

St Francis Catholic Primary School
Annual General Meeting
26 January 2017, 7:30pm

Minutes

Attendees

Katie Pickstock [KP] (Joint Chair), Sarah Chaplow [SC] (Joint chair), Karen Bailey [KB] (Treasurer), Helen Harper [HH] (secretary), Miss Ball (Year 3 teacher), Mrs C Hostein (Head teacher), Caroline Cronin [CC], Jo Howard [JH], Cathy Boylen [CB], Vicky Saunders [VS].

Apologies

Cass White and Jenn Pera

Agenda Items

1. Introduction

Katie Pickstock thanked everyone for attending the meeting. Everyone in the room introduced themselves, stating their name, position in the committee/school (if applicable) and the names of their children in the school.

2. Minutes of Previous meeting

The minutes from the previous AGM (28/01/16) were discussed and accepted.

3. Chairpersons Report

Katie Pickstock and Sarah Chaplow presented the Chairpersons report for the past year. The report follows on from these minutes.

4. Treasurer's Report

Karen Bailey presented the treasurer's report. Currently there is £19,172.98 in the bank. The report follows on from the minutes.

5. Fundraising Activities

a. Diary of Dates

The diary of dates for the coming year follows on from these minutes. In addition to this the following comments were made on future fundraising activities:

- The committee would like to continue with the format of the 2016 summer fayre brochure, so that it can be a keep sake for the children. This could also include a class photo of each year group.
- The committee suggested the idea of a BBQ at the sports day. The teachers suggested that having a bbq wouldn't be very inclusive to all children. Also, wet weather is an issue as not enough room to accommodate everyone inside. The general feeling was to stick to

the picnic. The committee can provide refreshments.

- The committee would like to organise a working bee prior to the summer fayre. Mrs Hostein said that she thought this the previous working bee was really good community event and a big success.
- Christmas party feedback- JH suggested some cheaper games and stalls to be available at the next event. The entrance fee was also discussed, Mrs Hostein thought the price kept some people away such as grandparents, parishioners and ex pupils and there was less footfall through the door. This will be reviewed for the next event.
- Movies and Munchies. HH suggested asking Tesco to donate fruit towards the next event.

b. Summer Fayre Organisation

Katie Pickstock stated that the committee had already stated to plan the summer fayre, donkies and bouncy castles booked. A lot of the organisation is in place from last year, therefore fundraising and planning for this year's event should be more straight forward. The committee plans to review the sale of raffle tickets.

6. Election of Committee/Officers

a. Roles of Committee Members/Officers

A description of each member's committee role was produced and follows on from these minutes. Mrs Hostein stated that everyone can be general committee members and described the committee officer roles.

b. Committee Nominations

All members stood down from current positions.

- Helen Harper permanently stood down as Secretary
- Karen Bailey permanently stood down as Treasurer

c. Officer Nominations

Chair: Katie Pickstock Nominated by SC, seconded by HH

Secretary: Sarah Chaplow Nominated by HH, seconded by KB

Treasurer: Vicky Saunders Nominated by SC, seconded by HH

Vice Chair: (Position not filled)

7. All Other Business

a. Head teacher Review

Mrs Holstein thanked everyone involved in the fundraising for their efforts. She commented that our families were very generous and that each year the money raised is consistent. Mrs Hostein explained that budgets for schools have been drastically reduced in recent years which means that support from the Friends fund towards playground equipment is very helpful. The fund raising also provides the 'extras' for the children; annually each class receives £200 which supports a number of activities for example subsidising school trips.

Mrs Hostein has currently bid for money to support playground updates (12k for resurfacing). Mrs Hostein asked the committee if we would agree to contributing £2k to support the

resurfacing. This was agreed by all committee members.

b. Review of Constitution

Sarah Chaplow stated that the constitution was not up to date. Andy Chaplow has agreed research and update the constitution, aiming to complete this task within a year.

c. Notice board and barometer

Sarah Chaplow is research a suitable permanent notice board for the school playground. Sarah Chaplow is planning to put up a barometer to have a visual display showing the aims of the fundraising.

d. Spending

Cathy Boylen spoke about the plans to use the funds to update the playground. There was discussion regarding the location and surface for the equipment. Three quotes will be obtained to ensure the best value for money. The children's school council will be involved in choosing the equipment.

8. Schedule of Committee Meetings

The committee are planning to have termly meetings at school to discuss events, spending and organisation.

9. Date of Next AGM : Thursday 25th January 2018

Committee Intention and Roles

Committee Intention

To have termly meetings at school to discuss the events past and future, spending of the money, organisation of planned events.

Committee Roles

General Committee Member

Attend termly meetings and offer help and support with planning of Friends' events, and to have a say in where money raised will be spent.

Chair

Effective management by ensuring that there is full participation during meetings, all relevant matters are discussed and effective decisions are made and carried out

Responsible for representing the Friends to parents and staff

Acting as a principal contact with the school and organisations

Chairing all general and committee meetings

Responsible for planning and direction delivery

Able to be additional signatory for cheques

Vice Chair

General support to the Chair

Secretary

Ensuring meetings are effectively organized and minuted and maintaining effective records and administration.

Draft letters/s to parents for book bags or ParentPay.

Draft additions to newsletter.

Act as a contact with the school.

Able to be additional signatory for cheques.

Treasurer

A safeguard the Friends' finances.

Financial reporting, banking, book keeping and record keeping.

Financial management on all events, including counting, floats etc.

Signatory for cheques on the account (along with the chair or secretary)

Filing a return with the charities commission

Provide breakdown of accounts for AGM

Chairpersons Report

February 2016 – January 2017

Firstly we would like to start by thanking the members of the Committee for their hard work and support throughout this past year.

A big thank you to the parents, staff and businesses who have volunteered at our events, donated or supported in many different 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 for supporting our ideas.

We have had a successful year as a committee, made a few changes that have stemmed from parents suggestions, and look forward to installing new playground equipment with the money raised over the last few years.

Below is a summary of events held, and some thoughts. Feel free to contribute any feedback at anytime. It always helps!

And last but not least, a big thank you to Helen Harper, our Secretary and Karen Bailey, our Treasurer for their work this year before stepping down.

Sarah Chaplow & Katie Pickstock
Co-Chairs

Summary of Events

Mother's Day – 4 March 2016

A small event for the committee to start with – we sold hot chocolate cones and potted flowers, and bunches of daffodils – all proved very popular. Thanks to Sue Carnaby for organising with Burchill's to receive plants at cost.

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

Profit: £193.64

Clothes Recycling – 20 May 2016

A good easy way to raise money.

Profit: £82.80

Fathers Day – 17 June 2016

A semi success. Difficulty in finding a variety of gifts for dads.

Vegetable plants went down well, chilli were the most popular and suggest just doing these next year as finding a variety of plants was difficult at the end of the season. We also had leftover stock due to selling sweets - which we found out that selling the sweets is not a good idea, as children only wanted to purchase the sweets and ate them themselves!

Also, keep presents at a £1 or £2 domination, and have a couple of £1 selections. 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.

Profit: £60.21

Summer Fayre – 25th June 2016

Despite the weather, the Summer Fayre was a success.

Little changes such as the Brochure becoming more of a year book, including donkeys as a non-profit 'feature', and added a few new processes which all received good feedback.

Prior planning and providing written instructions allowed volunteers to set up and run their stalls more efficiently. Things such as prices, flow of cover, and description of the stall meant less questions needing to be asked on the day.

A more robust wet weather plan needed to be in place.

The changeover of volunteers was one of the biggest difficulties on the day as the weather took hold and things moved or dispersed. We felt that most people were happy to muck in and helped above and beyond what they had initially volunteered, but this also meant people didn't turn up to their assigned posts.

We realise it always works out on the day, but having people commit to helping prior to the Fayre would assist greatly in planning, and new ideas on how to help this would be welcome.

The raffle needs an overhaul as we should be receiving at least 80% of these back from the school community and we are nowhere near receiving 40%.

A big thank you to those who helped on the day, and those who did a whole lot of work behind the scenes – The committee and in particular:

Jo Scutcher who worked on the new look brochure.

Siobhan Hallmark and Rachael Stacey for their support in gaining advertising, donations and all round helping out.

Clare Shardelow, Cass White, Sharon McCann and their families for running our BBQ and Bar.

Emma-Louise Brown and Laura Shields for their amazing cake stall.

Thank you to all of the teachers who helped out on the day.

It was nice to see an engagement from parents across all year groups. It was lovely to see lots of Dads helping out on the day too!

Templates have now been created, and processes have been or are in the process of being put in place for next year in regards to planning, advertising and thanking those involved.

We were delighted with our profit despite the weather interruption.

Profit: £1,744.85

Sports Day – 30 June 2016

Teas & Coffees with a donation help yourself worked really well and raised a little over £50. An opportunity for a BBQ at next year's sports day and parents were supportive when this was mentioned.

Profit: £54.69

Disco – 15 July 2016

Unfortunately we cancelled the first disco on 1 April due to low demand (Reception also had a class birthday party that night that contributed to low numbers) and there were no year 5 or 6 participation.

A combined KS1 & KS2 disco due to low numbers again from year 5 & 6 was held in July.

We felt that this was a success, all students behaved, there was a great atmosphere and parents commented that they enjoyed not having pick up at 2 different times and felt that the format worked well.

Future Notes: Next disco to be held between 6pm and 7.30pm as a whole school (possibly limit numbers to 120) – have the lights dimmed to settle in, sell glow sticks and food to be consumed first then turn the lights out from 6.30pm.

This disco was about providing a fun event for the children and not for the profit in the end!

Profit: £39.14

Working Bee – 16 October 2016



What a turn out and what a difference it made to the school! An immediate effect that parents and children could see when they came in on the Monday!

A little bit of organising but achieved an amazing result with the help of some very hard working parents. A big thank you to them all for helping and giving 100%.

A BBQ was planned for all helpers to refuel and was happily received.

No profit, but lots of improvements made.

Cost £167.49

Christmas Party – 26 November 2016

We are pleased that after much discussion the change of format was very successful.

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! Parents and children enjoyed the change of time, and the relaxed atmosphere. A mixed reaction to the disco, though 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.

We increased the raffle ticket price as we overhauled the raffle prizes and focused on obtaining a few big ticket items as opposed to lots of little prizes. Same issues as the summer fayre with return of the raffle tickets. We will work on this.

Some feedback has been that the ticket price may have been a little high, so more emphasis on what it goes towards may help.

We are looking forward to organising something similar again this year.

Profit: £2,070.00

Movies & Munchies – 13 January 2017

A big thank you to Sharon McCann for making this a successful afternoon, along with all the parent helpers. It was definitely enjoyed by the children and parents.

Profit: £245.29

Waitrose Community Matters

The green tokens from our local Nailsea store raised £336.00

St Francis Church Stalls Day

A stall was held at the Church Stalls Day which allowed the Church community to see the events that the Friends have held this year, what the money goes towards and how they could be involved.

Feedback from the Church community was that 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.

Administration

An email address stfrancisfriends2016@gmail.com was created as a centralised place for emails to be sent, 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



Sarah Chaplow from the current committee is working with Cathy Boylen, Hannah Badbury-Homes, Mrs Hostein and the school to make the Junior playground equipment a reality. It is hoping to be installed by Summer this year with an approximate figure of up to £15,000 being spent.

Future spending plans include new information boards on main thoroughfares and the repainting of new playground markings on the Infant playground.

Any new ideas are welcome.

Friends of Francis' Constitution

What we have realised is that, whilst some of our current practices don't conform to what is written, the constitution itself is actually outdated and well overdue for review. The constitution is required by the UK Charities Commission in order to form an association and must be registered with them, including all changes, to ensure ongoing registration as a charity. The Charities Commission and also 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.

It is proposed that Constitution be reviewed by members of the Committee and amend the constitution as necessary and to present these changes back to all members for acceptance in accordance with the current rules.

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

Diary of Dates 2016/17

Term 1 2016

Wednesday 12 October Reception/Year 1 Parents' Evening After School Event

Term 2 2016

Saturday 26 November Christmas Party After School Event

Term 3 2017

Tuesday 17 January KS1 Movies and Munchies After School Event
 Thursday 26 January Friends AGM Meeting 7.30pm - 9pm
 6 to 10 February Clothes Recycling Collection Collection

Term 4 2017

Wednesday 8 March Friends' Committee Meeting Meeting 7.30pm - 9pm
 Friday 24 March Mothers Day Stall During School Event
 Friday 31 March Whole School Easter Egg Hunt and During School Event
 Easter BBQ and After School Event
 Uniform Sale After School Sale

Term 5 2017

Wednesday 3 May Friends' Committee Meeting Meeting 7.30pm - 9pm
 Friday 12 May School Disco 6pm - 7.30pm After School Event

Term 6 2017

Thursday 15 June Friends' Committee Meeting Meeting PM
 Friday 16 June Fathers Day Stall During School Event
 TBA Summer Fayre After School Event
 Friday 7 July Sports Day Refreshments During School Event

Term 1 2017

Wednesday 13 September Friends' Committee Meeting Meeting 7.30pm - 9pm

Term 2 2017

Saturday 25 November Christmas Party After School Event

Other possible events

KS1 & KS2 Movies & Munchies	Adults Movies & Munchies Evening
Wine Tasting Evening	Before School Breakfast
Happy Circus	Cake Sale
Advent Wreath Packs	Ice Creams after School
Christmas Cards	Uniform for Nazareth House Nuns