

Friends of Foundry Lane
Registered Charity No. 1118072

ANNUAL GENERAL MEETING

12th October 2017

Present – H. Aldred, C. Bartlett, C. Baggott, J. Dowdell, E. Irving, H. Gronsberg (*joined late*) R. Jarrett-James, T. Jurdic, M. Loftus (*joined late*), K. Lugg, J. Martin, C. Ndupuechi, H. Osborne, B. Rawlings, K. Roberts, H. Robinson, S. Taylor, V. Whybrew, D. Wyatt.

E. Irving opened the meeting and welcomed everyone.

1. Apologies – T. Callaway-Sayce, H. Cooper, R. Crosbie, C. Dewey, K. Heslop, K. Roberts, B. Sayce, S. Sharp, C. Smith, J. Stephens, N. Stopford, D. Vincent,

2. Introduction and Welcome from the Chair – E. Irving gave a brief recap of the purpose and aims of Friends. S. Taylor added that the fundraising that Friends organise is vital for the school and this year's fundraising had enabled the school to replace a piece of playground equipment in the KS1 playground. He also thanked the current Committee for the money raised for the school and for their good organisation of events which have run smoothly.

3. Minutes from AGM 30th September 2016 – D. Wyatt ran through minutes from the last AGM. No issues were raised and the minutes were agreed.

4. Chair's Report – E. Irving read through her report (Appendix 1), the highlights of which were:

- Thanks to Committee, wider parent/staff volunteers, Kathryn Lugg and the Office staff.
- The achievement of raising money to replace a piece of KS1 playground equipment.
- Setting up the Lucky Draw which is a straightforward way to raise funds.
- Festive Fayre was very popular but as a result was congested, so recommended format should be reviewed.
- Recommended not repeating Book sales as they have proved to be a lot of effort in storing, moving and displaying.

5. Treasurer's Report – C. Bartlett ran through her report (Appendix 2), detailing monies raised from the year's fundraising events.

6. Election of officers.

- Elizabeth Irving, Debbie Wyatt and Cheri Bartlett all stood down from their positions of Chair, Secretary and Treasurer and advised they did not wish to be re-elected.
- **Chair** – No nominations for Chair were received prior to the meeting. Helen Osborne advised that she would like to stand for Chair. Rachel Jarrett-James proposed Helen Osborne for Chair and Hayley Robinson seconded. Helen Osborne was voted in unanimously.
- **Secretary** – No nominations for Secretary were received prior to the meeting and no-one expressed an interest at the meeting.
- **Treasurer** – No nominations for Secretary were received prior to the meeting and no-one expressed an interest at the meeting.
- **President** – Sean Taylor remains President.
- There was a discussion around how we could recruit for these roles and whether responsibilities could be split. It was agreed that initially we would appeal to the Committee (some of who were absent from the meeting), to try and fill these roles, before sending a letter home to all parents / carers at the school.
- It was also suggested by R. Jarrett-James and V. Whybrew that Friends need more presence and visibility at the school and volunteer recruitment should take place at all events with an information and signing up stall.
- H. Robinson recommended that volunteers wear something like a t-shirt at events. Maybe write 'hello' in different languages to feel more inclusive.
- H. Gronsberg suggested evening meetings for working parents. C. Bartlett advised this had not been successful in the last year but changes to Committee and also inviting non-Committee members may improve success.
- **Committee Members** – D. Wyatt advised that few of the existing committee were stepping down, but a number of new people had requested to join.
- The following people were voted in as committee members – Debbie Wyatt, Elizabeth Irving, Vanessa Whybrew, Cheri Bartlett, Hayley Robinson, Jo Martin, Theresa Jurdic, Bev Rawlings, Charlotte Ndupuechi, Jacqui Dowdell, Kathryn Lugg, Rachel Jarrett-James, Marie Loftus, Hilde Gronsberg, Tracie Callaway Sayce & Brendan Sayce (as a joint member), Heba Cooper, Kevin Heslop, Sarah Sharp, Carolyn Smith, Jude Stephens, Amy Hayes and Joy McLaggen. All members were voted in unanimously.

7. A.O.B.

- **DBS & Confidentiality Forms** need to be completed by all new Committee members and Volunteers.
- **Festive Fayre** – 1st December and 15th December are available dates. M. Loftus suggested 1st December too early to get kids excited.
- **Independent Examiners** – C. Bartlett asked the Committee to agree Sally Pybus and Kathryn Lugg to review the accounts. There were no objections.
- **Pumpkin Party** – M. Loftus asked if we could do Pumpkin judging at the Pumpkin Party this year. It was agreed this should be included at the event.
- **Next meeting** – Friday 10th November – to be confirmed.

Appendix 1

Friends of Foundry Lane School

Chair's Report, 2016 – 2017

Liz Irving

I would like to start by thanking my fellow officers, Debbie and Cheri, for their unwavering support and contribution over the last year. I would like to thank all the committee members for your time, ideas, opinions and advice. Thanks are also due to Kathryn for all the help with event organisation and publicity via the newsletter, and much else besides, and to the office staff who field so many enquiries and interruptions on our behalf. Last, but certainly not least, I would like to thank the army of parent and staff volunteers who have helped us run such successful events this year. We despair before every event of getting enough volunteers, and it would certainly be easier on our blood pressure if people signed up a little earlier, but it must be remembered that there are a significant number of loyal volunteers who sign up time and again to help out. Some of them even enjoy it!

Before I talk about the events we have run this year, I want to say how very, very happy I am that we raised enough money to buy the first piece of new playground equipment. What an amazing achievement! When we found out that the grant bid had been unsuccessful I could have cried, but an outstanding year of fundraising combined with some marvellous negotiation by the school has allowed this to happen. The Pennies For Our Playground campaign will continue as there is still much to do, but this is a wonderful start.

It has been a busy year. We had some good feedback on the changes made to the Pumpkin Party to include party games and hot food. The queues for the Festive Fayre almost went out of the gate, although there were pros and cons to this! Small group rather than individual visits to Santa worked well again this year. The weather was kind for the Easter Egg hunt, and a little bit too kind for the Summer Fete, which was a huge success, with loads of great feedback received from visitors. In addition to the usual calendar of events we also tried a couple of new things. The Family Fun night that Debbie organised was a great success in terms of vibe and money raised. The Mothers Day craft cafe was a nice event but needed more footfall. Not necessarily one to write off, but the timing would need to be reconsidered.

One of the main fundraising achievements of the past year has been the set up of the Lucky Draw. This is proving to be a straightforward way of raising a substantial sum of money. Membership is growing slowly, but we must be careful not to shed members when renewals start to come around in April, and to continue to build the numbers taking part.

Cake, uniform and ice lolly sales brought in a lot of easy money. Thank you to the Jurdic family for the loan of their spare freezer after one of ours died at the Summer Fete. We are on the lookout for another at minimal cost, so if anyone hears of one going spare, please do shout.

In terms of changes and improvements, I think we need to look again at the Festive Fayre and how to manage the numbers queueing and in the hall. We breached health and safety limits and a lot of people looked very stressed. I was very glad I didn't have to wrestle my own children around it. Reinstating the outdoor buggy park would help to ease the congestion, but we also need to spread things out more, and consider some outdoor entertainment if the weather cooperates.

The one thing I would be tempted to axe from next year's activities is book sales. The effort involved in storing, moving, displaying, and disposing of books is very high compared to the amount of money made by selling them. However, it does seem a bit wrong to stop selling books in a school.

As you know, Debbie, Cheri and I are all stepping down from our officer roles this year. Personally, this is because I need to concentrate on some projects at home and on the tiresome business of earning some money after five years of being a full time mum. I have greatly enjoyed my time as Chair of Friends, but it will be nice to step aside and let someone else have a turn. It is hard work but very rewarding. The things that Friends can pay for, such as playground equipment, tablets, fishing nets, theatre visits, etc, are things that are hard to accommodate in the school budget these days, but which help make school more enjoyable and memorable for the children. The events that we run help build an engaging and supportive school community. I feel that being involved in this over the last two years has been a very good use of my time, and I look forward to helping out with lots of future events.

Once again, my thanks to everyone who has volunteered, donated, or come along to an event in the last year.