

# **Minutes of FOLS AGM Meeting**

## **18 September 2018**

### **7.30pm The School Hall, Leigh on Mendip**

In attendance:

Louise Neil - Chair  
Clare Midgley Jewitt – Secretary  
Belinda Davis - Treasurer  
Lizzie Yates  
Zahoorah Ponari  
Emma Brooks  
Joe Martin  
Catherine Farmer  
Lisa Glass  
Dan Turull - Executive Head Teacher  
Louisa Phillips - Head of School  
Margaret - Accountant  
Claire Cartwright  
Penny Brown  
Saran Stevens  
Charlene White

Apologies:

Abi Brown  
Esther Patton  
Sarah West

#### **Chairperson's Opening Remarks and Welcome to New Members**

Louise welcomed all to the meeting and noted how wonderful it was to see so many people here and so many families represented.

#### **Minutes of Last AGM meeting**

The minutes were agreed as a true record of the last AGM and were accepted by the committee. LN signed a copy for CMJ to file.

#### **Chairperson's Report**

LN emphasised her welcome to members old and new. 2017/2018 was a successful and exciting year for FOLS. It saw many role changes within the Trustee's and Committee. LN noted that the new events were successful (Bingo and the Mini Egg Challenge). Thanks were given to all those who gave up their time during the summer holidays to run the Bunnings Sausage Sizzler; we were particularly grateful to the new parents and volunteers. Thanks were also given to Emma Brooks and Laura Martin for doing the leaflet drops for Truespeed internet which earned us an amazing £414.

#### **Treasurer's Report**

The annual accounts were presented (See appendix). BD proposed acceptance of the Annual Accounts. ZP seconded the motion and it passed unanimously.

Margaret was thanked for her support in compiling the annual accounts.

There were some administrative challenges with the accounts this year and BD kindly advised the committee on the correct procedure for handling monies gathered from fundraising activities. A simple 'how to' document will be created and shared along with a template for a cash voucher. Anyone unsure of how to handle monies should ask BD. Handing over pots of unsorted cash is not acceptable.

We also need to update the mandate with our bank, HSBC to add ZP and CMJ to the account so that cheques can be signed.

## **Election of Committee Members**

Louise Neil stood for re-election as Chair. LY seconded the motion and it was passed unanimously.

Clare Midgley Jewitt asked for volunteers to take on the role of Secretary but none were forthcoming. The committee agreed to take turns in typing up the minutes in a timely manner and supporting with the admin. CMJ apologised for the less than smooth running of the admin elements during her tenure. Given the lack of suitable alternatives, CMJ stood for re-election as Secretary. BD seconded the motion and it was passed unanimously.

Belinda Davis has asked for someone to shadow her as Treasurer this year with a view to taking over the role in 2019. Other committee members have offered to do the banking in Frome. BD kindly agreed to remain as Treasurer for another year and stood for re-election. CC seconded the motion and it was passed unanimously.

## **Date of the Next AGM**

The date of the next AGM was set for 17th September 2019.

## **Minutes of Last Committee meeting**

The minutes were agreed as a true record of the last Committee meeting dated 20th June and were accepted by the committee. LN signed a copy for CMJ to file.

## **Programme of events for 2018/2019**

Other events were discussed

September	AGM Tuesday 18th Family Fun Day (with FOLC) Saturday 22nd
October	Halloween Mufti - Friday 26th Halloween Disco - Saturday 27th 4pm - 6pm Half Term Calendar Design Competition - TBC Guy Fawkes Night Bonfire - TBC
November	Bags of Help Collection - CMJ to confirm Date
December	Nativity refreshments Christmas tree sales fundraiser Promises Raffle / Blind Auction - TBC

	Christmas Crafternoon / Table top sale - TBC Theatre Visit - TBC Christmas Card Sale Calendar Sale - TBC
January	
February	Half Term Challenge - TBC
March	World Book Day - 7th (official) - move to 8th (TBD) Mothers Day Eagles Play Refreshments
April	Easter Egg Hunt 100 Club renewal
May	Mad May Hair
June	Fathers Day Fete - 15th Bags of Help Collection
July	Leavers BBQ

## Topics for discussion

### i. Summer Fundraising

Truespeed internet leaflet dropping was lucrative. Thanks to Emma Brooks and Laura Martin for all their hard work.

Bunnings was hard work and not as lucrative as anticipated due to the weather although we did make around £200 and enjoyed support from new faces. Thanks to Emma Brooks, Zahoorah Ponari, Joe Martin, Sarah West, Annie, Mary Midgley, Silas Jewitt, Louise Neil and Clare Midgley Jewitt for their time. CMJ reported that quite a bit of stock remained and would be usable for the Halloween Party including soft drinks and condiments.

Both events were hailed as successful and enabled us to raise funds from outside our small school community.

### ii. Halloween Disco

Date - last year worked well on a Saturday. Date for this year of Saturday 27th October Suggested from 4pm - 6pm. EB to talk to Memorial Hall to book date and discuss Licence to sell alcohol.

Entertainment:

Party Games - CMJ asked for support with running party games. LG agreed to help and a couple of parents names were suggested to approach to ask for help as they are skilled at entertaining children.

Music - CC has a halloween playlist as does CMJ if CC is unable to attend. The speaker and microphone will be borrowed from the school for the event.

Nails - CW and ZP will do nails / tattoo's

Door - LY will greet guests and take tickets

Yucky Dip - LN will be unable to attend so offered to arrange the yucky dip. Volunteer to run the stall needed.

Set up - CMJ, CC, SS and BD offered to help decorate and set up the hall.

Shopping - CC offered to do the shopping. CMJ will confirm what stock we already have.

Food - Sausages in a bun with onions. We will serve alcohol. We will ask parents to donate cakes.

Advertising - CMJ to make posters / flyers etc

Ticket price - £4 for first child £2 for a sibling.

Decoration - we need to contact shops to ask for donations of decorations. We'll also ask parents for donations of any decorations they may have. CMJ will talk to homebase. ZP will talk to Tesco. It was suggested that the children may like to make decorations during Golden Time - teachers kindly offered to organise.

Friday 26th will be a Halloween themed Mufti day with funds raised going to FOLS. CMJ will make a poster. No masks, no weapons.

Clearing up - PB and LP kindly offered to help with the clearing up.

### **iii. Communication & Data Storage**

We have signed GDPR forms for most parents. Our files are stored safely on Google Drive with only the trustees having access to personal data.

We will set up a facebook group. LG has agreed to help us with this.

### **iv. Other fundraising ideas**

BIBC in other villages - CMJ to ask BIBIC for extra bags. When BIBIC posters / flyers go out we will ask if anyone would like to take extra bags to hand to neighbours.

Guy Fawkes Night Party at Lizzie's House - LY has kindly offered to host a bonfire night party. All agreed that this needed some research to ensure we have capacity to run a safe and legal event. CMJ to look into insurance. LG to ask husband for advice on legalities as he used to run a firework business. LY agreed to do some additional research and then we'll make a decision. Dates need to be carefully arranged due to other displays, half term and other local events. There is a worry that we won't have enough time to organise this and the halloween party.

Book Barn Account - Sarah West has suggested that we collect books to sell to the Book Barn. It was agreed that we would set up a book collection box at the school to sell to Book Barn and the school can use the cash to buy books from the Book Barn.

Car Wash - We discussed the possibility of the children washing the cars but the likelihood of them scratching paintwork was a concern. ZP has offered to ask her husband if he could support this.

Promises Auction - We discussed holding a promises auction as part of a larger evening event / dinner and dance type affair. There were concerns about attendance given the poor turn out to other evening events and the amount of effort that would go in to organising such an event. We discussed a promises blind auction or raffle that could be sold over the christmas period at the table top sale and the Christmas Tree Sale.

Christmas Tree Sale - the staff have offered to run this again this year and the chair expressed the gratitude of the committee. It was confirmed that all funds raised will be for FOLS this year. Now we're part of the multi-academy trust, it is harder to ring-fence money given to the MAT for the exclusive use of Leigh On Mendip First School.

Fashion Show / Tshirt Crafternoon - a Fashion show was discussed - this has been requested by the children. There is a company that organises these for a small up front fee and then gives a percentage of any clothes purchased via the event. We also discussed having a crafternoon where

the children design and make their own tshirts and then show them off at a fashion show in the afternoon. CMJ will contact the company that runs the fashion shows to get more details and we'll then decide on which option will work best for our school.

Calendar - JM mentioned that these are a great way to raise funds and everyone agreed it was an excellent idea. Following discussions it was decided that the children would be set a challenge of creating a calendar page over the October half term. CMJ will contact a local printer and get quotes for getting the calendars created. To be discussed further during the next FOLS meeting. LP did offer time during school hours for the creation of artwork if required. Teachers kindly offered to organise the creation of artwork.

Christmas Crafternoon & Table Sale - Mells nursery run a successful christmas table top sale where the children sell crafts they have created in the run up to Christmas. CF offered to pass on her experience of how this has worked. CMJ runs a craft activity based Christmas Party for the children in Trudoxhill and offered to do the same for the school. These could be combined into one activity. To be discussed further in November's meeting.

Theatre Trip - little theatre in Wells. Our 2016 trip to the Merlin Theatre was discussed. This did not raise a great deal for the school but was a nice social event. Concerns were raised about the time of the performance as the night time performance left the children very tired and is only suitable for the older children. PB kindly offered to contact The Little Theatre in Wells to find out if there are any suitable performances over the christmas period.

World Book Day Mufti - we discussed running one of these again. CMJ to check dates. It's usually a Thursday which does not work for LOM as that's the day the kids go swimming so we'd move to a Friday again as this worked well last year.

EasyFundraising Promotion - this is a great, low effort way to raise funds and we need to promote this more. CMJ to create leaflet for school bags, weekly newsletter and poster.

Ink Cartridge Recycling - currently only suitable for a very few types of cartridges. CMJ to look into alternatives. To be discussed at a later meeting.

Rentable equipment - Popcorn machine / Candifloss / Jacket Potato Oven / Chestnuts. More research needed. To be discussed at a later meeting.

## **School Requests**

The following were agreed:

Memorial Hall Hire Fees - FOLs will cover the cost of the school hiring the Memorial Hall up to twice a month without requiring any further approval. If additional hire's are needed, just ask.

We confirmed that £280 was agreed for the Owl Class trip and the Eagle class trip to the singing festival.

LP requested funds for IT software learning resources. The cost is £160. This was agreed.

An expense of £59.99 for a copy of Microsoft Office for the Treasurer was agreed via email.

## **AOB**

- Target and Visual Totalizer - suggested by LY as advised by Parentkind. Target of £7k agreed as already have Fete, Bunnings and Truespeed money. CMJ to download and print out the totaliser graphic from Parentkind.
- DT said we raise more than anyone any school he's worked at before and we're the smallest. Made us all very proud and happy.
- Need a rep from owl babies
- A template of a letter for requesting support from local businesses will be created and circulated.

**Date of next meeting**

**16th October 2018 7.30pm School Hall**