

St Anne's Catholic Primary School

FOSA AGM Meeting Minutes 2nd October 2017

Present: Mrs Sierotko, Mrs Wiggins, Nicola Barnes, Hannah Tarplee, Debra Millward, Jane Woodward, Rachel Taylor, Debbie Hall, Jo Townend, Collette Mann, Kerry Thomson, Leanne Taylor, Kathryn Alcock.

Apologies: None

The meeting was chaired by Hannah Tarplee, who introduced discussion in all areas of the agenda.

1) Welcome and Introduction

Hannah opened the meeting and thanked everyone for attending. The meeting was opened with a definition of 'Friends of St. Anne's'; friends can include parents, teachers and anyone who has an interest in helping the school. This can include parents who have moved on, teachers who have retired etc.

2) Chairs Report

Hannah asked Collette, as the outgoing chair, to provide a report on the activities that had been undertaken in the past year. Collette outlined that the majority of the activities organised by the outgoing committee has been done in 2015, such as Christmas, Easter and Summer Fairs, Readathon and the creation of Tea Towels. The money raised has been spent to fund coaches for school trips, iPads for the infants, playground equipment, support for the choir and new reading books across the school. In particular it was noted that the Christmas Fair, although a lot of organising can raise £1000.

In 2016, the only event organised and run by FOSA was the Christmas Fair, this was a popular event as each class created gifts to sell and had their own stall. After the Christmas Fair, Collette stepped down as chair.

3) Treasurers Report

Hannah asked Kerry to provide a report on the financial situation. Kerry outlined that there is currently £5,800 in the FOSA account. The report has been done for the Charities Commission for Aug 2015 - Jul 2016, over this period the income was £9,000, expenditure £10,000

Hannah raised the discussion about what the FOSA money would be paying for, if the school should provide a list of items they would like to purchase. Mrs Sierotko outlined that the FOSA account is used annually to subsidise the coaches for school trips. Collette thought this was normal around £2,000 a year.

ACTION: As some trips have already happened, the school office to liaise with Kerry regarding the amount needed to be paid here. It was also raised that the National Trust membership has come from the FOSA account in the past too. Debbie Hall to confirm when and how much the renewal is for this.

Hannah raised a query regarding the arrangement that had been mentioned to her that £3,000 of the FOSA account for the next three years had been earmarked for equipment and resources in the new building. Mrs Sierotko and Collette agreed that this had been discussed, however, Mrs Sierotko said this this was not a binding agreement and would prefer that the money went towards the provision of new iPads for the whole school. The school would like to purchase 16 iPads and 2

docking trollies for charging etc. It is estimated that this will cost approximately £7,000, the iPads will be for use across the whole school.

ACTION: Mrs Siertoko to confirm the exact requirements for the iPads, what equipment they are looking to purchase, how many and who from. This will help target fundraising and allow FOSA to articulate what the money being raised at events is going towards.

Hannah raised the prospect of having a thermometer style display in the entrance hall to show parents and visitors what we are raising money for and how far we have got with it, hopefully this will incentivise people to donate.

ACTION: FOSA to discuss the provision of a display for the entrance hall.

The possibility of having a green token collection in Waitrose was also discussed, this will be done to raise additional funds.

ACTION: Hannah to complete the application form for the Waitrose collection

4) Independent Examiner for account

Zoe Chaplin will review the accounts in the period of handover from Kerry to Nicola, it is expected this this will be in November.

5) Review of the current constitution

Hannah queried whether the current constitution still fitted with the values of FOSA and if it was up to date. The constitution held by the Charities Commission dates from 1994 and the consensus in the meeting was that it didn't match today's function of FOSA.

ACTION: Hannah to update the constitution based on the model PTA UK Constitution. Once drafted to be reviewed at the next FOSA meeting.

6) Election of Committee Members

Hannah outlined that she is willing to take on the role of Chair from Collette, there were no objections.

Hannah outlined that Nicola Barnes will take over from Kerry as the Treasurer. Nicola will work alongside Kerry for the finances for the upcoming Disco. Debra will stay on as secretary.

Hannah discussed the fact that we need more committee members than the chair, treasurer and secretary and asked that all those in the room could be classed as committee members, unless there were any objections. No objections were raised.

7) Planned Events

Hannah outlined the events that are planned between now and Christmas:

17th October - Glow Disco - there will be an infant and junior disco as before. Alongside this, there will be a second hand uniform sale. It was raised that many who attended the BBQ felt that it would be good to have a bar area for the adults attending the disco. Hannah outlined that we are only able to apply for 5 temporary event licenses in a year, more could be granted if we could find a license holder within the school who is willing to grant us a license and attend the event. It was agreed to offer a bar at the Glow Disco, using another one of our 5 TEN requests, and gauge from that if it is worth doing at future discos.

ACTION: Hannah and Nicola to add a request for license holders to make themselves known in the planned FOSA newsletter.

Christmas Cards need to be sent off by the 19th October, these should have been completed by the children. Parents in KS1 have been invited into school on Friday 6th and Monday 9th October to view art work and place an order. Key Stage 2 artwork will be sent home later this week. All orders must be returned by Wednesday 11th October.

1st December - Non-Uniform Day in support of the Christmas Fair, children will be asked to bring in a bottle for the bottle tombola.

8th December - Christmas fair 3:30-5pm. This will be a mix of outside stalls (Body Shop, Phoenix Cards, Lets Create), stalls selling items the children have made as well as the usual games, bottle tombola, father christmas etc. A planning meeting will be held on the 6th October to start to organise this further.

Raffle prizes, Collette and Kerry queried whether it was worth doing a raffle this year at the fair, as it can be a lot of work for a small amount of money. The possibility of printing our own raffle tickets was discussed and charging for entry to the fair, as part of the entry fee people would get a raffle ticket.

ACTION: It was agreed that we would charge for entry to the Christmas Fair, the entry price would include a raffle ticket. To be discussed further at the planning meeting.

Hannah raised the possibility of having a raffle for front row tickets during the infant nativity, this is something that has been suggested by a parent in the past. It was agreed that this would be a good idea and we would do it.

ACTION: Hannah to liaise with the office staff nearer to the time to organise this.

Mrs Sierotko raised the idea that it would be nice to do a christmas afternoon tea event, similar events run in the last academic year, were well received and raised funds for the school. It was agreed that these would be run with mince pies, yule log, stollen, cakes etc.

ACTION: Mrs Sierotko to confirm the dates that these will run.

8) Next Meeting: Friday 6th October 2-3pm.

Hannah discussed that we are implementing class representatives for FOSA. A parent from each class who can act as a link back to FOSA and raise any issues / ideas from their class. The following class representatives have been nominated:

Reception: Debra Millward (Mrs Frewer)
Year 1 - Angela Faulkner (Mrs Howard)
Year 1/2 - Hannah Tarplee (Mrs Carr)
Year 2 - Leanne Taylor (Mrs Clarke)
Year 3 - Nicola Barnes (Mrs Leahy)
Year 3/4 - Kerry Thomson (Miss Foley)
Year 4/5 - Collette Mann (Miss Trotter / Miss Hadfield)
Year 5 - Lesley Montgomery-White (Mrs Knight)
Year 6 - TBC (Mrs Wiggins)
Year 6 - TBC (Mrs Mentzoni)

ACTION: Mrs Sierotko and Mrs Wiggins to consider who might be an appropriate person to take on the role in year 6 and report back.

Hannah also raised the possibility of a FOSA member attending a school council meeting. This would help FOSA understand the kind of issues the children are raising, what they would like to see the money spent on and provide them a voice within FOSA.

ACTION: Hannah to arrange attending a FOSA meeting with Mrs Taylor.

9) Any Other Business

Mrs Siertoko, Mrs Wiggins and Mrs Taylor thanked the new committee for stepping forward to take up a role within FOSA to support the school and the children.