

Friends of Stanford School FOSS

Annual General Meeting Minutes

Wednesday 8th November 2017

Present: Amanda Willis, Sharon Hill, Richard Stillion, Maria Barnett, Vicky Maunder, Rhian Atkins, Nina Stillion, Eva Geekie, Gaby Clark, Katie Amies, Emma Payne, Lee Browning, Wendy Edwards, Andy Hill and Vicky Summers.

Apologies: Steve Summers, Steve Willis, James Clark, Kelly Eltham, Richard Eltham, Ashley Amies, Duncan Atkins, Andy Maunder, Simon Barnett, Carrie Cleary, Steph Goddard, Nick Goddard, Kerry Houghton, Ben Houghton, Tina Rose, Steve Rose, Nicki Rogers, Phil Austin, Gemma Hancock, Pippa Clark and Jenny Dawes.

	Item / Action	Who?	When?
1.	<p><u>Chair's Report:</u></p> <p>FOSS Chair, Lee Browning, gave thanks to the FOSS Committee for this year's fundraising events and activities, and stated that the FOSS members should be proud of this year's outcome. 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>LB discussed the past events and future events. This year it was agreed to support the school budget, and to continue this support in subsequent years.</p> <p>The committee agreed to send the headline figures and a note of thanks to parents by Parentmail. Also Parent helpers can use the new FOSS admin email.</p> <p>A Parent Survey was completed this year, coordinated by KA. The outcome of the survey showed that FOSS members would like more family oriented events.</p> <p>FOSS Secretary, Vicky Summers, thanked FOSS committee and FOSS members for their contribution over the last year. VS added that during the last year a number of activities took place including:</p> <ul style="list-style-type: none">• Stanford's Got Talent Refreshments• Sports Day Refreshments• Year 6 Leavers' Refreshments• Bags2School• Children's Discos• Adult Disco• Easter Egg Trail• Bingo Race• School Fete• Movie Night• 100Club	-	-
		EP	BY NEXT MTG

	<ul style="list-style-type: none"> • Christmas Cards • Christmas Hampers <p>The money raised by FOSS was used to Fund Items including:</p> <ul style="list-style-type: none"> • Year 6 Leavers' Bibles • Year 6 Leavers' Party • Class Christmas Presents • KS1/Foundation Playground Improvements • Contribution to school's IT Budget • Nativity Costumes • Music Stands • Assembly Boxes for use in collective worship • Reading Books <p>The FOSS Committee look forward to another successful year raising funds for Stanford-in-the-Vale Primary School.</p>		
2.	<p><u>Treasurer's Report:</u> Gaby Clark, as Treasurer, thanked all FOSS Members, Parents, Grandparents, Staff and Friends for their generosity in terms of time and money. This year's fundraising is the results of a large amount of hard work.</p> <p>GC prepared a statement of accounts for 2016-2017, and a detailed Treasurer's Report was given for the academic year 2016-2017.</p> <p>At the start of the year there was a surplus of £14,702, which included the amount reserved for KS1 Playground (£5000).</p> <p>£14,181 was raised during the year and £5026 was spent on costs.</p> <p>£12,549 was spent on funded items.</p> <p>This academic year, FOSS has committed to support essential elements of the school budget (IT Grant). The contribution will be £5000 in this academic year, and £4000 in subsequent years. Therefore it was FOSS committee's intention to spend more on funded items than the amount raised.</p> <p>Once again, the Summer Fete was the year's biggest event that raised the most money (£2743). Children's discos raised over £2100, and the refreshment stalls at various events raised £470. The Christmas hampers Bags 2 School clothing collection and Christmas cards together raised over £1700. In addition, the Easter Egg Trail raised £176, 100Club raised £260, Adults' Disco raised £428 and Bingo Race raised £437.</p> <p>FOSS Committee are grateful for a donation of £602 from the Braddy Family Family Fun Day.</p>	-	-

	<p>Many expenditure items are funded every year, such as Class Gifts, which cost £732. Extra items this year included books, music stands and assembly kit.</p> <p>GC acknowledged that the FOSS committee try to spread the funds spent between clubs/groups and the whole school.</p> <p>The Accounts were agreed by Gaby Clark as Treasurer and Lee Browning as Chair, and were reviewed by Sally Barnes.</p> <p>Unfortunately, Sally Barnes is not able to review the accounts next year. FOSS committee thank her for her time and expertise. It was agreed to send a thank you note.</p> <p>The Annual Report for the Charity Commission is up to date and has been submitted.</p> <p>The FOSS Committee thanked GC for her hard work as Treasurer. GC has requested to stand down as Treasurer at the end of the current academic year. It would be beneficial for a long hand over period to take place with the next Treasurer. FOSS Members were encouraged to consider becoming the next Treasurer.</p>	VS	BY NEXT MTG																																																
3.	<p><u>Election of Officers:</u></p> <p>The following members were elected at the meeting:</p> <table border="1" data-bbox="268 1216 1198 1977"> <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>Gaby Clark</td> </tr> <tr> <td>Vice Chair</td> <td>Andy Hill</td> <td>Emma Payne</td> <td>Sharon Hill</td> </tr> <tr> <td>Treasurer</td> <td>Gaby Clark</td> <td>Andy Hill</td> <td>Emma Payne</td> </tr> <tr> <td>Secretary</td> <td colspan="3">Vacant (Vicky Summers Acting Secretary)</td> </tr> <tr> <td>Committee Member</td> <td>Vicky Maunder</td> <td>Andy Hill</td> <td>Vicky Summers</td> </tr> <tr> <td>Committee Member</td> <td>Rich Stillion</td> <td>Vicky Summers</td> <td>Emma Payne</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>Rhian Atkins</td> <td>Lee Browning</td> </tr> <tr> <td>Committee Member</td> <td>Maria Barnett</td> <td>Vicky Summers</td> <td>Sharon Hill</td> </tr> <tr> <td>Committee Member</td> <td>Rhian Atkins</td> <td>Katie Amies</td> <td>Lee Browning</td> </tr> <tr> <td>Committee Member</td> <td>Emma Payne</td> <td>Rich Stillion</td> <td>Lee Browning</td> </tr> </tbody> </table>		<u>Elected Officer</u>	<u>Proposed</u>	<u>Seconded</u>	Chair	Lee Browning	Vicky Summers	Gaby Clark	Vice Chair	Andy Hill	Emma Payne	Sharon Hill	Treasurer	Gaby Clark	Andy Hill	Emma Payne	Secretary	Vacant (Vicky Summers Acting Secretary)			Committee Member	Vicky Maunder	Andy Hill	Vicky Summers	Committee Member	Rich Stillion	Vicky Summers	Emma Payne	Committee Member	Sharon Hill	Vicky Summers	Andy Hill	Committee Member	Katie Amies	Rhian Atkins	Lee Browning	Committee Member	Maria Barnett	Vicky Summers	Sharon Hill	Committee Member	Rhian Atkins	Katie Amies	Lee Browning	Committee Member	Emma Payne	Rich Stillion	Lee Browning	-	-
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	<p>No voting was required as Officers were elected unopposed. 13 members were re-elected to the committee along with 1 new committee member.</p> <p>FOSS Committee welcome Vicky Maunder to the committee.</p> <p>No committee member was willing to stand as FOSS Secretary. Vicky Summers offered to continue as Acting Secretary for the next Academic Year.</p> <p>Jess Smith has stepped down temporarily from the FOSS Committee. The new FOSS Committee thank her for her contribution and look forward to welcoming her back to the committee in the future.</p> <p>Nina Stillion has decided to step down from the FOSS committee. The new FOSS committee thanked her for her many years of hard work on the committee. Thank you Nina, we will miss you.</p>					
4.	<p><u>Questions from the floor:</u></p> <ol style="list-style-type: none"> <u>A question was asked regarding how events are run.</u> A discussion took place and it was agreed to ensure that the amount of activities in each year are achievable. This will be discussed further at future meetings. It was agreed to communicate with parents to ensure that they know that help is required and welcome. VS offered to speak with parents at the next Sharing Assembly. GC offered to write a letter to state how much has been raised and where the funds have been spent. <u>A question was asked regarding how the meetings are coordinated.</u> LB will endeavour to organise the meetings by email. <u>A question was raised regarding future FOSS Chair / Vice Chair / Secretary / Treasurer.</u> A number of FOSS Committee members have children in KS2. As those children and their families progress through school and leave, FOSS committee are looking for assistance from parents of remaining children. Help can be as little or as much as FOSS members can offer. A suggestion was made to have an "Expert" and "Apprentice" operating in a 2 year plan for future FOSS Officers and for large events such as Summer Fete. 				-	-
			VS GC		17NOV BY NEXT MTG	
			LB		BY NEXT MTG	

	<p>4. <u>A question was raised regarding the running of the bar.</u> AH offered to run or coordinate the bar at each event as a Bar Manager.</p>	AH	BY NEXT EVENT
	<p>5. <u>A question was raised regarding planning of events.</u> It was agreed to look into having Lists / Crib Sheets for each event.</p>	ALL	BY NEXT EVENT
5.	Next Meeting Date: Wednesday 10th January 7.30pm	ALL	TBC
	<p><u>Additional Item – KS1/Foundation & KS2 Disco Friday 10th November</u></p> <p>GC has coordinated the Bar Licence and Disco. VS / VM / EG offered to set-up after school. FOSS Committee members volunteered to help at each disco. KS1 / Foundation: EG / LB / WE / AW / EP / AH / VS / SH KS2: AH / GC / SH / LB / AW / EP / EG / VM Prices of Hot Dogs etc. should correspond to tickets / publicity.</p> <p><u>Additional Item – Xmas Hampers</u></p> <p>Non-Uniform Day is fixed for Friday 1st December. Parents have been requested to contribute donations for the Christmas Hampers.</p> <p>MB / SH / AH / RA / KA / NS / GC kindly offered to help to wrap hampers in the school library.</p> <p>KA / EG offered to sell tickets in the playground after school on 1st December, and RA / VM offered to sell tickets on 8th December. EP offered to send out a Parentmail to advertise ticket sales.</p> <p>A number of committee members volunteered to sell hamper tickets at Nativity Play performances as follows:</p> <p>11th Dec 2pm SH / AH & VOLUNTEERS 11th Dec 6pm AH / RS & VOLUNTEERS 12th Dec 6pm RS / LB / AH & VOLUNTEERS 14th Dec 2pm SH / AH & VOLUNTEERS 14th Dec 5.30pm AH / EP / WE & VOLUNTEERS</p>	<p>VOLUNTEERS</p> <p>VOLUNTEERS</p> <p>VOLUNTEERS</p> <p>VOLUNTEERS</p>	<p>10TH NOV</p> <p>1ST DEC</p> <p>1ST & 8TH DEC</p> <p>11TH, 12TH, 14TH DEC</p>