

Friends of St Johns Meads Church of England Primary School Association

ANNUAL GENERAL MEETING

Meeting held on the 18/10/18 at 6pm

Present: Chrissy Charsley (Chair), Emma Pope (Secretary), Robyn Richards (Treasurer), Tracy Marsh (Vice Chair), Kate Buckland (Marketing Lead) Emma Neill (Treasurer), Mrs Katherin Weeks (Headteacher), Emma Loncarevic, Faye Craddock and Lydia Jourdain.

Apologies: Linda Caroe, Lydia Verity, Kelly Smith, Cara Wai

Welcome

The current committee comprises of 6 members. Chrissy Charsley (Chair), Tracy (Vice chair), Emma Pope (Secretary), Emma Neill and Robyn Richards (Treasurers) and Kate Buckland (Marketing and Promotions). It was recognised the considerable effort the current Committee has made to reset up the Friends and to put everything in place for us to operate as a registered charity. There is now insurance for events and a bank account with Metro so we can comply with regulations.

Chair Report

- Last year, at the AGM, there were no volunteers to make a Friends committee. At this meeting, it was agreed that we should try to set up a class representative system, as no one was prepared to commit to any role. Thus, the class rep system was successfully achieved. Each class rep involved did a fantastic job. The use of the class WhatsApp groups has been a great resource and ParentMail was used to communicate events.
- Over the last year there were many challenges. There was often limited time and notice in planning for events. The impact this had was that events were rushed and lots of donations from parents were regularly asked for over the course of a short period. This put unnecessary pressure the Class Representatives to arrange fund raising events and pressure on families.
- Successes over the past year include an Easter Treasure Hunt, which was enjoyed during the school day. Robyn and Petra, then Y5, hosted a very successful World Cup Football event, which took place on the school field and was supported by the class reps. The children loved it and it was a pleasure for families to be able to watch their children play football. A Comedy Night was organised by the Class rep's in Y2, in the school hall. Parent and professional comedians performed a fun evening for parents to enjoy. A Summer Fayre was organised by all the class rep's that worked incredibly hard to pull this together. There were many kind donations and school families provided the entertainment. Through these fund raising and fun events, we raised enough money to purchase math resources, iPads for classes and a large donation towards our stage of which will be used for school performances.
- This year we are proud to say things have positively changed for the better and a new foundation has been laid with support from Mrs Weeks, The Headteacher. We have built a team across the school and now have a robust, dedicated

committee and trustees in place. We have valued class representatives in all years and we have the full support of the school. Lydia Jourdain, parent governor will be our link between the Friends and Governors.

- Speaking on behalf of the Friends, our aim to raise funds to benefit our children at St John's Meads. Whilst raising funds, we wish to promote good community spirit and events that everyone can enjoy. We wish for as many people as possible to get involved and share ideas.
- In September we hosted a Vintage Tea Party. Rosina, Julie and Julia, cleared the Pavilion to use this resource for everyone's enjoyment. With the relationship we have built with the Tesco's Community Champions we proudly raised £503.00. Parents could socialise, children played in a safe environment and all had fun. This is what we wish to promote.
- The money raised from the Vintage Tea Party will be used for our children's enjoyment. We are very pleased to announce a Christmas Pantomime will be performed to all our children at school, at no additional cost to the parents or carers. With many thanks, Mrs Weeks has proactively found a theatre company and has booked this for 10th December 2018.
- With everyone's support we wish to run events throughout the year. In November, Tracy Marsh is hosting a curry night for Y1 parents, with many thanks to Faye at The Ship.
- Y2 Class Reps' have arranged the personalised Christmas cards, which went out to each year group. This is a lovely way for our children's own designs to be printed, professionally and used for your family and friends if purchased. Whilst we will all have the pleasure of personalised Christmas cards this year, the school will be receiving a percentage of this.
- Kate Buckland and year three in November will be hosting a cake sale in the playground after school. We wish to get year 3 children involved in selling and supporting the event. We have discussed the possibility of each year group, hosting a cake sale on the last Friday of each month.
- The Friends will be assisting St Andrews with the sale of Firework Tickets for their annual event on 9th November. Again, the school will receive a percentage of the sales.
- On the 1st of December, parents and children in uniform will be invited to join us to bag pack at Tesco's Lottbridge Drove for a couple of hours in the morning or afternoon. This has proved to be a successful fund raising event for other schools and organisations. Anyone who wishes to join us please spread the word and inform us if anyone can help.
- On the 8th of December we will be hosting the school Christmas Fayre. We have some fantastic entertainment, games, crafts, catering, amazing raffle, Santa's Grotto, Face-Painting, sellers' stalls, Elfridges/Secret Santa room. We wish to make this a fabulous family event at a very special time of the year. Mrs Weeks has encouraged teachers to get involved in the Christmas Fayre, which will be fantastic for the community spirit.

- Other ideas over the year will include, a children's disco, a quiz night for parents, an open-air family cinema event, which will be hosted in warmer months on the school field. The Summer Fayre is already in the diary for July, which has been kindly approved by Mrs Weeks.
- The Friends would also like to purchase the Y6 leavers 'Hoodies' and ensure they have these for their residential trip.

Treasury report

It was agreed at the last AGM that the Friends Bank Account be closed, the NatWest account was closed on the 9th of May 2018. All funds were transferred to the school. The Friends' bank account has now been opened with Metro bank from September 2018. The school gave the Friends £1000 at the start of the year as a float for expenditures. The Metro account balance to date is £1,433.20.

Committee Election

Chairperson – Chrissy Charsley
 Secretary- Emma Pope
 Treasurer- Robyn Richards/Emma Neil
 Vice Chairperson – Tracy Marsh
 Marketing/Promotions Officer: Kate Buckland

Review of constitution

The three main changes requested to the Constitution were discussed and voted in as below.

- 1) The name of the Friends on the constitution was changed to match the name registered with the charity and bank accounts. The existing name is Friends of St John's Meads Association; the new name is Friends of St John's Meads Church of England Primary School Association.
- 2) The annual subscription to the Friends has been removed.
- 3) Due to lack of uptake to Committee positions it has been removed that committee members could only stand for two years and not reapply for one year.

Communication

It was discussed the challenges of communicating with parents through Internet systems and social media. Last year Class dojo was used but is no longer in place, as it was deemed not secure. In previous years used a school Facebook page but this was closed. It was agreed that it would be beneficial for parents to have more opportunities to come into the school to view work rather than view photos.

Action: Mrs Weeks agreed to set up sessions for each class at the end of the school day to enable parents to view work.

Any other business

- **Easy Fundraising:** Promoting this within the school, the uptake remains low

Action: The Committee to continue to promote parents to sign up.

- **Match Funding:** A list of companies was provided that would match or contribute towards the funds that are raised by the charity. These companies in liaison with their HR departments could provide staff with advantages such as time off to work for the charity.

Action: The Committee to continue to promote Match funding.

- **Collection of printer cartridges and old mobile phones**

Action: Box in reception and to be promoted by Friend's Committee.

- **Sponsorship:** Agreed need to approach local businesses to sponsor events.
- **Card Payments:** It was agreed that we need to be able to take card payments and authorised the payment of £75 to connect card payments to the charity on Parent Mail.

Action: Emma Neil to meet with School Business Manager to set up card payments through parent mail and to continue research into costs for a card machine for events.

- **New Logo:** We are looking into revamping the Friends logo with the official charity name.

Meeting Closure

A massive thank you was given to Mrs Weeks for all her support and the Class Representatives for making this all possible. We are all looking forward to the year ahead.

Next AGM to be arranged in 2019