

Meeting Minutes (AGM)

Friday 13th October 2017 09.00am South Green Junior School

Attendees:	Apologies:
Caroline Frost (CF) - <i>Chairperson</i> Emma Collier (EC) - <i>Treasurer</i> Allison Hawtin (AH) - <i>Secretary</i> Liz Benjeddi (LB) Pamela Hubble (PH) Carrie Carter (CC) Tracy Croft (TC) Kelly Wyard (KW) Sara Lines (SL) Fay Lodge (FL) Dave Lodge (DL) Donna Picton (DP) Stephanie Ireland (SI)	Sharon Percival Fleur Warnock Katy McLaughlin Rebecca Wright

Summary of Discussion:

- Caroline Frost thanked everyone for coming and welcomed some new faces too.
- Emma Collier read through the Treasurer's Report emphasising what a successful fund raising year 1st October 2016 - 30th September 2017 was. The report showed Income and Expenses and a break down on how the schools' have used their grants.
Income highlights include:
 - Summer Fete £5678.71 profit (Note - Match Funding is added separately)
 - Adventure Island wristbands £2000 profit.
 - Fun Walk at Barleylands £1437.95 profit, this includes £554 matched from the Fun Walk Trust's bonus pot.
 - Infant Magic Night £594 & Junior Magic Night £351.84 profit, entertainment provided by Chris Frost. Infant Balloon Modelling Night £513.81 profit, entertainment provided by Mac Keep. A big thank you to these two talented parents; all nights were very well received by both schools.
 - Happy's Circus £650 profit (Note - some of this figure will appear in next year's account) This event wasn't as successful as hoped from a fund raising point of view but positive feedback was received from those that attended. Mrs Benjeddi and Mrs Ireland both said how a number of parents had thanked them as they were leaving the premises. If the event is repeated we would try to book a Friday evening and have the performance earlier, however to get a better availability of dates the circus will need to be booked approximately 2 years in advance!

- Smaller events such as cake sales, running of a Tuck Shop at the Junior Disco, Father's Day Breakfast and selling of Marsh Farm tickets also brought in substantial funds.
- The One Stop Shop in Grange Road donated £205 from their Easter raffle to the schools.

Gross Income was £28505.22

Emma Collier then spoke of the expenses the Friends have had this past year.

Expenses include:

- Unexpected outlay of £708.35 to pay for refuse skips/crates/racking to remedy the pest infestation found in the shed in early 2016. Going forward the shed is the Friends responsibility and all three of the executive committee have keys for it. Both schools contributed to replace the doors and windows.
Donna Picton expressed her thanks to those involved in the shed clean-up operation.
- Admin/stationery/T-shirts £243.51
- PTAUK and Gambling Licence £133 (These are essential)

Emma listed how the Infants and Juniors have made good use of the Friends fund raising initiatives and have purchased the following:

- **Infants:** Stage, Book collection, Book cases, Black-out roller blinds.
Total spend £6524.76
- **Juniors:** Subsidies for Barleylands, Crucial Crew, Hindu Temple, Indian Dance Workshop, Viking day, Good Kind Hal, Author - Ian Macdonald, Skreens Park, Stubbers, Hyde Hall donation, Music festival transportation, Saxon Day, reading books and library books.
Total spend £7233

Gross Expense was £27488.09

Emma pointed out that the Junior School are actually in a negative balance but due to funds left from last year their expenditure is covered.

The Friends profit was £884.13 which with unexpected costs and large grants made to the schools it is still healthy.

The total accounts show that the Infant school have £10000 and Juniors £7000 at their disposal this coming year. Emma requested that half the money is kept back to enable her to re-invest in Adventure Island & Marsh Farm wristbands in January.

- Match Funding was discussed - this year's accounts show £3250 was raised from Match Funding. This is made up from M&S (£750 Summer Fete 2017 & £1500 Summer Fete 2016) plus £1000 from Barclays Bank (Summer Fete 2017).

We have also collected a further £500 from Lloyds Bank and £2000 from HSBC Bank for the Summer Fete 2017 but this will be banked in next year's account.

Thank you to the parents and employers that have used the scheme.

It was felt that further promotion should be done on Match Funding as it's a very easy way for working parents to get involved. **AH** to re-post details on the Friends Facebook page regarding Match Funding and also email to Donna Picton.

- The group then reviewed how Easyfundraising is working across both schools. The Infants have received £1333 recently whereas the Juniors have collected only £27. The scheme is promoted via the Friends Facebook page but money goes direct to the offices. Thank you to Carrie Carter and her colleague for using the scheme at work. Carrie said that cashback sites and

Easyfundraising can be used at the same time. **CC** to come up with an easy way of showing how the two schemes can be used together (screenshot/document/video etc). Further promotion of Easyfundraising is required, especially in the Junior School. Mrs Benjeddi agreed to have a leaflet drop. **LB** to add the Easyfundraising link to the Junior newsletter, and email out separately details too.

- Caroline Frost asked if the executive committee were happy in their existing roles or if anyone else had come forward. There are no changes this year:

Caroline Frost - Chairperson
Emma Collier - Treasurer
Allison Hawtin - Secretary

- Mrs Benjeddi expressed her thanks to all the group for their hard work in the previous year.
- Caroline Frost distributed the first draft of the year's Activity Planner and was keen to get dates planned well in advance:

Emma Collier has agreed to liaise with Saracens to promote their rugby match across both schools.

Film Night for both schools is on Thursday 16th November, ticket price held at £4.50 and volunteers will be needed to serve refreshments. **EC** will do the shopping for this event. Payment will continue to be made via ParentPay.

Caroline Frost asked both schools if they were planning to have a staff Christmas lunch and whether volunteers were needed as it ran very successfully in the Infants last year. **SI** to check for a suitable date and let Caroline know, **LB** declined the offer and said she will arrange something in the evening.

Caroline Frost mentioned that Mothers Day is early in 2018 and asked whether an event can be run in the Juniors. Unlike previous years the date doesn't clash with SATS exams. Tracy Croft suggested a Pamper Evening rather than Tea for the Juniors. **LB** to look into suitable dates and whether the hall is available.

A Junior Disco is planned for Friday 2nd February; the Friends will run a Tuck Shop for this.

Easter Egg Raffle tickets will be sold week commencing 19th March. The Infants tickets will be drawn on Wednesday 28th March.

Junior tickets are drawn at their Easter concert. The date for this is not known yet, **LB** to advise of the date.

Summer Fete is on Saturday 16th June.

Due to a clash with the Summer Fete the Father's Day Breakfast (Infant school only) will run a week later than expected on Friday 22nd June.

Caroline Frost explained that next year's Fun Walk at Barleylands could possibly be slightly later in the year and may clash with the weekend of the summer fete. If the date does clash Mrs Ireland suggested another sponsored event is run instead.

Cake Sales planned for Friday 19th January in Infants and Friday 23rd February in the Juniors.

CF to produce an updated version of the Activity Planner to be distributed for parents.

- Emma Collier raised something mentioned last year, that the Friends fundraising money should

be used for something 'fun' in both schools. Emma suggested an Animal Encounter event and that the Nursery children are included too. **LB** to discuss the suggestion with the Junior school Council and see if they are interested in an Animal Encounter. Mrs Ireland was keen to have another party-type event for the Infant children, **CF** to see if this can be arranged.

- Going forward Mrs Ireland asked if an informal event can be arranged to introduce and welcome the new parents starting September 2018. Mrs Ireland explained that the newer parents coming through seem to have no network of support or help for the occasions when younger siblings cannot come in to school events i.e. concerts. In the past the Rainbow Room has been used as a crèche but it was found to be too noisy with the hall just next door. Thursday 9th November has been pencilled in for a coffee morning for this year's Reception Parents.
- On behalf of Sharon Percival, Caroline Frost raised her issue of second hand uniform storage as there is currently too much to cope with. Can Parents Evenings be utilised to sell stock too? Fay and Dave Lodge have offered to store stock in their loft again. Using vacuum storage bags will reduce space required. **FL** to help Sharon reduce the stock levels to a set maximum in each size - the rest can be sent to the Happy Bag recycling scheme on 10th November. **SP** to let the schools know of suitable dates for a sale.
- Dave Lodge talked about an on-line payment system he'd been looking into via the website www.pta-events.co.uk
Dave explained that the free level of membership should cover all the features the Friends need. A small commission is payable on each purchase and another payment scheme i.e. PayPal would need to be linked in. Donna Picton mentioned to be aware of the updated Data Protection Act coming in to force soon. **DL** to continue to set up.
- On behalf of Louise Frederick, Donna Picton asked if the Friends can help promote a Winter Ball being organised by The Billericay School in January. **DP** to send flyer to Caroline Frost to be posted on Facebook. Donna also mentioned a trip to Bicester Village might be worthwhile. **DP** to look in to coach costs.
- Mrs Benjeddi asked if there were any labels available for the new books recently bought with Friends funds. **EC** to take labels to the Junior office.
- Emma Collier said that the commission via STIKINS is doing well and has so far made £116, the scheme was only launched through both schools in May.
- Mrs Ireland expressed her thanks to all the group for their hard work in the previous year.
- Caroline Frost wished to thank everyone involved in making this year's "World's Biggest Coffee Morning" another huge success for the Macmillan Cancer Support Charity, over £550 was raised by the schools.

Date of next meeting - Friday 12th January 2018