

Friends of Emscote Infant School

Minutes of the Annual General Meeting held at 7:30pm on Monday, October 9th, 2017

Attendees:

Katharine Sherratt (Chair), Kristine Diffen (Chair, FoASJS), Ali Cole (Treasurer), Debbie Piterello (Treasurer, FoASJS), Marian Nelson (Secretary), Debi Cossins (Executive Headteacher), Rachel Ashfield (Teacher), Amy Davies (Teacher), Tom Ives, Anthony Williams, Nat Barber, Annika Shepherd, Mark Harwood, Louise Fryearson, Sandy Wiles, Helen Rose, Sarah Holcroft and Jack Gammon.

Agenda:

1. Apologies

- 1.1. Clare Keane, Alice Jones, Beth Warnock, Emma Tracey and Paula Williams passed on their apologies ahead of the meeting.

2. Welcome and address

- 2.1. Katharine welcomed everyone to the annual general meeting and invited everyone to introduce themselves.
- 2.2. It was noted that many of the parents and carers attending the meeting had children at both Emscote Infant School and All Saints Junior School, and that this was the first meeting where members of both Friends groups were in attendance.
- 2.3. The topic of merging the Friends groups into a single group was mentioned briefly, ahead of the treasurer's reports. It was noted that the committee would discuss this in more detail during the election of officials.

3. Treasurer's reports

3.1. Friends of All Saints Junior School

Katharine invited Debbie to present the treasurer's report for the Friends of All Saints Junior School (FoASJS).

- 3.1.1. Debbie reported that the FoASJS made a good profit of £884 over the year ending 31 August 2017, comparing with a small loss of around £200 in the previous year ending 31 August 2016.
- 3.1.2. It was noted that the previous year's loss was incurred on purpose, as a result of spending money on things that needed to be done.
- 3.1.3. The group built on a successful year of fundraising, making a profit on the events that were run.
- 3.1.4. It was noted that the profit of £240 made at the Summer Fair profit may have seemed low, but that this was net of spending of around £250 as part of an investment into equipment that would be used at future events for both FoASJS and FoEIS groups.
- 3.1.5. Spending of nearly £2,400 included contributions to each individual class, a present for ASJS and EIS' outgoing caretaker, books for the new reading scheme, blinds for

the school hall, PTA subs, the school pantomime and a contribution to the school trips taking place in the summer term.

3.1.6. FoASJS balance at the end of the financial year ending 31 August 2017 was £3,903.26.

3.1.7. We need to look at where uniform sales have gone and the profit for the fireworks because the figure is less than Emscote. Need to make sure that the profit was shared equally.

3.2. Friends of Emscote Infant School

Ali Cole proceeded to present the treasurer's report for the Friends of Emscote Infant School (FoEIS).

3.2.1. The 100 Club did not make as much money during 2016/17, but that it was felt that by pooling resources across both FoEIS and FoASJS groups, we would be able to raise funds more effectively. It was felt by the committee that a joint 100 Club across both schools may be able to more effectively reach its targets.

3.2.2. The reception family afternoon raffle from 2016/17 was successful, and we are expecting another good result from the raffle this year, with more tickets provided by Warwick Castle as a prize.

3.2.3. Fireworks evening profit on the report shows half the total profit from the event, as the profit was shared between FoEIS and FoASJS, with the event being jointly run by both friends groups.

3.2.4. While the Christmas Fair profit was lower in 2016/17 than in 2015/16, this was largely due to the fact that we benefited from more matched funding from parents and carers working for local businesses in 2015/16 than we did in 2016/17, and that it was still considered to be a successful event.

3.2.5. It was noted that the Spring Craft Fundraiser, which allowed families to choose their own items from a range on offer, was not as effective as the previous year's event, which only offered mugs, though it was felt that the drop in revenue should not be attributed to the increased choice available.

3.2.6. The Summer Fair was excellent this year, with a far better financial result than in 2015/16, due to improved weather. On average, it looks as though we lose around £400 if the event is affected by rain, which may be useful for future forecasting.

3.2.7. The uniform sale was effective and raised £265.80.

3.2.8. Spending of nearly £7,000 included contributions to each individual class, a trip to the cinema for years 1 and 2, toys for reception classes, costs of keeping the chickens, an allowance for tending to the gardens, the school pantomime, presents and a party at Christmas, PTA subs, the Chinese New Year assembly, the school choir trip, the lottery licence, contributions towards the summer school trip, the end-of-school party for year 2 children, PTA meeting expenses and the outdoor classroom.

3.2.9. FoEIS balance at the end of the financial year ending 31 August 2017 was £3,645.26.

- 3.2.10.** Taking into account planned contributions for the first term of the school year, our balance after regular commitments will be £2,211, which is above our self-imposed threshold of £2,000.

4. Election of officers

- 4.1.** Both Katharine and Kristine noted that both FoEIS and FoASJS have been working more closely together than ever before during the 2016/17 academic year.
- 4.2.** Debi Cossins noted that she was delighted at the amount of support shown towards FoEIS. She also noted that, despite the relatively smaller team and the difficulty in getting support, that Kristine and the rest of the FoASJS team had done an amazing job. She was heartened by the fact that both groups were positive about working together in the future, and looked forward to seeing the results.
- 4.3.** The topic of joining both FoEIS and FoASJS committees was discussed, and Katharine noted that she and Kristine had been discussing the topic throughout the previous academic year, and that towards the end of term and during the start of the new academic year, that both had been receiving positive feedback to the idea of joining both groups.
- 4.4.** The question was asked if there was any good reason not to join both groups. The table remained silent and it was agreed that we would join both committees.

4.5. Election of the Chair

- 4.5.1.** Katharine noted that she and Kristine had both been in discussions over the summer, and that she would like to be considered for chair of the joint committee. Kristine noted that she would be working closely with Katharine.
- 4.5.2.** Anthony Williams nominated Katharine Sherratt for the position of Chair. Nat Barber seconded the nomination.
- 4.5.3.** Katharine thanked Kristine for her work as Chair of FoASJS and noted that it had been hard for Kristine and the committee to work with limited resources and committee members. She also noted that she looked forward to having a joint PTA with shared resources to give a better outcome for the fundraising and event planning for both schools. Katharine was elected unopposed as Chair.
- 4.6.** Anthony asked if we would be electing an official Deputy or Vice Chair. Ali Cole noted that the only positions required to be elected were that of Chair, Secretary and Treasurer. It was decided that no official Deputy or Vice Chair would be elected.

4.7. Election of the Secretary

- 4.7.1.** Katharine noted the requirements of the Secretary position, and that the way the role had developed within FoEIS meant that the position was split into an official Secretary, with support from members of the Secretarial Team for the purposes of taking minutes and distributing communications.
- 4.7.2.** Katharine noted that Marian Nelson was the holder of the official position of Secretary and that, as such, she was the holder of the lottery licence.
- 4.7.3.** Marian noted that she was happy to stand for re-election.

4.7.4. Katharine Sherratt nominated Marian Nelson for the position of Secretary. Louise Fryearson seconded the nomination. Marian was elected unopposed as Secretary.

4.8. Election of the Treasurer

4.8.1. Both Ali Cole and Debbie Piterello had made it clear that they would not be standing for re-election as Treasurer of their respective committees during this academic year. Katharine and Kristine both commended their efforts and thanked them for their work over the years.

4.8.2. Katharine noted that while the committee requires a Treasurer to hold the official position, and to be responsible for all that it entails, we are able to split the role when it comes to events.

4.8.3. It was noted that, at past events, it was easy to find Ali to give her floats, and that it would perhaps be more difficult to hand in funds during events if the role was split. The committee discussed the possibility of, and agreed to having an official float-holder post for each event committee, to make things easier.

4.8.4. It was noted that the Treasurer has, in the past, held the alcohol licence for each event, and that it might be difficult to ensure that the Treasurer is on site for each event, as required. Again, it was felt that this position, if necessary, could be shared amongst the trustees or other committee members that would be on site during the event, should it be necessary.

4.8.5. The topic of whether savings could be made by having a single alcohol licence for the year was brought up. It was mentioned that an alcohol licence only applies to a single venue, and that two annual licences may be more expensive than individual licences as and when required. It was decided that, for the time being, we would continue to apply for individual licences for each event.

4.8.6. Katharine also noted that she had spoken with Mark Harwood, a professional accountant, who had expressed an interest in the position.

4.8.7. Katharine Sherratt nominated Harwood for the position of Treasurer. Kristine Diffen seconded the nomination. Mark Harwood was elected unopposed as Secretary.

5. Charities Commission return

5.1. Katharine will notify the Charities Commission with regards to the changes in trustees.

5.2. Mark raised the question of whether the group wished to hold separate bank accounts for each school. The committee raised concerns over not being able to identify where funds had come from and which school was entitled to which portion of funds raised. It was agreed that events that were individually run by EIS and ASJS should have costs and profits assigned to their respective pots. Mark noted that it would be easy for him to show which school had raised which funds using only a single account.

5.3. A question was asked whether there was any good reason not to have a single bank account for both schools. After none was given, the committee decided to have a single bank account.

5.4. Katharine noted that she had spoken with the Charities Commission with regards to the proposed merger, and that she had come to the conclusion that we would have a change of name and one governing committee, fundraising for two separate entities, a memorandum of

understanding of how the two entities would work together, and a change in FoEIS's governing document to officially reflect the changes made.

- 5.5. The current charity status of FoASJS is unclear. It was mentioned that no return had been sent in as one was not required under a certain threshold, but a cursory search of the Charities Register suggests that its official charity status may have been removed.

5.6. Naming the joint committee

- 5.6.1. Suggestions of using the acronyms of the groups – EIS and ASJS – were raised, along with the topic of the *Friends of* prefix.
- 5.6.2. Many parents and carers around the table noted that they had no idea that the *Friends of* groups were actually the PTA groups, and that it was only until they had attended the meeting that they realised the group was the PTA.
- 5.6.3. It was noted that using the *Friends of* prefix was an effort to make the group feel friendly and approachable. It was felt by most around the table that it would be better to clearly understand the purpose of the group from its name.
- 5.6.4. Various suggestions were made for names including the school, before the name *Emscote and All Saints PTA* was settled upon. It was felt that there was no need to include the word “school” in the name, to keep things simple.
- 5.6.5. The committee agreed that the new official name of the group shall be *Emscote and All Saints PTA*.

- 5.7. It was agreed that the timeline for the changes would be as follows:

- 5.7.1. Send in returns for FoEIS and FoASJS.
- 5.7.2. Change the official name of the PTA from *The Friends of Emscote Infant School* to *Emscote and All Saints PTA* with the Charities Commission, stating, if necessary, that *The Friends of All Saints School* is a subsidiary organisation.
- 5.7.3. Turn in the necessary bank forms to change signatories on the FoEIS bank account, and then change the name of the account to *Emscote and All Saints PTA*.
- 5.7.4. Transfer funds from the FoASJS bank account to the *Emscote and All Saints PTA* bank account.
- 5.7.5. Close the FoASJS bank account.

6. Requests for spending

6.1. All Saints Junior School (ASJS)

- 6.1.1. Amy Davies noted that the school would like to buy as many computers as we are willing to provide funds for, ideally at least eight. A computer suite is available, but there are not enough computers to allow for computer-based activities to take place in one lesson. At the moment, activities have to be split over three lessons. Amy to provide costings for each new computer.

- 6.1.2.** As part of the accelerated reader programme, the school would also like to purchase more books. This could potentially be done with the £150 from book club that Emscote are using towards their poetry session.

6.2. Emscote Infant School (EIS)

- 6.2.1.** Rachel Ashfield noted that Miss Johnson had requested some numeracy equipment (base 10 dienes blocks) to assist children and help them approach numeracy problems in a physical manner. Amy noted that it would be great if EIS had more of these resources, as ASJS have noted how effective they can be. Miss Johnson to find out how much this will be.

- 6.2.2.** Echoing requests from ASJS, there was also a request from Miss Johnson, who runs the library at EIS, to buy more books for the school, as it would be nice to have more inspiring books for the children to have access to.

- 6.3.** It was noted that there was £150 available per school from The Book Club, for book-related activity. At Emscote the plan was to use this money towards an Author/Poet visit. The possibility of running this across both schools was discussed which could make it more cost-effective. Miss Johnson was awaiting a response from the Author/Poet's agent. £350 spend had been agreed last time, but this would only need to be £200 now as the book club will contribute £150.

- 6.4.** Amy said she would explore the options for All Saints. She had contacted an author who was offering a free visit with the opportunity to sell their books (children are more likely to want to buy books from an author they have met). If it was free, AllSaints could use their £150 from the book club towards books.

- 6.5.** Kristine Diffen mentioned that FoASJS had raised funds for books by way of a readathon, and that running a joint readathon might also be a way to raise funds for books.

7. Fundraising timetable for the coming year

- 7.1.** The topic of having a "big target" item to raise funds for was raised. It was discussed that, in previous years, FoEIS have raised funds for a suite of iPads and the outdoor classroom at EIS. There is not currently a big target at Emscote.
- 7.2.** At All Saints the big target will be the computers, but at Emscote we may need to find something to aim towards.
- 7.3.** Emscote - It was suggested that rather than have a big target for non-essential things, we instead publicise a list of goals for us to fundraise for, especially given the requests from both schools for books and numeracy equipment etc. A final list will be drawn up at a future PTA meeting.
- 7.4.** Marian raised the possibility of reviewing the events across both schools to make sure that it works as a joined up timetable. It would be a good idea to make sure that we will have enough resource and helpers. The committee agreed that we should make sure that the timetable works and that this year may be trial to see how it works together.
- 7.5.** With regards to the Junior Christmas Fair at ASJS, some attendees asked why the event was held directly after school, as some parents and carers were not able to attend. Kristine and Amy Davies explained that it was because the schoolchildren are heavily involved in the running of

the event. The event starts in school time to allow all children to be involved in the event, to spend money at the event, and to make it more inclusive for those who have alternative childcare arrangements outside of school hours. There is also a little prize for the class that makes the most profit.

7.6. We will stick with the current timetable, but keep it under review.

8. Helpers for the Reception Family Afternoon at EIS

8.1. Katharine, Marian, Nat, Louise and Ali Cole will be running the event. Other volunteers are welcome to attend and help out though, as with previous reception family afternoon events, parents and carers of reception children are excused as they should be attending the event with their children and family.

8.2. The reception family afternoon is an excellent opportunity to sell more slots in the 100 Club.

8.3. Katharine will see if drama can be moved from the hall so that the event does not need to be cleared early and we can advertise to year 1 and 2.

9. Helpers for the Joint Fireworks Event at ASJS

9.1. In the event that the transition to Mark has not completed in time, Ali Cole is happy to pick the float up from the bank and distribute monies to all concessions at the Fireworks event. Ali has also already applied for the alcohol licence.

9.2. We still require volunteers to man the barrier fence, as well as the hot food, hot drinks and the glowsticks and sweets concessions. All helpers need to be child-free, but will have free entrance to the event. Rachel and Amy will ask for teachers' help to fill any outstanding positions. Katharine took a note of other volunteers offered at the meeting and will circulate an updated list with the minutes.

9.3. Letters also need to be distributed to houses in the immediate local vicinity to the school, specifically along Nelson Avenue, Dale Close, and to properties to the south and east of the school field on Montague Road and The Ridgeway respectively, to outline parking plans and details of the event to help pet owners ensure that their animals are safely indoors. Annika and Jack offered to assist with this over half term.

9.4. We talked about the necessity to have high vis jackets and torches available on the night. We asked everyone to think if they had any that we could borrow. Jack Gammon said that he may be able to source 6 from work.

9.5. Approximately 300 tickets have already been sold. Text messages will be sent to parents and carers when there are less than 100 tickets remaining.

10. Helpers for the November Disco at EIS

10.1. It is to be held on Friday 17th November between 4.00 and 5.30. Katharine, Sarah, Nat, Helen and Ali could all attend. Katharine would check with Alice if they were available. Other helpers always appear on the night.

11. Looking ahead to the Christmas Fairs at both schools

11.1. The committee discussed using the spare classroom at EIS for the grotto at this year's Infant Christmas Fair, so that we can dress the room and use the space effectively. The school can

then make use of the room throughout December. We will try to get a working party to complete this at the end of November. Parents will be asked for donations of old decorations.

11.2. There will be a jam jar tombola at both schools. It was noted that there was not enough notice last year, so we will send out an earlier newsletter asking for jam jars with the Christmas Raffle newsletter. Katharine requested that we all start saving jars now and bring them to both schools.

11.3. Katharine also asked everyone to begin thinking about Christmas raffle prizes. While tickets can't be created until the charity changes have gone through, we'd like to have the prizes set as soon as possible.

12. Any Other Business

12.1. The topic of the outdoor classroom not having a roof was brought up. It was felt by most parents and carers in attendance that they thought the outdoor classroom was going to have a roof, and that in its current state, it had simply been an expensive landscaping exercise. Feedback from staff was that a lot of the budget had been spent on groundwork - levelling the different sections. Rachel Ashworth will ask Jon Queralt for a response for the next meeting.

12.2. Signing up to be a Co-op Local Cause

Anthony mentioned that he had recently signed up as a Co-op member, and that there is a portal where he can vote to have 1% of the profits from local sales donated to a local cause. Causes can sign up on a 6-monthly basis for any given project. If we decide that there is a cause we'd like to raise funds for, we can apply to be a local cause in early 2018. As EIS doesn't have a listing as a local cause, Anthony pledged his support to the GAP centre, which - as of the date of this meeting - had £558.93 pledged in the six month period. As we can't apply until next year, Anthony just wanted to bring the committee's attention to the programme.

13. Date of next Annual General Meeting and the next ordinary meeting

13.1. The next Annual General Meeting of the Emscote and All Saints PTA shall take place at 7:30pm on Monday, 8 October, 2018, with a venue to be decided nearer the time.

13.2. The next ordinary meeting of the Emscote and All Saints PTA shall take place at 7:30pm on Monday, 6 November, 2017 at All Saints Junior School.