

# Friends of Houghton Primary School

## AGM Meeting Minutes

Date: 17<sup>th</sup> October 2017

**Attended by:**

- Tracey Sellens,
- Vickie Graham,
- Kathryn Dodd,
- Olivia Manton,
- Hannah Fitzgerald,
- Sharon Mackie,
- Clare Green,
- Chris Seal,
- Frances Smith,
- Karen Fitzjohn,
- Sarah Holden,
- Mel Darnell,
- Moira Healy,
- Leah Zich,
- Karen England,
- Vic Wiseman.

**Led by:**

- Clare Green

**Minutes taken by:**

- Sharon Mackie

**1. Apologies:**

- Amanda Read,
- Aylie Ewing,
- Steph Birt,
- Yvette Green,
- Andrea Somerville

**2. Minutes of 2017 AGM**

No matters arising.

### 3. Chair's Report

Clare welcomed all those attending and thanked them for coming. All attendees introduced themselves.

Clare summarised last year's fundraising projects. The treehouse project was the biggest fundraiser of the year. Clare briefly introduced our smaller fundraising events to the new parents.

<u>What we did in 2016-2017:</u>	<u>In 2016-2017 we agreed to fund:</u>
<ul style="list-style-type: none"><li>• arranged cover for refreshments at open afternoons</li><li>• two bag2school textile collections</li><li>• Christmas cards</li><li>• Christmas fair</li><li>• Provides and sold drinks and sweets at year 6 rotary quiz</li><li>• Father's day gift shop</li><li>• Mother's day gift shop</li><li>• Sports day bacon butty stall</li><li>• Summer event</li><li>• Plaques for treehouse</li></ul>	<ul style="list-style-type: none"><li>• £100 for each Key Stage for sundries</li><li>• Year 6 leavers gifts and leavers day out</li><li>• Eggs/sweets for Easter gift</li><li>• Sand for the Reception Sandpit</li><li>• Maintenance of the Adventure Playground</li><li>• Tree House - plaques</li></ul>

The Christmas Card Project was discussed. So far this year, only 17 orders have been placed. It was felt that this could be because it is very early in the year but time is required for processing and to get the cards back in time for Christmas postage. It was asked if school could be involved in producing the art in school. School feel it would require a lot of curriculum time to do so. A parent suggested that it need not be a "work of art" and maybe an afternoon could be spared in future as the orders were the highest the year that the cards were produced in school. It was decided that the incoming committee would decide whether or not to continue with this fundraiser next year and/or look for a new supplier as there were a lot of ordering issues last year. It's not a major earner, just a nice to do for the children.

The Summer Fair was well received but committee feedback was that it was too hard to do during Feast Week so an early date has been arranged this year.

A new Christmas wrapping paper sale has been set up with 22% commission coming to us.

#### 4. Treasurers Report

Chris Seal provided copies of the financial reports for the previous year.

In summary:

- Total income was £15,643.20 (69% treehouse donations, 24% fundraising, 7% misc.),
- Total expenditure was £16,845.46 (73% treehouse, 21% school, events, 5% event, 1% misc.)
- leaving a negative £1,202.26.

We gave £3474.37 to school last year in the form of:

- £348.85 for playground maintenance
- £366.52 for Year 6 Leavers gifts and events.
- £2,743.00 for playground markings and bins
- £16.00 for Easter gift bags

The top three fundraisers, besides the Treehouse donations, last year were:

- Christmas Fair - £1,800.66
- Open Afternoons - £481.77
- Summer Fete - £719.83 (expenses still due to be paid)

At close of year, the balance in the account was £5430.06. Please see the financial report for more information.

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.

Our accounts must be externally verified and Chris confirmed that although our previous contact up on the base has now left, that a new volunteer has come forward.

So far this year, outgoings have included: new lidded cups for open afternoons etc., paying the invoice for the games hire at the summer fair and an invoice for the treehouse plaques.

With the agreed consent of the attendees, 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
- Easter gift for the children
- 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.

#### 5. Selection of Committee Members

	<b>Name</b>	<b>Proposed</b>	<b>Seconded</b>
Chair	Clare Green	TS	SM
Vice-chair	Vickie Graham	SH	CG
Co vice-chair	Kathryn Dodd	KD	CS
Treasurer*	Tracey Sellens	CG	MH
Secretary	Karen England	VG	KD

\*Chris Seal has agreed to work in an advisory capacity this year, to help ease Tracey Sellens into her new role.

All others present agreed to be on the general committee and provided their email contact details.

A list of new and remaining committee members will be drawn up by Sharon and a new email contact list will be circulated to the executive committee. Most communication is now via the committee facebook page; please let one of the executive committee know if you've not got an invite to join.

## 6. 2017/2018 Proposed/In Progress Fundraisers

Autumn Term	Open afternoon 1 – <u>Friday 13<sup>th</sup> October</u> - Years 5 & 6
	Christmas cards – To be returned by Tuesday 17 <sup>th</sup> October
	Halloween disco – Friday 20 <sup>th</sup> October
	Northbrook Gift Wrap Fundraiser – Nov and Dec.
	Bag2school - <u>Friday 17<sup>th</sup> November</u> -
	Christmas Fair - <u>Friday 8<sup>th</sup> December</u> –Time and details to follow.
Spring Term	Open Afternoon 2 – <u>Friday 1st December</u> - Years 3 & 4
	Open afternoon 3 – <u>Friday 2<sup>nd</sup> February</u> – Year 1 & 2
	Mother's day shop – 5 <sup>th</sup> – 9 <sup>th</sup> March
	Easter events - 30th Mar - 16th Apr
	Rotary quiz
Summer Term	Murder Mystery - Apr / May
	Bag2school - <u>Wednesday 9<sup>th</sup> May</u> .
	Open afternoon 4 – <u>18<sup>th</sup> May</u> – Reception & ?
	Father's day gift shop – 11 <sup>th</sup> – 15 <sup>th</sup> Jun
	Summer event – Saturday 23 <sup>th</sup> June
	Sports day bacon butties –Friday 6 <sup>th</sup> July TBC.

### Other proposed Events

Fun Run/obstacle course – preschool not done one this year so we may be able to approach their contact as last year's one was very successful.

Set up a crowdfunding/just giving/gift aid/BT-my donate page – all possible once investigated

more thoroughly.

Second hand uniform – collected (will collect) alongside bag2school and will be sold at open afternoon.

## **7. Adoption of Amended Constitution and Name of Charity.**

The committee proposed to slightly amend our current (but very old) constitution to confirm the name change from Houghton Primary School Parent Teacher Association to Friends of Houghton Primary School and a change in our insurance details to name our insurer.

All attendees were in favour of accepting the amended constitution and name change.

Sharon will complete the online paperwork to amend our name and update our constitution.

## **8. Any Other Business**

Our bank account requires 2 signatories per cheque written. The current signatories are Chris, Vickie, Clare and Sharon. Sharon will be removed and Tracey, Kathryn and Karen will become new signatories with a view to being set up for the following year. A trip to the bank will be required to do this.

Shed – storage of most of FoHPS assets are currently stored in Chris Seal's attic and Chris drags it to and from school for each event. This is an ongoing discussion but as Chris will leave next July, future storage has now become a big issue. Frances is going to speak to Mick to see if there is a bit of space that could accommodate a shed and watertight/animal resistant containers may be required to store paperwork and consumables.

### School's wish list and new fundraising aim for 2017-2018

Frances asked that this years fundraising monies be directed towards improving ICT equipment at the school.

Items on the wish list include:

- **Bee Bots**  
6 bots and recharging station ~£225 for 6. Could do with 2 sets.  
Mats for BeeBots ~£25 each  
Total ~£500
- **Ipads**  
School currently have 4 iPads and have a secure storage/recharging unit for these. They could do with a minimum of 4 more (~£300 each, reconditioned) plus £300 for an Uploading Tech Unit to updates all iPads at once.  
Total ~£1500
- **Purple Mash Programme**  
This programme will be very beneficial to child for their ICT curriculum. It costs approximately £600 for a year subscription (discounts available for longer). Frances suggested trialling it for a year and seeing if they like it before committing to longer terms. There is also a month's free trial that Frances will try to get up and running.  
Total ~£600
- **Netbooks**  
The schools netbooks are very old and tired. School would like to replace these with more up to date netbooks. They have a schools computer expert who can advise

them.

Total ~£9,000 for a class set of 30 at ~£300

The committee authorised the purchase of the Beebots and Mats plus the Ipads and updating unit immediately from current funds.

Proceeds from the Disco and Christmas fair should then cover the Purple Mash Programme.

The major fundraising focus for the year 2017-2018 will be to replace the Netbooks and if funds permit, the music system in the hall.

## **9. Date and time of next meeting**

Any available committee members asked to help set up and supervise the Halloween Disco on Friday 20<sup>th</sup> October 2017.