



AGM Meeting Minutes

25 January, 2018 - 7.30pm

Minuted Items

1. Attendees: Katie Pickstock (KP) - Chair, Sarah Chaplow (SC) - Secretary, Vicky Sanders (VS) - Treasurer, Catherine Hunt (CH), Amy Hill (AH), Emily Tomkins (ET), Rachel McClive (RM), Cat Lochrie (CL), Emily Fortune (EF), Charlotte Russell (CR), Steve Pickstock (SP), Teresas Giles (TG), Karen Bailey (KB), Helen Harper (HH)
2. Apologies - Cathy Boylen and Sue Carnaby
3. Minutes of Previous AGM - KP advised there weren't any actions required from the last AGM minutes. Accepted and Agreed by KP
4. Chairperson Report - Thank you to everyone who has help in anyway over the last year. The Report is attached after these minutes.
Notes to add:
The playground was a big milestone after 4 years of fundraising. £10,000 was raised in 2104/15 and another £10,000 in 2016/17. £1,000 of that was raised very quickly in a short space of time towards the end of the project in October 2017. It seemed that a lot of people will support a project that they can see happening. Thank you to Hansons Aggregates for the donation of stone.
Total amount spent on the playground including the working bee to prepare the site: £18,988.92
5. Treasurer's Report - VS has advised that the 2016/2017 accounts were not agreed prior to the meeting. They need to be agreed before they can be submitted. This can only be done at a committee meeting.
6. Headteacher Review - The school community have really appreciated all the hard work from the committee and volunteers this year.
The children are loving the playground and the working bee was amazing and positive. The school looked amazing and with no extra money in school, the working bee is something that CH would like to see develop into a bi-annual event.
CH is looking forward to using the school grounds like the pond and outside areas more.
The school has lots of ideas for money to be spent, and with wifi being installed in the school tablets would be something they would like to enhance ICT.
After consultation with the School Council & Mr Groves, the children have also asked for simple things like balls & play toys etc.
A huge thank you from CH & the school.
7. Spending Proposal
 - a. Infant Playground Markings - This will be enhanced by the £1,000 Tesco Grant that was awarded to us in Nov/Dec 2017. The School Council have looked through the quotes from Pentagon with roughly £3,000 of markings as a starting point (not including VAT). This does not include the netball court markings which may be done at the same time to save costs, but will be paid for by the school directly from a sports grant they have received.
SP thought that £3,000 was a lot for markings and could be done cheaper, but the quotes received are for Thermo lines and they should last a while. The quotes from Pentagon are just a starting point and other quotes should/will be sourced. RM advised that Hannah Moore school have just had over £8,000 of thermo markings installed and thought £3,000 was reasonable for the area, and would recommend the work taken out. She will find out who did the work and let the committee know. SC advised that the Tesco Grant must be spent on the playground markings as that is what the money was applied for and there are strict guidelines on what we can spend it on.



SC volunteered to work on the markings project with the school from the committee following on from the playground project.

KP noted that this should be the new committee's decision at the next meeting.

- b. Class grants - SC advised that the teachers have been asking for extra money to use for the children at playtime and for extra resources in the classroom and religious education and had spoken with CH regarding how the school would like to handle this as the Friends' should not be paying for extras that fall within with the school budget.

The following was put to the committee for discussion:

1. Having a (big) termly grant of £100 (£300 a year) decided by the Head Teacher where the money should be spent after teachers 'applied' for funds. This could also include teachers such as Mrs Healey and library spending etc.

2. Having a Religion Grant of £150 a year which could be mostly funded by morning tea to parishioners after Mass on a Sunday at St Francis.

Outcome: HH suggested raising class grants. £50 each per class would mean an extra £350 a year. This doesn't include extra teachers such as Mrs Healey. This could be raised by including another Movies & Munchies in the diary.

No decision was made as KP advised that this item should be for the new officers of the committee to discuss and decide.

- c. Reception & Parents Lunch - Previously this was paid for by the parents and it would not be likely that the Friends fund this.

8. Election of Committee/Officers

- a. Roles of Committee Members/Officers - KP read the roles and responsibilities (see attached).
- b. Committee & Class Representative Nominations - not discussed or elected.
- c. Officer Nominations -
 - Chair - Katie Pickstock restood. No other nominees came forward.
 - Secretary - Karen Bailey and Sarah Chaplow nominated. Vote of hands to Karen Bailey.
 - Vice Chair - Amy Hill. No other nominees came forward.
 - Treasurer - Cat Lochrie and Vicky Sanders nominated. Vote of hands to Cat Lochrie.

9. Fundraising Activities - Not discussed

- a. Diary of Dates (including review & schedule of Committee Meetings)
- b. Summer Fayre - friday night.
- c. Easter Egg Hunt / BBQ
- d. Morning Tea at School Mass and Church on Sundays
- e. Any other activities

10. Working Bee - Not discussed further, potentially have two a year as mentioned by CH above.

11. Any Other Business

Christmas party - there was open discussion on the format of the Christmas Party.

Feedback and profit suggests whilst some enjoy the disco and the evening format there is the exclusion



(elderly, grandparents, parishioners, ex students) as the price to attend is high and if you don't stay or like the disco, there is not much else to do and it seems expensive. Also people didn't like to commit to pre-purchase a ticket to take advantage of the free drinks.

It was felt that the juniors didn't like to come as they didn't like discos or felt that there was not a lot for them to do.

Without the disco and the ticket price, the fayre aspect of the night was what the school used to have, but most of it was in the hall with a brass band from Clevedon, and during the day.

It was felt that people didn't like to come out in the evening to school.

No outcome was decided, but more discussions around next years Christmas Fayre will be had at a later meeting.

Bank account to be looked into to have BACS payments with approval as it takes a while for cheques to clear for expenses.

Meeting times - SC suggested that an after school committee meeting may draw more support from the playground with the teachers helping to supervise children in the classroom. CH agreed this would work if decided.

Discussion by the new officers advised that it wouldn't work and that they would like 6pm meeting times going forward.

12. Date of Next AGM always held on the Thursday in this week of January - agreed to be held 24 January 2019 at 7pm.



Chairpersons Report

January 2017 – January 2018

Firstly, we would like to start by thanking the members of the Committee for their hard work and support throughout this past year. The commitment from all of you is amazing and we couldn't do it without YOU!

A big thank you to the parents, staff and local businesses who have volunteered at our events, donated and supported in many ways.

A special mention to Marilyn Hambleton and Anne-Louise Lumsden in the office for their support in distributing forms, collecting money and general enquires day to day! Also to Caroline Hostein and Catherine Hunt for supporting our ideas, attending our meetings and working with us diligently to make The Friends events a success.

A massive thanks to the Playground installation team, who worked tirelessly with Pentagon Play, ground work suppliers and the school council to ensure the funds-raised over the previous 3 years were spent wisely. A bespoke creation was designed following collaboration with the junior children through the school council. They had very clear ideas on what they wanted, and worked well as a team to design the perfect creation!

And finally, a big thank you to our existing team Vicky Saunders and Sarah Chaplow for working so hard throughout the year to continue to raise money for the benefit of the pupils and teachers of St Francis.

Katie Pickstock
Chair of St Francis Friends Committee

Summary of Events throughout 2017

Movies and Munchies – 17th Jan 2017

Angry Birds Movie

KS1 and KS2 - £3 entrance per child. Light tea provided to each child. Many children were asking for more food, especially the older ones.

Popular event for both children and adults.

Profit of £241.29

Mother's Day – 24th March 2017

We sold potted plants and daffodils which were popular with the children last year.

Gift prices ranged between £1 to £2, children liked to buy a combination of gifts for their mums.

We found that parents sent in more money for Mother's Day than Father's Day.

Profit: £193.70

Easter Egg Hunt and raffle – 31st March 2017 – This event was new to the school and fun for the children.

Ticket sales to pre-order food to minimise wastage.

Friends purchased a chocolate Easter egg for each child in school.

Profit: £150

Summer Disco - 12th May 2017 – Combined Infants and Juniors due to lack of interest from older children to make two events financially viable. Sale of entrance tickets at £4 per child, sweets, glow sticks.



Profit: £251.90

Father's Day – 16th June 2017

We managed to more than double the profit from the previous year by giving more £1 options to the children.

We had a variety of gifts priced at £1 and £2. Most children bring £2 and will want to spend £2. If they don't want the £2 gift, then give them more than one option on the £1 table. The profit from this event was more than double that of the previous year.

Profit: £155.53

Sports Day – 7th July 2017

Teas & Coffees with a donation to help yourself worked well again this year and raised a little over £50. An opportunity for a BBQ at next year's sports day, parents seem to be supportive of this although I am not sure anyone would want to man it and miss their child's race.

Profit: £54.69

Summer Fayre – 8th July 2017

This year we executed a more robust wet weather plan in case we ended up in the same situation as the previous year! We ensured as many stalls were undercover as possible, to ensure they could continue if the heavens opened! Templates have now been created, and processes have been or are in the process of being put in place to ensure the next committee has all the relevant information at their fingertips. The key to this event is to get all the major ticket items booked well in advance e.g. bouncy castles and donkeys.

We were delighted with our profit which was over £1,000 more than the year before, thank goodness for good weather this year!!

Profit: £2,820.77

Movies and Munchies – 10th October 2017

Boss Baby - We increased the price from £3 to £4 entrance fee per child. Light tea provided with the addition of popcorn as a later snack, to keep them still throughout the duration of the movie. Great attendance and straightforward to organise.

Profit of £445.20

Working Bee – 14th October – The aim of the Working Bee was to prepare the site for the installation of the Junior play trail and to complete a few odd jobs around school. We had over 40 volunteers and saved a small fortune on ground works! We rewarded everyone with a thank-you hot dog and refreshments.

Cost £163.96

Coin Trail – 17th October – raised £410.92 – Great addition to the calendar to help top up funds required for the Junior playground installation. Y3 the winners got to play on the equipment first, much to their delight!

Raised - £410.92

Junior Playground Installation unveiling - It's was an exciting moment after a year and a half of research, meetings, quotes and consultation with the School Council, we could reveal a new Junior play trail which was installed over the October half term

A big thank-you to Mrs Hunt, Cathy Boylen and Sarah Chaplow for their tireless work in making this a reality. Another big thank-you to Hanson Aggregates and Easigrass Bristol and Bath who installed the artificial grass surface and sleeper seating allowing the play area to be used in all weathers.

It's with thanks to you, the school community, that after three years of continual fundraising and support, we raised nearly £19,000 to make this possible. It feels like a milestone!



Tesco Blue Token Initiative – 1st Nov to 1 Dec 2017 – We were excited to announce that we had been chosen for the public vote in Tesco's blue token initiative (Bags of Help). We applied with the intention to further improve the playground, particularly replacing the playground markings in the infant play area. Voting took place in the Nailsea Superstore and Portishead Express Store from 1st November to 1st December 2017. Unfortunately, we had some stiff competition but we are keeping our fingers crossed that we will have a sizeable donation coming our way!!

Christmas Party – 25th November 2017

The change of format to a Christmas party seems to be a hit with the younger children at school. However, comments have been made by some parents expressing concern around ticket prices and limiting accessibility to relatives such as grandparents.

Our objective was to create a fun family event to be enjoyed by all which allowed parents to interact with other parents and enjoy part the night themselves rather than just following their kids around! Again, a mixed reaction to the disco, although the majority of families stayed and enjoyed the night until the end.

Having the support of Ron & Maria in the kitchen made catering a large event successful and a huge help to the committee. Thank you to them both.

A big thank you to everyone on the night, including teachers and those who supported through donations.

Profit: £1,819 - £200 down on 2016

St Francis Church Stalls Day

Sarah Chaplow continues to be the link between the and the St Francis church community. Previous feedback from church was they don't hear about School events anymore and would like to know what was happening.

Also, there is an opportunity to raise money on a Sunday morning after Mass, providing morning tea to the Parish and proceeds raised can go towards the Friends funds. This needs to continue into 2018 to ensure those vital links are continued.

Administration

An email address stfrancisfriends2016@gmail.com is in operation to use as a centralised place to receive emails, as was a Google drive created for the officers of the Committee to use as a base to create documents.

A private Friends of St Francis' Facebook Page was created before and is working well keeping the members up to date with current events and asking for volunteers. Membership is requested and only admins can approve members.

Spending Plan

The junior playground installation has virtually cleared the bank account. One big priority is to improve the playground markings in the infant playground. We are looking for ideas from children, parents and teachers as to what projects we should concentrate on next.

Friends of Francis' Constitution

The Charities Commission and the PTA UK provide model examples of appropriate constitutions. All changes to the constitution must be approved by a majority of two-thirds of all members present at a General Meeting, either an AGM or a Special General Meeting.

A copy of the current constitution and also the Charities Commission and UK PTA model constitutions can be made available on request.