audited and signed off before the 2023 AGM.

Constitution Review/Ratification/Approval

- Approved. No changes proposed.

Election of Office Bearers

The committee decide on who will take Office Bearer responsibility for this school year:

- Josie is happy to continue as Secretary. Jackie proposed Josie and this was seconded by Eve. Josie will be Secretary
- Caroline is happy to continue as Treasurer. Josie proposed Caroline and this was seconded by Eve. Caroline will be Treasurer
- Susan is happy to take on the position of Chair. Caroline proposed Susan and this was seconded by Jackie. Susan will be Chair.

Current Business

Lotto Update

- £47 paid out July and £34 paid out August – numbers dropped due to some members who had not renewed at that point but have now. Currently have 53 members.
- Lotto has been promoted on the usual social media feeds
- Iain to ask Carol Anne to circulate to staff to see if any of them wish to join
- Susan confirmed that potential members can join at any time during the year with either their annual payment/monthly standing order adjusted accordingly

Connect Insurance

- Annual Membership fee of £180 due in July has been paid.
- Includes a Liability Sheet that should be completed at each Fayre (including a Fire Exit Review)

Small Society Lottery License

- **Application** - The application has been submitted and the initial fee paid. Subject to a small annual renewal fee going forward. To be paid online.

Review of last committee meeting actions

- **Plants for Sensory Garden:** Susan has been progressing this with Susan Ferguson and plants from her father have been provided this week for planting.

Plan for S1 Disco

- Date for this is 6 October 7-9pm
- Iain confirmed this is intended as a Welcome Disco from FAB to the new pupils and historically there has been no charge for this.
- Decided tickets will remain free with a charge for refreshments (cans juice, Swizzles, Refreshers, Fudge Fingers etc plus cups for water). Tickets will be handed out via PSE Classes to help track numbers
- Alison to share details of DJ used for Wallacestone Primary Discos. Estimated cost £100, includes lights and prizes.
- Staff will be there to supervise pupils and will tick S1 pupils off from a list as they arrive.
- FAB set up at the back of the main hall – 5/6 FAB members to set up/sell refreshments/clear up
- Agreed it could be an opportunity for more pupils in the school to fund-raise
- Suggested could sell Football Cards to fund raise but decided to keep this for other events e.g. School Show

Present plan for FAB events

- Christmas Raffle is our biggest fundraiser.
- Plan to sell tickets online as last year plus will sell tickets in person at the Christmas concert. We will also serve refreshments at the Christmas concert.
- Susan to reach out to the businesses who contributed prizes last year and will also share the list to FAB members who may know other businesses we can ask
- To start advertising the raffle in the last week of October

Confirm which school events require FAB support

- Susan to pick up separately with Iain to agree which events FAB will support at

AOB

- Quiz – discussed holding one after Christmas
- Easter Raffle – will promote after February holiday
- Promote Easy Fundraising - Jackie to send on suggested wording to Susan
- Survey Monkey – discussed sending a survey out to parents in the school for fundraising ideas (Caroline to look into)

- **Date of next meeting**

Susan thanks all for attending the meeting.

Next meeting is agreed to take place on Monday 26 September at 6.30pm.