

FRIENDS OF ST MARY'S CE VA PRIMARY SCHOOL YATE
(Reg Charity:1022264)

Minutes of AGM: 30th September 2014 St. Mary's School (Hub)

Present: Mary Baskerville (Head Teacher and President), Mrs. Scriven (Deputy Head Teacher), Justin Blackett (Chair), Lynette de Nobriga (Treasurer), Liz Hill (Secretary), Neil T, Steph B, Marc, Kerry K, Claire W, Sarah B, Ria & Doug Hickman, Jane Barker

Apologies: Chris H, Ellen Kirk

Justin – Welcome and introductions around the room. Brief explanation of 'The Friends' and elected roles. Photographs slideshow to exemplify work done in the past year.

Minutes of the last meeting:

Any issues will be discussed at a later date due to long agenda for this meeting.

Key Points from the Chair's Report (Justin)

1. Including everyone's vision of The Friends - rewarding
2. He feels it is a privilege and that his time is limited due to the fact he works full time
3. He enjoys raising money and providing the resources for the school
4. In the first year – feeling the way, reviewing and learning what works best.
5. Communication was discussed – The use of Facebook is very successful
6. Thank you to parents for their help in communication – passing information on in the playground.
7. It was a privilege to be part of the new Head Teacher selection process.
8. Looking to next year it would be good to have more contact and a shared vision with the teaching staff, as well as exploring the talents of new and existing parents.
9. It was suggested that Justin is fulfilling a lifelong ambition to be a DJ (through Friends fundraising discos)!

Neil thanked Justin for all his time and work.

Treasurer's Report (see attached) – Lynette

The Accounts can be viewed on the Friend's Website

1. The three committee accounts were explained. The committee needs to maintain £500 in an account at all times. This is set aside in one account along with the money for the final payment of the school hall due next April.
2. Throughout the year the committee spent more money than it made (the same as last year) but the accounts are still healthy.
3. Claire commented on the super fundraising.
4. **Opening balance: £16578.91 Closing balance: £14470.30**
5. Lynette thanked all parents involved for their fundraising – both those who organised and those who spent their money.
6. HMRC sheet discussed.

Secretary's Report – Liz

1. Thank you to the school office for their part in supporting the communication with parents.
2. Thank you also to parents (in particular Class Reps) for their part in circulating information and generating support for events.
3. Best means of communication with parents of upper school children discussed – parents are often not on the playground as children are more independent so involving them in events is more difficult. Making sure all parents are aware of all events is the main aim for next year.
4. Lynette & Kerry commented that secondary schools use a texting system to inform parents of main events.
5. Justin/Steph suggested that pupils' views and ideas for events should be sought and this might encourage older pupils to attend.

The meeting was handed over to Mary Baskerville (Head Teacher and President) for the election of members.

- Mary explained that the school as a CofE VA school needed to pay 10% of any building costs and thanked the committee for their fundraising. Mary also mentioned the visualisers, sewing machines and digital cameras bought for the school last year.
- Mary proceeded with the elections as follows:

Position	Volunteer	Nominated by:	Seconded by:
Chair	Justin Blackett	Steph	Kerry
Treasurer	Lynette de Nobriga	Neil	Sarah
Secretary	Liz Hill	Kerry	Claire

Justin thanked Mary.

Justin – the position of Vice Chair and PR/Publicity Officers remain vacant.

Jane suggested that the elected members refer to themselves as 'officers' to help with clarity as ALL parents are automatically members of 'The Friends'.

Class Reps:

There are usually one or two reps per class.

Green Class – Jane Barker and Ria Hickman

Yellow – Ellen Kirk

Purple – Sharon and Michelle are happy to continue

(Jane said she could volunteer for Blue class instead if no one else volunteered.)

It was agreed that an email from teachers to parents would be a good idea.

(Liz to contact Class Teachers)

The Friendship Cabin

Justin – The Friendship Cabin should open again soon – the insurance is nearly sorted. TBC

Justin asked Environmental Health to visit the Friendship Cabin and to advise the committee regarding appropriate use with the current facilities. **Cooking and food preparation are not permitted** as there are no hand washing facilities. However serving tea, coffee and tuck are allowed. We can serve hot food from a BBQ outside.

Website

Justin said that Chris Hares has offered to continue to help with The Friends this year – particularly with the website. The committee thanked Chris for his time and effort in doing this.

Future Planning

It was also noted that several parents who regularly help with The Friends have children in their last year(s) at the school and so the committee need to be planning for their succession over the coming year.

Autumn Fundraiser

There will not be a firework night as the school grounds do not meet current insurance regulations. Other fundraising ideas were discussed for example a Ladies Night (may run in the spring), non-firework night with lasers and fancy dress disco.

A **fancy dress disco** on a 'Super Hero' theme will take place on Friday 7th November. Possible fairground rides and games will be investigated.

Christmas Bazaar – Saturday 29th November 10-3

Mrs. Scriven – School staff find the Friday evening Christmas event option better than a Saturday.

-The Friends recognise this and appreciate that staff have family commitments which make attending weekend events difficult. It is however felt that parents and organisers are better able to attend a Saturday event. Any help that school staff can offer will be greatly appreciated.

Jane – volunteers (e.g. class reps) need a description of what is required for each stall.

Steph – in the past there have been reps meetings

Suggested stalls:

Father Christmas	Teddy Tombola
Bottle in a Bag/ Wine or Water	Cake Stall
Jolly Jars	Sweet Stall
Envelope on the Tree	Christmas story read by teacher
Nails (Emma)	Commercial Stands
Mulled wine and truffles	Raffle (cash or prizes?)
Marble Scoop	Treasure Island

Craft Room (St. Mary's Scrappers?) Skittle alley
Ladder and bean bags Cans in sand
Chocolate Tombola Car (Neil)
Minion Game

Face painting is allowed for insurance purposes if **either** the painter is professional and provides their own liability insurance **or** they are an amateur making no profit in which case PTA insurance now covers them.

Kerry said she is happy to decorate the cabin – it will need to be closed from 24th November to give enough time for decoration.

Teddies to be sent into school 17th-21st November
Bottles Mufti Day Friday 28th November

Mrs. Scriven – Christmas trees can go up on Wednesday 26th November
To be discussed further at the next meeting

Film Night – Neil suggested that we hold a Polar Express Night

Neil will investigate the possibility of holding a Castle Coombe cycle circuit.

100 Club

Thank you to Sarah for setting up the club. There are still numbers available – forms are in the school office. Winners will be listed in the school newsletter.

Grounds Maintenance

Kerry said that the children's 'Wildtopia' creature homes will be put in place as soon as possible.

Jane is happy to give advice regarding gardening.

Playground painting will be the focus for the new year.

Justin said that it would be good to work with the premises committee to plan for the future.

The ramp outside the Friendship Cabin desperately needs replacing. (Claire said a quote had previously been given by Mr. Eversham. At the time the project was considered to be too expensive.)

Projector and Screen for the Hall

The committee have previously discussed how the school might like a projector and screen in the school hall for use in assemblies, PE lessons etc. Mrs. Baskerville and Mrs. Scriven said that they would very much like one and that the viability of the current speaker needs investigating too. They said they could probably run the projector from an old laptop so teachers wouldn't have to move equipment around the school.

Marc said that a short throw projector with a cage could be installed. He said that this was his area of work and that he would be happy to fit it free of charge. Marc will produce a quotation. To comply with the constitution three quotations must be sought.

Justin mentioned that the committee helped support the Hobbit Day, cost TBC.

Lynette suggested that the school might benefit from a 'Happy Puzzle Company' day or perhaps 'Mega Structures'. She would be happy for The Friends to fund these.

Date of next meeting: Tuesday 14th October, 7.30pm, The Lawns.

Justin: Thank you and close.