

Minutes of BSA Meeting

Date and Time: Monday 21st September 2026

Venue: School hall and online via Zoom

Present: Richard and Jo Palmer, Lauren Rutherford, Lizzie Grainger, Kirsti Cousins, Heather Eggleton, and Jenna Gibson (minutes). *Online:* Mike Rufian.

1. Apologies: Gina Ramsey, Jenny Courtney, Cerys Benkjer, Caroline Gowing and Emily Rufian

2. Treasurer's Report

Lauren reported that the association's banking arrangements were still in the previous treasurer's name, with a planned follow-up with Sarah to progress the changeover. It was noted that there had been banking issues in the prior year and that transferring control can take time.

There are currently two accounts, with one holding funds. The current balance was reported as £5,406.45 with clarification still needed on whether this amount represented the total made during 2025–26.

Lauren is awaiting spreadsheets to confirm the position but there are no further expected payments.

3. Activities Report

Round the Island running race – 26/09/26

Caroline sent a message to say the event is in hand, with 17 runners covering 50 miles, starting at 07:30 from the Shide Christmas Tree car park and finishing at approximately 17:00 at the same location. Caroline will be in the school playground at pick-up on Friday, and a Zoom catch-up at 18:30 is planned for questions. £325 had been raised at the time of the meeting, with plans to promote the fundraising link throughout the day.

4. Funding requests

Review of school trip planner/requests

The BSA have requested an annual plan breakdown of trips by year group from the teachers as has been submitted in previous years to support the BSA in allocating finance support fairly across year groups.

Lizzie will action this as soon as possible.

Pantomime trip - Confirmation is needed over whether the deposit for this has been paid – it is thought that Rebecca may have already booked it. Lauren hopes that with access to spreadsheets, she can check this.

Butser Iron Age Farm trip - Total cost of the trip is expected to be around £1,000 for 22 children (approx. £45 per child). Following discussion, it was agreed the BSA would contribute £15 per child, reducing the cost to £30 per child.

Paultons Park - This is looking to cost £56 per child) with potentially 50 children (noted breakdown: 22 from Years 3–4 and 28 from Years 1–2).

It was suggested this trip be placed on hold pending a wider review of trips, (i.e. mapping across the year groups and academic year) and also taking into consideration how trips feed into the children's education within the classroom.

Other

A possible Years 5–6 trip to London's Imperial War Museum was also discussed, Mrs Sharp may not go ahead with this, it will depend on whether the current exhibitions are sufficiently child-friendly/appropriate.

There was also discussion about including Nest children in trip planning, with Rare Breeds suggested as potentially suitable (noted to have a HAF programme and therefore experience supporting visits). Alternately it was suggested that an engaging activity/experience could be bought instead to the children within the classroom.

5. Future Dates

Christmas Fair – 05/12/26

It was agreed that this year, the doughnut stall outside the front entrance would not be run, due to a view that it may have reduced tea and coffee sales in the hall. It was noted that a poster from last year could be updated and reused.

A need for volunteer organisation was highlighted, including assembling people for key roles/stalls and identifying a new "elf" (as Sarah had previously helped draw visitors in).

Jo will create a jobs list for the fair. There was discussion about how to collect volunteer sign-ups, including placing a list at the back gate and/or within the playground at pick-up times.

Mike highlighted the importance of having volunteers again, welcoming/directing visitors at the front door as many will not know the school layout. This again should be supported by

clear signage and a timetable of any scheduled events (e.g., the choir singing time in the hall) displayed at the entrance.

Secret Present Room – 17/12/26

Lauren has proposed to use pre-prepared boxes (approx. 27cm x 20cm x 10cm) to speed up the process, enabling children to select a present and place it directly in a box rather than requiring extensive wrapping. Lauren already has boxes left over from a previous work fundraiser and just a few more would potentially be needed.

Santa visit – 18/12/26

Michaela Plant has messaged to say a suitable Santa, (who also supports at other locations including Tapnall Farm) was available, pending confirmation. It was also discussed that schools could 'swap' Santa's to avoid identification by the children if need be.

Kirsti asked whether children's names from the Nest could be provided to Lauren, to choose suitable books as Santa gifts. This was agreed as Lauren is also a governor. Lauren also requested the number of pupils in each class/ year group to support purchasing. This will be provided to her.

Regarding the **pumpkin competition**, moving away from physical pumpkin carving this year and instead running a 'design a pumpkin' activity on paper (including collage), with children able to take designs home to create pumpkins if they wished.

AOB – None

Meeting Closed 7:47pm

Next Meeting - TBC