

Annual General Meeting - The Friends of Meole Brace C of E Primary School and Nursery

Date: 12th October 2023

Time: 9.00am

Location: Lighthouse Building, Meole Brace C of E Primary School and Nursery

Attendees: Sandra Holloway (Treasurer), Catrin Barrett (Chair), Hannah Wood (Committee Member), Rena Cornwell, Sam Tanner-Stokes, Louise Tanner-Stokes, Chantelle Murphy, Mo Hashemi, Jayne Brown, Alex Phillips, Suzi Bray, Stephanie Bowler, Charlotte Jones, Mark Jones (Committee Member), Rebecca Adams, Henry Bray.

Agenda:

1. Introduction to meeting

CB welcomed those present and introduced herself. Everyone introduced themselves. CB gave an outline of proceedings for the AGM, review of the previous year, election of the committee for the next year, followed by questions.

2. Apologies

Apologies given by Charlotte Mellor, Linda Bromilow, Fiona Loftus, Lizzie Corcoran, Lilith, Roz, Ella Turner, Tracey, Jen Evans, Carly Gray, Kelly Watkins, Natalie Richards and Sophie.

3. Matters Arising

CB - charity commission website has been updated with last year's committee members. Jessica Dean has stepped down from the committee opening up a vacancy – to be discussed later.

4. Chairs Report

CB reiterated her thanks for everyone attending the AGM. CB explained how a new committee formed at last year's AGM and how due to COVID the previous committee had faced difficulties with fundraising. CB welcomed anyone who would like to be more involved in the Friends to attend meetings. CB commented that the new committee had worked so hard this year and it had been a very steep learning curve for the whole committee but CB was confident that they are ready for another year. CB used this opportunity to request anyone who would like to bake for the friends or to provide cakes for events to let themselves known to the committee. CB reminded everyone that even the smallest of contributions makes a big difference for the Friends.

CB then went on to discuss the events from the preceding year. She reported how successful the previous year's events had been. Mentioning the Christmas Fair, the Easter hunt which was very much a learning curve but enjoyed by the children and the uniform giveaway. CB then discussed the Mother's and Father's day breakfast and thanked Sandra Holloway for setting up the raffle. CB finished her event update by reporting the quiz night from September. CB discussed what a wonderful evening it was and how the event managed to bring the wider community and school together, raising a fantastic £650.

CB thanked all the support we have received from the administration team, giving special thanks to James and Laura in reception for being so helpful this year. She continued to thank the senior leadership team for their continued support, the caretakers, the school kitchen and to the husbands and wives of the committee for their patience and understanding.

Cat explained that the money raised from last year's events will be used to pay for the trim trail. This year the school have requested we fundraise for playground equipment.

CB handed over to Mr Bray to talk about this year's fundraising efforts. Mr Bray explained the equipment they would like to obtain for the school and the benefits the playground equipment brings to the children. The types

of equipment include K'NEX, construction toys, board games, Jenga, balls, hula hoops and skipping ropes. Mr Bray explained that the equipment needs to be specific for playground usage because when equipment is taken from the sports sheds and other sources they are rarely returned meaning that the equipment isn't available when needed. Mr Bray also commented on the fact that the various items of playground equipment are so well appreciated by the children.

CB discussed the plans for the upcoming year. Paying special attention to the Christmas Fair, thanking all the volunteers who have offered their time to help out at the Fair, especially those who have taken annual leave in order to help. The Friends have two more coffee mornings planned, the coffee morning held earlier in the year it was agreed was excellent for post-COVID interactions with parents at the school. Other events include the mother's and father's day breakfasts, Easter hunt and family bingo night. The Movie night planned for the autumn term has been postponed.

5. Treasurer's Report

There is just shy of £5100 in the bank, with a large petty cash of £1000 kept within school which allows for easy set up of float tins for stalls at big events.

£3000 has been moved to the school for the library which was agreed to by the previous committee.

SH explained that the committee were in the process of changing bank accounts from Barclays to the CO-OP.

CB thanks HW for setting up the account.

SH requested that we inform the school of how much money to pledge for the school for the equipment for this year. CB agreed that the committee would agree on this.

MJ suggested looking into grants to assist with the purchasing of equipment. Mr Bray discussed the complications around opening the school to the wider community which is often a requirement for such grants.

6. Mr Bray's Comments

Mr Bray gave thanks to the committee and all the volunteers who have helped at events throughout the year. He expressed how fortunate the school is to have the Friends and the support of the families at the school. He went on to congratulate CB on her pregnancy and upcoming maternity leave from the Friends and offered his best wishes to Cat and her family.

7. Elect committee/Trustees

a. Nominations

Nominations were received prior to the AGM for Catrin Barrett as Chair, Charlotte Mellor in the position of Vice Chair, Hannah Wood as secretary and Mark Jones in any role necessary.

Louise Tanner-Stokes nominated herself during the meeting as a committee member.

b. Elections in order of election.

Role	Volunteer	Proposed By	Seconded by
Committee member	Louise Tanner-Stokes	CB	SB
Chair	Catrin Barrett	MJ	MH
Technical officer	Mark Jones	AP	JB
Vice-Chair	Charlotte Mellor	CJ	AP
Secretary	Hannah Wood	JB	CM

Sandra Holloway has agreed to continue her role as treasurer ex-officio.

AP offered the support of her husband, an accountant. SH was delighted and suggested he audit the accounts annually for the Friends.

8. Any other business

MJ asked SH when the school would like the funds for the Trim Trail donated. SH said that she will look to move the money around May 2024. The money from the quiz has not been banked yet, SH will bank both the quiz money and the Christmas fair takings after the fair.

Mr Bray noted that the Friends website had been dormant for a long time, school will update with the new members of the committee. Mr Bray is happy for a friend to take on the maintenance of the Friends page on the website. SH can sort log in details for the Friends. As a graphic designer with experience of web design CM would be happy to help with this.

CB updated the attendees with the details of the Friends logo competition and explained how the new logo was designed.

CJ asked about the stalls at the fair as currently the money raised by the friends is different to the overall total from the event. SH explained that there are costs associated with the stalls that the school pay for and that the school always declare the total amount raised between both the Friends and the school stalls.

CM left the meeting due to a prior engagement.

CB provided an update regarding her intention to take a maternity break from the Friends. Charlotte Mellor as Vice Chair will act as chair until CB returns. CB plans on taking a step back from her commitments with the Friends from 20th October and plans on returning for the Mother's Day Breakfast 2024, or earlier if she feels able to.

Sandra Holloway gave a brief update on the technical issues the school have had around purchasing the license for the film.

In light of recent comments in the Friends WhatsApp group it has been discussed amongst the committee that a general feedback form could be sent out to parents to gain a better understanding of what parents view of the Friends is and what if any improvements can be made. HW showed a sample for a free competition for pupils to enter, designing a pumpkin, with a prize for each year group. On the reverse will be a short questionnaire for parents to complete. The intention is to send out over the half term as an activity for pupils.

HW gave an update on AmazonSmile, unfortunately after a big recruitment drive after the AGM last year Amazon decided to cancel AmazonSmile. HW presented easyfundraising as an alternative. Easyfundraising offers cash donations when shopping through their app or website. HW gave the example of Sainsbury's who currently pay 50p when a shop is purchased through the easyfundraising app or website. MJ noted that importantly the costs when shopping through easyfundraising are no different to if you had gone direct to the website. This is an exciting method of fundraising for the Friends. HW checked that there was no reason not to set it up, requesting that people interested wait until the account was fully set up and they receive a referral link before opening an account as this potentially gives the Friends an extra £5 donation per sign up once they generate £5 of donations.

LT-S and ST-S left the meeting

CB encouraged help from the wider Friends community and suggested we invite Friends to our regular committee meetings.

MH and AP left.

Unfortunately the gentleman who played Santa for the school fair last year is unable to fulfil this role this year. School have confirmed that they are happy to organise a Santa for the event.

Every year the school charges parents to see Santa. Before the fair Santa goes round all the classrooms and gives the children a small token treat. This is paid for by the friends. Last year nursery and reception received a Lotus biscuit each. HW highlighted the need to cater for allergens this year. Lollipops were given to Year 1 and above. Santa to repeat this year. Friends to purchase similar items to last year for Santa to distribute to each class.

School confirmed that they will purchase advent calendars, wrapping paper and tape. Requested that friends wrap the adverts for the school. SH to let Charlotte Mellor know when the stock has arrived in school for the committee to organise Friends volunteers to help wrap. School will advertise the bookings have opened for Santa to give parents time to book on school money. Friends will advertise bookings open through WhatsApp and Facebook channels.

CB thanks SH for her assistance, HW for taking notes and thanked everyone for attending.