**Friends of St Chads School Annual General Meeting Minutes**

Graphical user interface

Description automatically generated with medium confidenceChair: Kathryn Miller

Secretary: Rachelle Hayton

Treasurers: Rachel Haines / Hannah Hardcastle

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| **Date** | Monday 18th September 2023 | |
| **Time** | 6.00pm | |
| **Location** | School | |
| **Chair of Meeting** | Kathryn Miller | |
| **Present** | Mrs Woodward (Acting Assistant Headteacher), Rachel Haines (Treasurer), Rachelle Hayton (Secretary) Emma Geeson, Jackie Sillis, Lucy Stanton, Holly Richardson, Mrs Downe, Michelle Parsons, Rachel Pugh, Jennifer Johnson | |
| **Apologies** | Stephanie Robinson, Eleana Cox, Hilary Holden, Hannah Hardcastle (Treasurer), Donna Connelly Natalie Cook, Natalie Wright, Alex Bryne | |
| **Topic Point** | **Contents** | **Actioned Needed** |
| **Welcome** | Thank you to everyone for taking the time to attend. Aim to have a short meeting and set out dates for the upcoming year as well as to hold the official AGM. |  |
| **AGM - School Report** | Mrs Woodward expressed her thanks and appreciation to Friends for all their hard work during a difficult year. It has been a very successful year with a large amount of money donated to School, we have lots of ideas to build on and look forward to the year ahead. |  |
| **AGM - Chair Report** | Kathryn expressed her thanks to all the team for their support, ideas and being involved in organising and running events. Special thanks to Rachelle, Rachel & Hannah, the committee members for all their behind the scenes work and ensuring everything is correct and official – so many hours are dedicated which most people are not aware off and Friends would not be able to run without this background work.  It was a very positive year for Friends with a lot of achievements and events allowing us to donate over £11,000 to school.  We look forward to another strong, exciting and successful year. |  |
| **AGM - Treasurers Report** | Profit for the year was £7,369 which was £1,004 up on 2022.  We raised £7,493 from fundraising, which was an increase of £1,454 on the year before. This is despite not having a recognised ‘summer event / fundraiser’. The main difference for 2023 has been the School Lottery, this launched September 2022 and for the full 12 months it has been going we have raised £1,380! A huge increase on the profit raised by the 100 club that it replaced (typically £130 a year) and a lot less admin for Friends.  As was the case in 2022, our main income source in 2023 has been the 3 school discos with profit of £2,891.  The Clothes Bin (Rag Bag) and the Christmas cards continued to bring in similar amounts and we also benefited from crazy hair day and a non-uniform day, neither of which we did in 2022.  Donations to school totalled £11,573 during the year – see breakdown at the back of the accounts. We paid for the playground gym equipment in full during 2023, a total of £7,460.  These donations have used up our brought forward funds, leaving a balance at 31st August of £1,218. |  |
| **AGM – Current members** | Chair: Kathryn Miller  Vice: Vacant  Secretary: Rachelle Hayton  Treasurers: Rachel Haines / Hannah Hardcastle |  |
| **AGM – Proposals / Votes** | No proposals were received by new members.  All current committee members were voted and seconded to remain in their positions. |  |
| Meeting – Event Calendar | It was agreed that one school disco would be held per term.  Friday 17th November  Friday 1st March  Friday 21st June  Infants: 6pm-7pm / Juniors 7:15pm – 8:15pm  **Autumn Term**  Krispy Kreme Doughnut Sale  Friday 20th October  As per last sale – online pre orders will be taken as well as limited on the day sales.  Christmas cards will be designed by the children in school ASAP and parents will be able to go online and order any items they wish. Full instructions and details to be sent to parents.  Christmas hampers raffle of bottles and chocolates is always a huge success so will be arranged for this year also. Printed paper tickets will be given out. Raffle will be drawn on 21st December. Non-Uniform day to support the raffle will take place on TBC.  Friends will provide the Santa Grotto, all children given a gift. Thursday 21st December in line with School events. Friends have requested for the grotto to be in school this year rather than outside in the hut.  **Spring Term**  Grow a £1 / 2024 challenge.  Grow a £1 is where we give each child a £1 and we ask them to either return the £1 or grow it into as much as they can by doing jobs for family / friends, bake sales, sponsored events – anything they will to grow the £1 into as much as they can.  2024 challenge is where we ask children to try to raise £20.24. Again, this can be by going jobs for family / friends, having a sale, sponsored events.  We will run one of these events over a period of 4 weeks, to include a school holiday. Each class will have a scoreboard and the class which raises the most will be given a treat afternoon – such as movie with ice cream and popcorn.  World Book Day  Around this date, we will be selling chocolate bars. Some of these bars will hold a golden ticket, where you can win a range of prizes. We will ask for donations for prizes from the local community. Further details to be confirmed.  **Summer Term**  School and Friends will work together to organise a summer family event.  Ideas were suggested of a sponsored walk, to include family and friends and a sponsored bounce within school.  **Additional Events / Schemes**  Break the Rules / Crazy Hair days / Frozen Fridays are also successful events which are good fun. This will be arranged as and when with school.  Pre-loved uniform shop is up and running. Donations can be left in the brown bin by the school office. A rail will be purchased by Friends so all uniform can be easily accessed stored within school. Friends will bring the rail out at certain times for parents to view.  School lottery up live and running. Weekly draw, prize around £20 per week, all completed online and paid straight into bank account. Anyone can sign up. School should raise over £1000 from this over the course of the year. Please sign up for as little as £1 a week.  Clothes collection bin is in place and donations can be put in anytime by the community.  Stikins (clothes label providers) pay us commission for all orders placed where our fundraising number is quoted (16091). | To be advertise, create online sales, organise stock for tuck shop, volunteers.  Rachelle to confirm dates with Davey Dee  To be advertise, create online sales, organise & collect stock, volunteers.  Packs put together and given to school.  Collect from school, post to company, advertise.  To be advertised (raffle & non-uniform day), arrange non-uniform collections, hampers put together, tickets to be ordered, tickets to be given out, raffle to be drawn, winners contacted, prizes given out.  Confirm date with Santa, organise gift, decorate grotto & tidy up. Thank you gift for Santa.  Decide event & advertise. Create scoreboard for each class. Weekly updates. Arrange prize.  Source chocolate bars, collect prizes, wrap bars with prizes, organise sales, advertise.  Clothes rail to be bought. Donations to be sorted and hung on rail. Clear out cupboard in school for rail to be placed.  Advertising.  Advertising plus weekly communication with company to organise collections.  Advertising. |
| Meeting – School Wishlist | School asked for a donation of £200 per class, (£1600) for teachers to spend towards school trips. As costs have increased, Friends decided to donate £2500 to school towards trips. It is for school to share this fairly between the classes and trips.  Payment will be made to school between the Autumn and Spring Term.  Mrs Bitsakaki would like to transform the outdoor hut into an outdoor learning space and asked for £1500 towards these improvements. Rachelle recently applied to Persimmon homes for funding for an outdoor learning area and we are very excited to have been awarded £5000! This will be given to school in full for improving outdoor learning space. | Payment to be made.  Payment to be made once funding has been received. Meeting with Persimmon Homes for large cheque to be presented. |
| Meeting – AOB | All members / volunteers of Friends must complete a Code of Conduct form, once signed and returned, they will DBS Checked and added to our volunteer group. We appreciate anytime anyone is willing to give and there is no need to attend every meeting. All current members are to complete the Annual Declaration in relation to childcare disqualification form, failure to complete and return will result in being removed from the Friends group – this is to always ensure the safeguarding of the children.  St Chad’s Champions.  It has been suggested to refer to ourselves as St Chad’s Champions. When working with corporate organisations, it is felt a better response is given, if we are referred to at times as a champion. This title is agreed to be used as when and it fits inline with ethos of the Code of Conduct that we have a positive approach to school and are championing for the good of it.  There are many local schemes and organisations which donation regularly to local causes. Friends are going to get a good understanding from School what their plans are and we will apply to the suitable organisations for funding.  It is agreed that a more regular update to parents and the school community about the work of Friends would be beneficial. To include pictures and information about the items Friends have purchased or donated towards. Friends will aim to create a newsletter per term.  Holly and Mrs Woodward are going to work together to create a Poppy Wall for the annual Armed Forces Remembrance. | Rachelle to update spreadsheet, distribute and collect completed forms.  Arrange & attend a meeting with school. Complete the relevant paperwork.  Collect and create content. Share with community. |
| Meeting – Next meeting | Thank you everyone for attending and for your support.  Next meeting to be on Monday 29th January 2024. 6pm in School. | To be advertised. |