

**Friends of Stanford School FOSS**

**Annual General Meeting Minutes**

**Tuesday 15<sup>th</sup> November 2016**

Present: Steve Summers, Zoe Jones, Jessica Smith, Nicola Lewis, Maria Barnett, Lee Browning, Tina Rose, Rhian Atkins, Steph Goddard, Diane Kirkman, Carrie Cleary, Pippa Clark, Katie Amies, Charlotte Hayward-Leach, Eva Geekie, Wendy J Edwards, Rachel L Cook, Kerry Houghton, Nina Stillion, Gaby Clark, Amanda Willis, Emma Payne, Sharon Hill, Andy Hill and Vicky Summers

Apologies: Kathy Armour, Steve Rose, Ashley Amies, Duncan Atkins, Alun Edwards, Nick Goddard, Ian Clark, Sean Cleary, Dave Leech.

	Item / Action	Who?	When?
1.	<p><u>Chair's Report:</u> FOSS Chair, Lee Browning, gave an introduction to FOSS fundraising activities and gave thanks to everyone's contribution over the last academic year. LB thanked FOSS members, committee members, staff and parents for their support in terms of time, effort and donations for another successful year of fundraising.</p> <p>A number of activities were organized by FOSS during the last academic year including:</p> <ul style="list-style-type: none"><li>• 1 Summer Fete</li><li>• 4 School Discos</li><li>• 3 Clothing Collections</li><li>• 3 Refreshment Stalls / Bars at School Events eg Sports Day</li><li>• The 100 Club</li><li>• 1 Christmas Hamper Raffle</li><li>• 1 Adult Disco</li><li>• 1 Bingo Race</li></ul> <p>The money raised by FOSS was used to fund a number of items and experiences over the last academic year including:</p> <ul style="list-style-type: none"><li>• Foundation / KS1 Outside Area Improvements (invoice paid in 2016-2017 accounts)</li><li>• Pop-up Planetarium (invoice paid in 2016-2017 accounts)</li><li>• Class Christmas Presents</li><li>• Easter Eggs</li><li>• Year 6 Residential Coach</li><li>• Queen's Birthday Medals</li><li>• Football Kits</li><li>• Gametop Picnic Tables and Playground Equipment</li><li>• Sports Day Ice Pops and Medals</li><li>• Bibles for Year 6 Leavers (invoice paid in 2016-2017 accounts)</li></ul> <p>Once again, the committee look forward to another successful year raising funds for our children. It was hoped to continue with similar fundraising</p>	-	-

	events including the Summer Fete and perhaps a Winter Wonderland, as well as new activities to appeal to as many families as possible.																																		
2.	<p><u>Treasurer's Report:</u> Gaby Clark, as Treasurer, gave a thanks to all FOSS Members, Parents, Grandparents, Staff and Friends from the wider village community for their contribution of time and money over the year.</p> <p>GC prepared a statement of accounts for 2015-2016, and a detailed Treasurer's Report was given for the academic year 2015-2016.</p> <p>GC acknowledged that the committee's aim is to benefit as many children as possible by spending the money raised while current families are in school.</p> <p>GC commented that every aspect of FOSS fundraising is important, for example, the funds raised by the Cake Stall at the Summer Fete were approximately the same as expenditure on Christmas Gifts, and the money raised by the sale of tickets for the Christmas Hampers was sufficient for the Pop-Up Planetarium.</p> <table> <tr> <td>Balance @ 1 SEPT 2015</td> <td>£ 8,163.96</td> </tr> <tr> <td>Income</td> <td>£ 14,599.33</td> </tr> <tr> <td>Expenditure</td> <td>£ 3,736.44</td> </tr> <tr> <td>Funded Items</td> <td>£ 4,323.94</td> </tr> <tr> <td>Surplus</td> <td>£ 6,538.95</td> </tr> <tr> <td>Balance @31 AUG 2016</td> <td>£ 14,702.91</td> </tr> </table> <p>The accounts were examined correct by Sally Barnes and signed off by Lee Browning as Chair and Gaby Clark as Treasurer. Thank you to Sally Barnes for auditing last year's accounts.</p> <p>An overview of income and expenditure for the past academic year included:</p> <ul style="list-style-type: none"> <li>- Expenditure: FOSS funds items every year for children in the school. <table> <tr> <td>o Item</td> <td>Amount</td> </tr> <tr> <td>o Christmas Presents</td> <td>£ 215.37</td> </tr> <tr> <td>o Easter Eggs</td> <td>£ 59.95</td> </tr> <tr> <td>o Sports Day Medals</td> <td>£ 246.72</td> </tr> <tr> <td>o Year 6 Residential Coach</td> <td>£ 276.00</td> </tr> <tr> <td>o Bibles for Year 6 Leavers</td> <td>(invoice paid in 2016-2017 accounts)</td> </tr> </table> </li> <li>- Expenditure: The items below were bought during the course of the year*. <table> <tr> <td>o Queen's Birthday Medals</td> <td>£ 582.12</td> </tr> <tr> <td>o Football Kit</td> <td>£ 357.88</td> </tr> <tr> <td>o Gametop picnic tables and play equipment for playground</td> <td>£2,508.00</td> </tr> <tr> <td>o Smoke machine and lighting equipment</td> <td>£ 77.90</td> </tr> </table> </li> </ul>	Balance @ 1 SEPT 2015	£ 8,163.96	Income	£ 14,599.33	Expenditure	£ 3,736.44	Funded Items	£ 4,323.94	Surplus	£ 6,538.95	Balance @31 AUG 2016	£ 14,702.91	o Item	Amount	o Christmas Presents	£ 215.37	o Easter Eggs	£ 59.95	o Sports Day Medals	£ 246.72	o Year 6 Residential Coach	£ 276.00	o Bibles for Year 6 Leavers	(invoice paid in 2016-2017 accounts)	o Queen's Birthday Medals	£ 582.12	o Football Kit	£ 357.88	o Gametop picnic tables and play equipment for playground	£2,508.00	o Smoke machine and lighting equipment	£ 77.90	-	-
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	<p>- Income from Fundraising events</p> <ul style="list-style-type: none"> <li>o House Sale Bid £2,000.00</li> <li>o Christmas Cards £ 403.90</li> <li>o Christmas Hampers £ 824.21</li> <li>o Stanford's Got Talent Refreshments £221.92</li> <li>o Easter Egg Trail £ 124.22</li> <li>o Adult Disco £ 370.70</li> <li>o Bingo Race 2016 £ 332.23</li> <li>o Sports Day Refreshments £ 131.61</li> <li>o Yr 6 Leavers' Performance Refreshments £494.74</li> <li>o Summer Fete £2,953.99**</li> <li>o KS1/KS2 Disco £1,798.25</li> <li>o Bag2School £ 475.20</li> <li>o 100 Club £ 160.00</li> <li>o Total £10,290.97**</li> </ul> <p>*FOSS have agreed to provide £5,000 towards the Foundation / KS1 outside area improvements. Payment will fall in the current financial year (2016-2017). Payment for the Pop-Up Planetarium will also occur in the current financial year (2016-2017). **To be revised down by £315 to reflect a cheque payment for Canvas Bags not yet cashed by the recipient.</p> <p>GC, on behalf of the committee, thanked Eva Geekie for her hard work during the earlier part of the financial year.</p>																																										
3.	<p><u>Election of Officers:</u></p> <p>The following members were elected at the meeting:</p> <table border="1" data-bbox="268 1285 1198 1973"> <thead> <tr> <th></th> <th><u>Elected Officer</u></th> <th><u>Proposed</u></th> <th><u>Seconded</u></th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Lee Browning</td> <td>Vicky Summers</td> <td>Sharon Hill</td> </tr> <tr> <td>Vice Chair</td> <td>Andy Hill</td> <td>Nina Stillion</td> <td>Vicky Summers</td> </tr> <tr> <td>Treasurer</td> <td>Gaby Clark</td> <td>Nina Stillion</td> <td>Andy Hill</td> </tr> <tr> <td>Secretary</td> <td>Vicky Summers</td> <td>Nina Stillion</td> <td>Andy Hill</td> </tr> <tr> <td>Committee Member</td> <td>Nina Stillion</td> <td>Andy Hill</td> <td>Vicky Summers</td> </tr> <tr> <td>Committee Member</td> <td>Rich Stillion</td> <td>Vicky Summers</td> <td>Nina Stillion</td> </tr> <tr> <td>Committee Member</td> <td>Sharon Hill</td> <td>Vicky Summers</td> <td>Andy Hill</td> </tr> <tr> <td>Committee Member</td> <td>Katie Amies</td> <td>Nina Stillion</td> <td>Lee Browning</td> </tr> <tr> <td>Committee Member</td> <td>Maria Barnett</td> <td>Vicky Summers</td> <td>Sharon Hill</td> </tr> </tbody> </table>		<u>Elected Officer</u>	<u>Proposed</u>	<u>Seconded</u>	Chair	Lee Browning	Vicky Summers	Sharon Hill	Vice Chair	Andy Hill	Nina Stillion	Vicky Summers	Treasurer	Gaby Clark	Nina Stillion	Andy Hill	Secretary	Vicky Summers	Nina Stillion	Andy Hill	Committee Member	Nina Stillion	Andy Hill	Vicky Summers	Committee Member	Rich Stillion	Vicky Summers	Nina Stillion	Committee Member	Sharon Hill	Vicky Summers	Andy Hill	Committee Member	Katie Amies	Nina Stillion	Lee Browning	Committee Member	Maria Barnett	Vicky Summers	Sharon Hill	-	-
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	Committee Member	Emma Payne	Nina Stillion	Lee Browning			
	Committee Member	Amanda Willis	Nina Stillion	Sharon Hill			
	Committee Member	Eva Geekie	Vicky Summers	Nina Stillion			
	Parent Helper	Zoe Jones	Vicky Summers	Sharon Hill			
	Parent Helper	Tina Rose	Vicky Summers	Sharon Hill			
	Parent Helper	Diane Kirkman	Vicky Summers	Sharon Hill			
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	Claire Petworth has decided to leave the committee. On behalf of FOSS committee VS will thank her for her contribution to the committee over the last year.						
	No voting was required as Officers were elected unopposed. 16 members were re-elected to the committee along with 7 parent helpers.						
4.	<p><u>Questions from the floor:</u></p> <ol style="list-style-type: none"> <li>Can we start organizing the Winter Wonderland 2017 as soon as possible? It was agreed to form a sub-committee to begin the organisation of the Winter Wonderland for 2017 as soon as possible.</li> <li>Suggestions for activities were made: Board Games Evening Family Disco / Family event such as a picnic Live Music Festival Pamper Evening / French Plait training Food Tasting / Wine Tasting</li> <li>Can the committee send out a list requesting help before each event?</li> </ol>					-	-

	<p>It was agreed that any help ranging from one-off assistance at an event to becoming committee members, was really appreciated by the committee. LB asked if anyone with any skills would be happy to come forward. It was agreed to send out a list to the committee members and parent helpers along with a Parentmail to FOSS members. FOSS members were encouraged to add to the email list to receive the Committee's minutes.</p>		
5.	<p><b>Next Full Meeting date TUESDAY 15<sup>TH</sup> NOVEMBER 2016 at 8pm at School.</b></p> <p>Items for the next Full Meeting Agenda:</p> <ol style="list-style-type: none"> <li>1. Treasurer's Report <ul style="list-style-type: none"> <li>Charity Commission: Change of Trustees Outstanding invoices</li> <li>Dormant Account</li> <li>Funded Items</li> </ul> </li> <li>2. Items from previous minutes &amp; Other Matters Arising: <ul style="list-style-type: none"> <li>Printed Thank You Cards</li> <li>Barn Dance</li> <li>Astronomy Evening</li> <li>Canvas Bags</li> </ul> </li> <li>3. Expenditure Items / New Expenditure Items: <ul style="list-style-type: none"> <li>KS1/Foundation items - Outdoor Building Blocks</li> <li>Whole School / KS2 items</li> </ul> </li> <li>4. Recent Events <ul style="list-style-type: none"> <li>Bags to School</li> <li>100 Club 2016-17</li> <li>School Disco</li> </ul> </li> <li>5. Fund Raising Items / Forthcoming Events: <ul style="list-style-type: none"> <li>Xmas Cards</li> <li>Xmas Hampers (29<sup>th</sup> NOV)</li> <li>Xmas Event (Movie Night) (2<sup>nd</sup> DEC)</li> </ul> <p>Future Events:</p> <ul style="list-style-type: none"> <li>Children's Event</li> <li>Adults' Event</li> <li>Family Event</li> </ul> </li> <li>6. AOB</li> <li>7. Next meeting date <ul style="list-style-type: none"> <li>Tuesday 22<sup>nd</sup> November (provisional)</li> <li>Tuesday 10<sup>th</sup> January (provisional) to discuss: <ul style="list-style-type: none"> <li>Stanford's Got Talent (1<sup>st</sup> Feb)</li> <li>Astronomy Evening</li> <li>Barn Dance</li> <li>Quiz / Bingo or similar Night</li> </ul> </li> </ul> </li> </ol>	ALL	TBC