

# **F O C U S**

## **Friends of Cupernham Infant School**

**Registered Charity No. 1036721**

### **Minutes of Annual General Meeting** **Held on 1 October 2020, 7:00pm via Microsoft Teams**

Present: Gemma Bashevoy, Jade Coombes, Danielle Faulkner, Hannah Hughes, Charlotte Kirkham, Hannah Mills, Nicola Murray, Constantina Panourgia, Heather Post (current Chair, stepping down), Léonie Randles (current co-treasurer), Vanessa Thorpe, Duncan Wells

Apologies: Victoria Basley (current co-treasurer), Rebecca Beernaert

#### **1) Welcome**

Leonie Randles (current co-treasurer) welcomed everyone, introduced the team and explained the importance of having dedicated people attending the AGM and supporting FOCUS.

#### **2) Summary of 2019-2020**

- Heather Post explained that the last academic year was a difficult time for FOCUS. COVID-19 had a big impact. Planned events ran as normal until March, however from then onwards events were unable to run, or the format had to be changed, having a negative impact on the normal fundraising results. The last event of 2019-2020 was the Mother's Day store.
- All committee members in office at the beginning of the academic year stood down and the current Committee Members were elected at an EGM on 28 Feb 2020. Only a small team of 3 Committee members was elected due to lack of more interest.
- Léonie took the opportunity to thank all volunteers who have helped out FOCUS. She also thanked Heather for ensuring that FOCUS could keep operating and supporting the school when she stepped in to take on the role of Chair in February. And finally, she also thanked Mr Wells for supporting the Committee members, during a challenging time.
- Accounts 2019-2020: Léonie showed an overview of the Income and Expenditure. Part of the events were organised by the old Committee and part by the new Committee. The overview showed that the fundraising profit was more than 50% less than the previous years. The reasons for this are firstly that many events had to be cancelled or changed due to COVID-19, and secondly that the events that did go ahead as normal had a higher expense than the previous years.

#### **3) Summary of Events Planned for Academic Year 2020-21**

Léonie gave an overview of the ideas the team has been working on. Some events are already established (e.g. AmazonSmile, Stilkins and Virtual Balloon Race) and others are being worked on (Christmas Card Project, Secret Santa Store, Christmas jumper Day). She explained that fundraising events will be very much influenced by COVID-19. Several traditional events will be unable to run this academic year (e.g. Christmas Fair, Christmas class parties). So the committee faces the challenge to come up with new, alternative fundraising ideas and fun activities for the children.

Therefore it is extra important to have new members onboard as they will bring new energy, new ideas and potentially also access to new valuable resources.

#### **4) Election of Officers and Trustees of the Committee**

Léonie gave an overview of the candidates for the different Committee roles and asked them all to introduce themselves to the others. She introduced Victoria and Rebecca, who sent their apologies.

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As there was only one candidate per role and there were no objections from the other attendees, the candidates were elected. They are as follows:

Positions	Candidates
Chair	Charlotte Kirkham
Vice Chair	Hannah Mills
Secretary	Rebecca Beernaert
Treasurer/Co-Treasurer	Léonie Randles & Victoria Basley

The following attendees all confirmed that they want to commit to become General Committee members: Gemma Bashevoy, Jade Coombes, Danielle Faulkner, Hannah Hughes, Nicola Murray, Constantina Panourgia.

Gemma asked how many meetings there will be. Léonie answered that no structure has been set yet and Heather added that the minimum requirement is once a term, however the realistically there probably will be a committee meeting once every half term, depending on the number and type of events that are running.

### 5) Agreement to adopt an updated Constitution as FOCUS' governing document

Léonie explained that, as a charity, FOCUS is required by the Charity Commission to have a Constitution as it's governing document. The current constitution was signed in 1994 and is out of date. The Members agreed to adopt the ParentKind model Constitution (version February 2018) as FOCUS' governing document.

### 6) Direction from Mr. Wells on what the school would like FOCUS fundraising to support

Mr Wells thanked the previous team and welcomed the new team. He expressed gratitude to see so many new committed members which is invaluable during the current difficult time. He said that he would like funds to go to resources that would benefit the children in the school, ensuring they get the best educational experience, and would like FOCUS and the school to work together to help support these additional resources. For example, he would like to invest in additional iPads that would give access to new apps and resources to help narrow the learning gap, and support children in a fun and exciting way. Mr Wells is keen to make the best use of our school grounds, working alongside the Junior School, and plan a Forest School Project to provide crucial support for children's well-being. The vision is to become Forest School Accredited and would like to pull on external resources to facilitate this goal. Mr Wells commented that it is really important that parents and children clearly see how FOCUS is supporting the school, so parents can see where the fundraising money is going and having a positive impact on our children's learning experiences.

Mr Wells has also explained that his staff have committed their time to participate in the planning of fundraising with FOCUS – a team a term will be allocated, and every member of staff will be involved across the year.

Léonie thanked Mr Wells for sharing his input and vision for where FOCUS can help and welcomed the support of the staff participation. Action was taken to follow up offline with regards to funds required for immediate iPad resourcing.

### 7) Any Other Business

Léonie welcomed any comments or questions that had been held until the end from the attendees.

- Gemma asked if FOCUS had ever displayed a thermometer fundraising awareness poster anywhere in school previously, to show funds raised and what that will be

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purchasing. Léonie confirmed this had not happened up to know in school, but that we had recently added a simple thermometer with a fundraising total that is visible on our PTA-Events page. Gemma added that its important to see the struggle of last year's efforts, and that continuing into this year, but also to clearly share our goals and progress with current parents and prospective parents. Action was taken to review this as a committee with a view to establish.

- Constantina asked if we are communicating the school's resource requirements to parents, as they may have professional links to support sourcing these resources. This may be iPads or even time investment for mental health and emotional wellbeing promotion. Constantina added had we also considered simply asking for donations. Léonie explained that donations had been considered and they are an option on PTA-Events, but haven't been pushed as yet as we wanted to maximise the opportunity by becoming Gift Aid registered, and get feedback from a wider audience on how that might be received. Action was taken to review how we can share the needs and enable parents to contribute with resources or support in more ways than simply cash contribution.

No further questions were posed, or comments made – Léonie thanked the attendees and closed the meeting.