

Friends of Emscote Infant School

Minutes of AGM Meeting held on Monday 10th October 2016

Attendees: Katharine Sherratt (Chair), Ali Cole (Treasurer), Rachel Ashfield (Teacher), Sarah Best, Alice Jones, Anthony Williams, Maider, Emma Tracey, Sandy Wiles, Nat Barber, Tom Ives, Marian Nelson, Lucy Boneham, Vicky Brown, Helen Rose, Natalie Meads and Jen Brewer.

1. **Apologies:** Beth Warnock, Clare Keene, Louise Fryearson and Karine Jacques.
2. **Chair's Welcome and Address** – Katharine addressed the meeting and made a welcome to everyone present and repeated a little of what the Friends is about. Katharine explained the requirements of the AGM.
3. **Treasurers Report** – Ali went through the accounts, discussing the outgoings and incomings of the Friends' Accounts.

Total income last year was £6,278.68 and we spent £8,455.92. This meant an overall loss of £2,177.24. However, Ali explained that we were able to make a couple of large contributions last year (£2,000 for ipads and £1,500 for staging) due to a surplus in funds at the start of the year. This is the only reason that we made a loss and in fact it was a very strong year for fundraising.

Balance stands at £3,654.95. Further £500 donation arranged by Freya Maxwell's mum to bank. Will total £4154.95.

We talked through the expenditure from last year and the income from the various events. We recapped the commitments that we agreed at the last meeting (totalling £3,372.00) and the fact that we want to leave £2,000 as a minimum in the account. We confirmed a fundraising target to help with the outdoor classroom.

We confirmed that with the £3,372.00 committed above and a current bank balance of £4154.95, we would need to raise £4,247.05 to be able to pay the £3,000 for the outdoor classroom as well.

4. **Election of Officers**

Chair – Katharine confirmed that she was happy to continue in the position, but also that she would be happy to let someone else take it on if they wanted. Anthony nominated Katharine and Sandy seconded it.

Treasurer - Ali was happy to stay working as Treasurer (unless someone else wanted to take it over) and was nominated by Katharine and seconded by Nat.

Secretary – the committee is currently without a secretary. Katharine suggested a sharing of roles if one person did not want to take on all the responsibility. Marian offered to take on the formal role of secretary for the Charities Commission. Ali nominated Marian and Anthony seconded it. Marian will head up the two raffles. Anthony and Tom agreed to take on the minute taking responsibility. Tom offered to help out with the raffles. Marian will need to pass details to Ali in order to become a formal trustee. Marian to discuss role with Katharine.

5. **Charities Commission return** – Ali agreed to provide them with all the required information.

6. **Fundraising for the Year** – We briefly discussed the timetable. Rachel confirmed that dates for cake sales have been set and will be advertised by the school.

7. **Family afternoon – Friday 21st October at 2.00pm**

Katharine explained the afternoon to the new parents. We agreed that we would hold the event in the hall again and that we would promote the event to years 1 and 2 for after school pick up (by text at 2.45ish). There will be a one off raffle for Kenilworth Castle Tickets.

Katharine, Marian, Sarah, Emma, Maider and Vicky (if released from class) confirmed that they could attend. Help needed from 1.30.

We need to promote the afternoon and the need for cakes from reception parents. Posters will be created and placed on classroom windows and a text will be sent out.

Donations for cakes, made or bought would be very well received on the morning of Friday 21st October. Maider to promote the 100 club on the day.

8. Fireworks – Thursday 3rd November 2016 at 5.15pm

Katharine explained the event and the work that has been done for the Council regarding a health and safety plan and risk assessment. Katharine asked for volunteers both before and during the event. We talked through the various roles and a number of volunteers came forward. Katharine will circulate the list of jobs after the meeting to all members of the committee and to both schools to try and fill the jobs from parents and school staff.

Katharine explained that we had pre-sold approximately 180 tickets and that All Saints had started to advertise this week (pre sale of 240 at time minutes typed). We will sell tickets in the playground at both schools once the council has confirmed numbers. Katharine will seek volunteers via email once we know when this can take place.

Katharine asked people to bring in Hi-Vis Jackets for the event as all stewards will need these. Katharine to follow up with email regarding all requirements.

9. Disco – Friday 11 November, 4pm-5.30pm

Katharine explained the event and that it is £3 entrance; which includes a drink and packet of crisps. Katharine agreed to buy the snacks and create a poster. Katharine confirmed that the DJ has been booked. Ali, Cath, Nat, Emma, Alice, Lucy, Sarah and Helen all agreed to help with Katharine.

10. Any Other Business

Katharine asked everyone to think about volunteers who may be willing to be Santa at the Christmas Fair and Christmas Party. Katharine also asked everyone to save jam jars for the tombola.

11. Date of next AGM and November meeting

Next AGM meeting was agreed to be Monday 9th October 2017 at 7.30.

Next Friends' meeting to be held on Monday 7th November 2016 at 7.30.