

FKBA Minutes

Date/Time: Wednesday 19th September 2018 6pm

Attending: Kelly Brace, Jo Page, Lucy Burkinshaw, Del Draper, Wendy Millsop, Tina Askew, Alice Turrell, Mandy Ralph, Emily Knowles

Apologies: Jess Board

Item	Topic and Notes
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1.	Welcome by Chair KB welcomed everyone to the meeting.
2.	Apologies As above.
3.	Recap <ul style="list-style-type: none">• Transition Disco – This event turned out to be very stressful!!! It was felt that there were too many students for the handful of helpers that we had and no staff on hand (with the exception of Charlotte who was amazing!!!) Next time we need to have a much larger staff presence including SLT.• Primary Picnic – A lovely end to a Summers afternoon with parents/carers/children and staff all enjoying the sunshine. The free ice lollies were well received, and we hope to do this again next summer.• Funding Requests – Star of the Week table cloths are now being used. The Rainbow Room now has its dining table and chairs.• Carnival – We need better forward planning for this event next year, potentially with discussion immediately after Christmas.
4.	Open Evening for Y7 Intake – Thursday 27th September We will need to be set up by 5pm. It was agreed that we would meet as near to 3.30pm as possible. We will serve from the coffee cart and have urns for both hot and cold water (ice from The Shed) We will make up jugs for both tea and coffee and have separate milk/sugar stations set away from the serving area. Juice for staff and ambassadors will be set up in the work rooms on each floor to ease pressure on us when serving. WM requested that we wear smart black/white dress. WM to order name badges. KB to request supplies from site including black table cloths.
5.	Bingo – Friday 12th October – Doors 6pm, Eyes down 6.30pm KB to arrange flyers to go out in bookbags next week and tickets to be printed to sell a.s.a.p. LB requested that instructions be printed and laminated for each table as there is always some confusion about games. We would also like to incorporate: <ul style="list-style-type: none">• Raffle (some items at the pavilion?)• Guess the sweets in a jar• Colouring table for the younger children (LB to liase with CF for sheets for WM) We will serve hot dogs/squash/tea/coffee inc in the ticket price. We will also offer a tuck shop for sweets/chocolate/crisps and cans of pop.

6.	<p>Halloween Disco – Thursday 1st November</p> <p>Optional fancy dress – prize for the best from each House? Mr Moody to give a House Point? WM to ask Will Eddy if he will do the Disco and include some games? We would like to use the limbo again. KB to check with Tim if we can use the theatre for the older discos so that we have time to decorate. KB to create posters and flyers – please can we state children may bring money so parents are aware. KB to email Ange to request staff attendance for their class.</p> <p>EYFS/Y1 3.15 – 3.45pm (£1 to include cup of squash and Haribo) Y2/3 4.00 – 5.00pm (£2 to include bottled soft drink/water) Y4/5/6 5.15 – 6.15pm (£2 to include bottled soft drink/water)</p>
7.	<p>AOB</p> <ul style="list-style-type: none"> • Recycling Bins – LB asked if we could have recycling bins in the playground. WM to investigate. • Benches – We would like to provide benches to be situated on the pathway into school. Currently there is no where for parents to sit whilst waiting to collect their children. WM to ask the question. • 1st Aid – Lucy and Jess’s certificates expire in November. Jo would also like to train. KB to email Yvonne Ellis to ask about training. • News Letter – The new academy newsletter will be called ‘What’s Your Calling’ and will be sent out 3 times a year (Dec/March/July) The FA will have ½ page to a page to let everyone know of our events/what we have been up to/money spent etc. KB to send JP the email address for IT so that they can put the minutes of our meetings and our input into the newsletter on the school website. • Flyer – Can we put a flyer together in time to give out at the Y7 intake evening? We could mention that we run the Y7 transition disco? • Picnic Benches – AT has acquired some picnic benches from Millbrook school. Do we have use for them? KB to ask Ange and Tim if we can use. • Christmas – A brief discussion took place about our Christmas event and what we would like to do. Ideas included a fayre, a disco with a visit to Santa and House raffle. More discussion is needed at our next meeting to confirm. • Giving Tree – AT suggested the idea of an all year-round giving tree. Families and staff at the academy can donate unwanted gifts which are then collected by the Salvation Army to be distributed to charities in need. WM to talk to Phil Henton about this idea. • Carol Concert – Thursday 6th December – Details TBA
10.	<p>Date, time and place of next meeting</p> <p style="text-align: center;">Wednesday 17th October 2018 6pm</p>
	<p style="text-align: center;">The meeting ended at 7.15pm</p>