

FoHPS AGM Meeting Minutes

Date: 13th October 2016

Attended by: Tracey Sellens, Cathy White, Damianne Redpath, Vickie Graham, Kathryn Dodd, Olivia Manton, Steph Birt, Hannah Fitzgerald, Yvette Green, Sharon Mackie, Clare Green, Chris Seal, Frances Smith

Led by: Clare Green

Minutes taken by: Sharon Mackie

1. Apologies:

Georgina Young, Denise Nock, Paddy O'Reilly, Kelly Evans, Amanda Read, Ruth Haddock, Moira Healy, Louise Wells, Natasha Everett, Claire Harding.	
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2. Outgoing Vice-Chairs/School Representative Report

Clare welcomed all those attending and thanked them for coming.

Frances Smith, on behalf of Georgina Young, thanked the committee for their support given over the previous year. The money raised last year by FoHPS will be transferred to the school to allow them to fund three playground markings (a large colour world map, a large blank grid, and a compass) plus 6 dustbins for use in the school grounds. During the year, FoHPS also paid for new cameras and associated equipment for use in school. The school also managed to sell the old stage, which had been replaced the previous year with a new one funded by FOHPS, bringing in more funds to the school.

This year's fundraising.

The purchase of an outdoor classroom was proposed by Frances on behalf of the school. Unfortunately, the person who had initially suggested this project couldn't make this meeting to provide more information about funding etc. A follow up meeting will be held in Nov to discuss the viability/timescale of the project.

FoHPS will continue to support the school in the usual ways, if required:

- £100 for each Key Stage for sundries
- Year 6 leavers gifts and leavers day out
- Eggs for Easter decorating/hunting
- Sand for the Reception Sandpit
- Maintenance of the Adventure Playground
- Manning events e.g. Mother's/Father's Day tea and cake afternoon and Year 6 Rotary quiz evening.

Clare
&
Frances

3. Treasurers Report & Bank Signatories

<p>Chris Seal provided copies of the financial reports for the previous year. In summary the total income was £7400.50 (all from fundraising), total expenditure was £9728.97, leaving a negative £2328.47.</p> <p>FoHPS gave £6313.46 to school last year in the form of:</p> <ul style="list-style-type: none"> • £200 Key stage sundries • £522.12 towards Year 6 Leavers gifts and events. • £600.25 for cameras and associated equipment • £60.09 for new face paints • £4931 for a new stage (previous years fundraising aim) <p>The top three fundraisers last year were :</p> <ul style="list-style-type: none"> • Christmas Fair - £1315.29 • Open Afternoons - £1070.43 • Quiz – £870.76 <p>It was noted that although the Open afternoons are an easy source of income, they will be halved in number this year to curriculum time restraints and hence, our income from these will drop this year.</p> <p>The quiz actually raised more money than the previous year despite there being no hot food. It was agreed that this didn't matter and the format should continue.</p> <p>Chris reminded everyone on the procedure of claiming expenses. Any expenditure under £20 is pre-authorised, anything over £20 needs to be authorised by the executive committee.</p> <p>Our account requires 2 signatories per cheque written. The current signatories are Chris Seal, Amanda Read and Lorna McPhee. Clare Green, Chris Seal, Kathryn Dodd and Vickie Graham agreed to be signatories. Chris seal will ask Amanda Read if she wishes to remain a signatory and will then fill in the necessary paperwork.</p> <p>Please see attached financial report for last year.</p>	<p>Chris</p>
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4. Election of Committee Members

<p>Chair: Clare Green (Elected) Vice-chair: Vickie Graham (Elected) Treasurer: Chris Seal (re-elected) Secretary: Sharon Mackie (elected)</p> <p>A list of new and remaining committee members will be drawn up by Sharon and a new email contact list will be circulated.</p>	<p>All</p> <p>Sharon</p>
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5. 2016/2017 Proposed Fundraisers

Autumn Term	<p>Open afternoon 1 – <u>Friday 7th October</u> - Years 5 & 6 - £135.56 made.</p> <p>Christmas cards – To be ordered by Sunday 16th October and sent into school by <u>Monday 17th October</u>.</p> <p>Bag2school - <u>Wednesday 16th November 2016</u> - Email and bags to be sent out before the event</p> <p>Christmas Fair - <u>Friday 2nd December</u> – a meeting will be held on Nov 7th to arrange this. Time and date to follow.</p> <p>Open Afternoon 2 – <u>Friday 9th December</u> - Years 3 & 4</p>	
Spring Term	<p>Open afternoon 3 – <u>Friday 3rd February</u> – Year 1 & 2</p> <p>Quiz?</p> <p>Mother's day shop</p> <p>Easter events</p>	
Summer Term	<p>Bag2school - <u>Thursday 11th May 2017</u>. Email and bags to be sent out before the event</p> <p>Open afternoon 4 – <u>19th May 2017</u> – Reception & ?</p> <p>Father's day gift shop</p> <p>Summer event ?</p> <p>quiz event for the children?</p> <p>Sports day bacon butties – possibly Friday 7th July TBC.</p>	
<p>Quiz – Frances and Clare to ask Mandy/Georgina if they are willing to help organize another quiz as it was agreed that this was a very popular community event. As in previous years, the date was proposed in <u>January</u> to help combat the January Blues.</p> <p><u>Other proposed events</u></p> <ul style="list-style-type: none"> • Photo scavenger hunt around the village • 100 club 		

6. Date and time of next meeting

7 th November 2016	Clare/Vikkie to confirm time and venue
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7. A.O.B.

Raising Awareness

Ways were discussed about how to promote FoHPS, what we do and how to get more help. Suggestions included:

- FoHPS – Facebook Page
- Display Boards – Paddy O'Reilly is looking into this.
- Photo's to Faces – Clare has done this for the FoHPS private facebook page, could this go on the main school facebook page/website?
- Elect Class Reps – see below
- Sharon to do a monthly "What's on/What's needed" guide for the webpage/facebook page. To send to Frances for publishing.

Class Reps.

It was suggested that having class reps would help FoHPS to spread awareness and get extra help at events e.g. open afternoons. We have the following volunteers so far. Sharon will request further volunteers from people not at the meeting when the meeting minutes are sent out.

Reception	Kathryn Dodd, Steph Birt
Year 1	
Year 2	Olivia Manton,
Year 3	Yvette Green, Tracey Sellens,
Year 4	Damianne Redpath*
Year 5	
Year 6	Damianne Redpath*

*Damianne will be rep for either one of these classes depending on who else comes forward.

Shed

FoHPS asked school last year for permission to put a shed within the school grounds to store their assets. Frances told us a space had now been found near the PE shed. Damianne and Tracey said they would ask about for a shed.