

**FAB Meeting 2 November 2020**  
**Zoom Meeting Online 18:30**

Minutes

Welcome, Introduction and Apologies

- **Attending:** Leah Curry (Chairperson), Josie Carnie (Secretary), Mollie Folkman (Treasurer), Iain Livingstone (Head Teacher), Linda Cranston (Resource Manager), Susan MacKinnon, Julie Wilkinson, Anna Duncan, Amanda Anderson, Emma Taylor, Alison Mitchell.
- **Apologies:** Heather McManus, Carolyn Lowe
- **Welcome:** Leah welcomes all to the meeting.

Review of previous minutes and actions

- **Online Banking:** Leah in progress of setting this up.
- **Scott's handover to Josie:** Delay in Scott handing over to Josie.
- **Uniform been handed over to Susan:** This has been handed over to Susan and is going well. Susan is checking stock every couple of weeks and will pass any donations to Leah/Mollie.

Emma Taylor (Visitor)

- Runs Onwards and Upwards Programme in the school – designed to support all young people at Braes High School and their families. Aim is to strengthen relationships between the School and Home, offering help and support as needed.
- Focusing on 2 actions currently – Raising Attainment and Reducing the Cost of the School Day.
- Emma informed FAB of the various teachers involved with each year group, including Best Foot Forward for S1 Pupils to help with the transition from Primary to Secondary.
- Raising Attainment includes the Braes Learning that was set up last year and this year Family Learning events are being set up (e.g. Videos for families to access giving help with particular subjects/topics).
- Reduce the Cost of the School Day – consulted pupils and families – 3 biggest costs found to be Uniform, Lunch and Trips - 60% said aware of help available (Food vouchers, Clothing Grants, Uniform Recycling). Free School Meals have been provided during the Summer and October holidays and this will continue through until the Easter holidays.
- During Lockdown had direct weekly calls with families needing help and made referrals, for example, to local Food banks and helped with grant applications.
- Plan to send out one document to families with all the relevant links.
- Winter Clothing Pop Up Shop planned for November – a catalogue of clothes available to be sent out.
- Braes Backpacks – Seniors (S6) run – in current year 35 Holiday Backpacks were provided which included masks, sanitiser, skipping rope, food voucher). For 2021 plan is to provide Backpacks (with school resources) for all S1s starting school.
- Requested support from FAB to send out communications to FAB Email Distribution List and on FAB Facebook page to raise awareness of the support available and how it can be accessed. Also to publicise the planned Online Learning events. Asked if FAB can apply for Grants to provide funding for the Programme. Lastly asked for funding to support the

Onwards and Upwards Programme e.g. to purchase Electronic Devices or help with items for the Backpacks. FAB agreed to donate £150.

#### Head Teachers Update

- With reference to Emma's update, Iain asked that we use the FAB Distribution email list to reach out to the school parent group re what help/support is available.
- One thing the school is keen to do is to maintain the positive ethos re caring and giving to the wider community.
- Winter Festival of Kindness is planned for this term – Rights Respecting School Pupil Group are presenting on this at the year group assemblies. This will include the Braes Pop Up Shop (Nov 23-27); supporting the local food bank Braes Store House which is an integral part of the wider Braes community (all donations to be in by 18 Dec, with Braes Store House visiting the school on 22 Dec); and to support the charity Social Bite, as unable to do the Wee Sleep, asking for donations of toys/books/toiletries/hot water bottles (deadline 11 Dec) which will be put under the school Christmas tree.
- FAB asked to support by sharing messages on these via the FAB Email Distribution List and the FAB Facebook page. Iain to send over comms to Leah to distribute.
- Thank you to Susan for her help to date with the Uniform Recycling.

#### Lotto Update

- The Lotto has been drawn for the months during Lockdown.
- All winners have been notified and cheques have been sent out – delays due to having to check with each winner if they gave consent to send a communication out saying that they had.
- Leah/Mollie to communicate out to all participants funds raised/winners for each draw
- Leah/Mollie still communicating with annual payers re their payments for this year.
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#### Treasurer's Report

- Mollie gave an update on payments in/out since the last meeting.
- Balance as at September 2020 £469.97.
- Payment made for Insurance £158 and received income from Uniform Recycling donations £17.50.
- Current balance and available funds as at November 2020 £329.17.
- Monies from Lotto Draws made for the period during Lockdown are not included in this balance.

Noted that only other expense due out this term will be to purchase baskets from the Christmas Hampers.

#### Fundraising

- Christmas Hampers
  - Leah asked for volunteers to help make up the Christmas hampers. Agreed Leah, Mollie and Josie will do this. Leah noted have a couple of gifts from last year's hampers – looking for donations of wine, chocolates, biscuits to be handed into school office.
  - Discussed ways of paying for raffle tickets and agreed that will ask parents to use the schools payment system (Linda to set up an option for Christmas Hamper Raffle and assign to all pupils) or cash in an envelope into the school office, with online payment being the preferred option. To ask people purchasing tickets to include their name,

mobile number and number of tickets being purchased - £2 for one ticket or three tickets for £5.

- FAB will confirm to all entrants the number of tickets purchased prior to the draw. Suggest Live Draw is posted on Facebook/Twitter page.
- For online payments, funds raised can be paid over to FAB once the draw has taken place.
- Leah to lase with Iain to agree comms for both the school and FAB to send out
- Connect Ideas
  - Susan gave an update on fundraising ideas which FAB could do in 2021 e.g. Online Bingo Night, Online Family Quiz, Christmas Cards (to consider for next year), Monthly Bake-off.
  - Agreed will explore these ideas at the December meeting.
  - Key to encourage attendance will be to publicise these events well in advance and have some good prizes on offer.
  - Noted that such events not only for making money but also bringing the community together.
  - Susan also mentioned that the other points discussed at the Connect session were risk assessments, licenses and cashless payments.
  - Amanda introduced herself as one of the new members of FAB and explained that she is also a local artist. Suggested making the Christmas Card idea for next year into a competition with the winner having their card printed and sold in the school. Also kindly offered to support FAB by donating some money from any sales she makes in her Craft Shop over the period up to Christmas.

#### AOB

- Nothing noted

#### Date of Next Meeting

- Leah thanks all for attending the meeting.
- Next meeting is agreed to take place on Monday 7 December 2020 at 18:30. Leah is to liaise with Iain regarding the set up of this meeting.