

Defford-cum-Besford CE First School and Pre-School
Friends' Association AGM Minutes

Thursday 11th September 2014, 7pm at Defford School

1. Welcome

Kara Thomas (Chair) welcomed Gillian Blythe, Helena Lewis, Andrea Bailey, Kirstie Brown, Amy Rollason, Steve Ide (arrived after meeting started) and Lindsey Craddock (arrived after meeting had started).

2. Apologies

Di and Jonathan Small, Toni Gibbens and Clare Larden.

3. Minutes of last AGM 19th September 2013

Minutes of the last AGM were approved.

4. Election of new officers

Secretary role was discussed first as AR had previously let the committee know she would be stepping down. AR explained due to a very active toddler she had no real time to do all the admin, but will continue to support the FA and attend meetings. AR also offered to run one of the fundraising events and asked if the Summer Fayre should be that one event. KT, KB and HL agreed that AR would take the lead on the Summer Fayre. Helena and Steve came forward to share the role of Secretary. KT asked if anyone else was interested or had heard from anyone unable to attend of any interest in this role, no-one had come forward to the school or committee members. KT and KB seconded therefore HL and SI duly elected.

Chair Kara offered to remain as Chair for another year but asked if anyone else had expressed an interest, no-one had come forward. KB and AR seconded therefore KT duly re-elected although KT expressed this would be her final year.

Treasurer Kirstie offered to continue in this role. No-one else had communicated an interest in this role to the school or committee. HL and SI seconded therefore KB duly re-elected.

Year Group Ambassadors (YGA) still a great support to the committee so **AR to confirm YGA's** for each class but preferably each year group.

5. Matters Arising

HL discussed that Thursdays are difficult for her to attend FA meetings. Although the last few meetings have been on a Thursday KT advised that meeting days are changed to enable as many members to attend as possible. Discussion with those present identified that Tuesdays are better.

6. Chairman's Report

KT talked through the changes that have taken place in this last year:

- £000's built up in FA accounts over the years has been paid over for immediate use within school. AB expressed sincere gratitude to FA who has enabled the school to enhance the children's learning environment above and beyond the schools financial abilities. The FA now pays over money to the school at regular intervals.
- Committee focus on 3 main fundraising events; Christmas Fayre; Curry & Quiz and Summer Fayre (previously Pig Roast event). Accounting for these events has changed to reflect only the cost incurred for each event (if supplies left over, cost for those units carried over to next event that will use them in the academic year). This gives a clear indication of each events performance and areas that can be improved. Each event also has a lead person (different person for each event) to ensure that every event is progressed as needed within quite tight timescales. Kara is currently working on Curry & Quiz and will call on members help to promote and source free or discounted produce as needed.

7. Treasurers Report

KB discussed accounts that were distributed showing £10,000 grant received from the Lottery that will be put to use during the October half term as the multi-use room will be transformed into a Community Hub. 2013-2014 saw a very successful Curry & Quiz that also received some match funding. All events were more profitable as costs are now kept to an absolute minimum. Bank balance stands at just over £11,600 with a £1,000 cheque yet to be cashed by the school and the £10,000 grant to be spent shortly on a specific project (as discussed above). During 2013-2014 the FA paid £300 towards Forest School equipment; £433.50 towards the Panto trip; £500 towards new books for the library; bought and gave every child an Easter egg; contributed £5,000 for three key projects (games in the playground refurbishment; furniture for Library and furnishings for new Community Hub). KB commented that last year FA actually made a loss so thrilled that this year there is such a profit. Cheques will be written to school at the end of each term to ensure funds raised are put to immediate use. AB expressed how grateful whole school are for the extras FA funding has afforded that have really excited the children who are already seeing great changes to their school. FA is helping school move towards 'outstanding'!

8. Minutes of last meeting – 17th July 2014

Approved. Action points discussed – AR awaiting response from Strensham Parish Council regarding mini iPad funding request. **AR still to request Defford Parish Council to fund further mini iPads. AR to gain full understanding of process we will need to follow to access any 106 contribution that will be payable if any of the**

proposed developments go ahead in the village. AR also needs to ensure all local supermarkets have a formal request for support to ensure fundraising opportunities maximized.

To ensure all parents are aware of FA activity and the amazing work that can be done by all parents helping the school KB and AB to ensure every term during family assembly cheque presentation takes place so all parents can see how much is raised and how the school will use that money.

KT asked AB about potential storage on school site for fundraising items used every year. AB advised no water tight storage is available but all agreed that parent network will be able to store items in the short term.

Venue of meetings discussed at previous meeting and again at AGM. AGM must be held at the School but remaining meetings don't have to be at The Oak. LC advised some parents had asked about the meetings but were put off by having to buy pub priced drinks. All agreed homes can be used as meeting venues,

9. Fundraising

a. **Curry & Quiz night** – Taking place on 18th October, Kara taking the lead.

Tickets to remain at £10 per person but Auction prizes (Group Paintballing ticket; Artist Eprint; Croome Family Entrance and The Crown Inn @ Peopleton meal for 6) all to be advertised before event to maximize bids. KT pushing this event forward and asking for members help as needed.

b. **Children's events** – All agreed to host a Halloween Disco on Thursday 23rd October where last year's Year 4 leavers will be invited back. Film night discussed and GB explained not able to charge entrance to see the film so no license has been purchased. KB referred to PTA magazine that had details of how to run film nights as a fundraiser. KB to clarify position on film event. As discussed in previous meeting Committee will write to School Council to ask what events they'd like the FA to put on. These are not fundraising events but we do look to break-even at least. Looking to host one every term. HL/SI to write to school Council.

c. **Christmas event** – will be Christmas Fayre as usual but we won't be doing Christmas Cards with the children as a fundraiser this year, all agreed on the children doing a T towel. All agreed Fayre will take place on 28th or 29th November after discussing options of times and whether a Saturday event would work.

d. **Summer Fayre** – AR will take this event on.

e. **New Ideas** – Discussed a Casino night, Bake Off event, parents social like Paintballing! Black Tie event and a version of 100 Club where families give £10 for the year and are entered into 4 draws with cash prizes. All these ideas and any more to be discussed after Christmas to take one of them forward this academic year.

10. Any other Business

AB and GB brought up issues with current uniform provider that highlight it's simply not working. School offered to take over school uniform orders.

11. Date of next meeting

Tuesday 4th November at 7:30pm at Helena's home.

12. Close

Meeting closed at 8:35pm.