



## **FRIENDS OF SHIRLEY INFANT SCHOOL**

(Registered in accordance with the Charities Act 1960 No. 1081056)

### **ANNUAL GENERAL MEETING MINUTES**

**30 September 2019 at 7.30 p.m.**

#### **In attendance:**

Jo James (Co-Chair), Susan Kinch (Co-Chair), Sarah Crookall (Treasurer), Jo Blondin (Secretary)

Peter Gould (Chair of Governors), Cate Gregory (Head of School), Ellen Kennedy (School representative), Nicola Howarth (Co-Chair of Shirley Juniors PTFA)

Katy Durston, Fiona Brown, Michelle Alldread, Hannah Henderson, Helen Angus, Naomi Collins, Victoria Chapman, Jacqui Westbury-Hogg, Mary Hornby, Rebecca Wright, Laura Martin, Maria Dimech, Jen Bleeck, Louise Elkins, Tansey Bailey.

#### **Ordinary Business**

##### **Apologies for absence**

Mia Caruana, Eve Dyer, Mel Durman, Hannah Deakin, Lara Webb, Jen Pillinger, Caroline Watts and Yvette Killick.

##### **Approval of Minutes of the last AGM on 8.10.18**

Copies of the Minutes had been circulated in advance and made available today. These were approved.

##### **Matters arising from the Minutes.**

There were two matters arising from the Minutes dated 8.10.18.

1. **DBS checks** - At the last AGM, a query was raised as to whether volunteer DBS checks could be carried out for free via FOSIS, as a registered charity. Jo Blondin agreed to look into this and has passed all relevant information on to Cate Gregory, who advised that she is in discussions with Mrs Faye. Jo also passed information to Mrs Gregory about the DBS update service, the use of which could result in cost savings for the school.

2. **Tea towels** – At the last AGM, the Committee agreed to consider whether school tea towels should be produced more often than every 3 years. Jo James advised that the frequency would not be changed

### **Co-Chairs report for 2018/19**

Jo James and Susan Kinch thanked all volunteers, without whom events would not be able to run.

They also thanked the Junior PTFA, explaining that both committees had worked together as an extended team this last year and had fun at the same time. FOSIS' ultimate goal has been and remains to raise funds to enrich the education of the children at Shirley Infant school. They said they also hoped they had built on a sense of community and helped forge links between teachers and school staff with the carers of the children.

Jo James and Susan Kinch then provided an overview of events last year:

#### **Autumn Term**

Fireworks – this was the current committee's first event and it was a great, with lots of positive feedback. FOSIS had fantastic support from Make it Magic in Shirley, which resulted in an amazing fireworks display.

Quiz – the annual quiz went really well and was lots of fun. The event is being held again this year, with spaces filling up fast.

Christmas cards – the children produced their cards in school last year, the sale of which raised funds for FOSIS. FOSIS will be supporting the children to make the cards this year.

Children's Christmas craft event – this was held alongside the junior disco and was a nice event.

Christmas fair – this was run jointly with the PTFA. FOSIS has had lots of feedback about this event. It will be run earlier this year, which will hopefully mean it is less busy.

Adult craft – this was another lovely event. This year, there will be a joint event with the PTFA but it will be a bit different.

Nativity and mince pies – FOSIS served drinks and mince pies to parents/carers after one of the nativity performances. They also held a mince pie sale after school.

### Spring Term

Colour Run – the first event of this kind was amazing. It will be run again but with some changes. FOSIS reached out to the community for sponsorship. The support from local businesses was great – including from Enfields estate agents, Rogers wholesalers and Make it Magic.

Children's Easter craft – another nice event enjoyed by the children who attended.

Children's tea towels – FOSIS supported the design and sale of tea towels with the children's pictures on them. Tea towels will continue to be made every 3 years.

### Summer term

Barn dance – this was enjoyed by those that went although attendance was unfortunately low.

Tidy up days - FOSIS held 2 tidy up days, during which a great deal of work was done to tidy up the school.

Summer fair – as always, this was the biggest fundraising event of the year and it was a great success.

### Other FOSIS contributions

FOSIS continued to support and Chair Parent Forums, where the views of parents/carers can be taken to the school.

FOSIS has also contributed to/been involved with:

- The school's Amazon wish list
- Bags2School
- Cake Sales
- Second hand book sale
- Transition Meetings
- Ladybird sessions
- End of year thank you picnic
- Promotion of Easy Fundraising
- Uniform sales
- Logo competition – FOSIS now has a logo!
- Cash for coins
- Easy 2 name
- Tidy up days
- Rail painting
- Year 2 leavers' party
- End of year charity shoe collection

### **Donations this year**

FOSIS donated a large amount of funds to help provide the amazing new play equipment.

Funds were also donated to help build the new school website, re-decorate the Minion planters in the playground, purchase the wooden easels and boxes in the school entrance and support the provision of Marvellous Me.

### **Thank You's**

Thank you to all volunteers - without them, FOSIS could not do what it does, to Cate and her wonderful team, special thanks to Emma, Amanda and the office team, to Russell for his first aid support, to Rob for being the bravest firework guy, to Jennie Bishop for running the Bags2School collection, to Jo Blondin for her role as Secretary, to the general committee and big thanks to Sarah Crookall for her role as Treasurer, who is stepping down this year.

### **This year**

This year FOSIS hopes to build on its successes and do even more! New events will include a Christmas wreath and adult craft evening and an escape room event.

FOSIS hopes to continue working closely with the PTFA team for events.

FOSIS wants to look at other ways to raise money for the school – in particular match funding and grants. It would be great if someone could volunteer to take this on.

### **How To Get Involved**

You can get involved by joining the committee, becoming a class representative, helping at a tidy up day, volunteering at events (even 15 minutes really counts and is massively appreciated), baking a cake for one of the cake sales.

### **How to contact FOSIS**

Through the Facebook groups:

Year R@SIS2019/2020

Year 1@SIS2019/2020

Year 2@SIS2019/2020

Email: [fosis@shirleyschools.co.uk](mailto:fosis@shirleyschools.co.uk)

Or find any of the committee members in the playground!

### **Treasurers report for 2018/2019**

Sarah Crookall, Treasurer provided an overview:

It has been a great year with net profit of £8,470.95. (Please note that this figure has been updated since the meeting to correct an administrative error). FOSIS donated £10,455.32 to the school.

The summer fair was the biggest event, raising just under £6,450 (which was split 50:50 with the PTFA.)

Colour run – FOSIS' share was £3,200. £1,200 was sponsorship from about only 40 forms which were returned. Please can class reps push sponsorship this year?

Cake sales – these are always good money earners and a good way to support the school.

It has been a fantastic year!

### **Election of Committee Members**

Jo James advised that at each AGM, all officers should stand down and be re-elected. All current committee members stood down.

#### **Co-Chairs**

Susan Kinch and Jo James are happy to continue as Co-Chairs, No-one else came forward. Both were proposed by Jacqui Westbury-Hogg and seconded by Jen Bleack.

#### **Secretary**

Jo Blondin is to continue as Secretary. She was proposed by Jo James and seconded by Susan Kinch.

#### **Treasurer**

Sarah Crookall will continue as an interim Treasurer until this role can be filled, Sarah was proposed by Nicola Howarth and seconded by Susan Kinch.

### **General Committee Members**

We agreed to block nominate the following as general committee members:

Caroline Watts, Elissa Collins, Hannah Lucy Henderson, Lousie Elkins, Mary Hornby, Rebecca Wright, Yvette Killick, Jacqui Westbury-Hogg, Michelle Alldread and Mia Caruana. The general committee members were proposed by Tansy Bailey and seconded by Naomi Collins.

## **Special business**

### **FOSIS Constitution**

Jo James said that despite Sarah Crookall contacting the Charity Commission, FOSIS have been unable to find their written constitution.

Jo proposed that FOSIS adopts the standard 'Parent kind' Constitution. There was unanimous agreement to do this.

### **Specific responsibilities**

FOSIS are looking for volunteers to take on the following roles:

EasyFundraising – a percentage of online purchases from certain retailers goes to the school when you click through the easyfundraising website. Amanda Webb does the reminders for Juniors and does a great job. Rebeeca Wright agreed to take on this role.

Bags2 school – Jennie Bishop will continue to organise collections.

Grants, match funding etc. – FOSIS would like someone to carry out research and/or assist in finding out what other grants, companies etc. might be able to provide financial support to the school. Nicola Howarth said it could be a joint role. The school wants to renovate the pond and know there are grants available for trees etc but the committee does not have the time to investigate these. No volunteers came forwards.

## **Class representatives**

These were agreed as:

### **Year R**

Otters - Eve Dyer and Jo Spring  
Hedgehogs - Stacey Sellick and Mel Durman  
Squirrels - Inna Walker and Katy Durston

### **Year 1**

Moles - Lucy Lacey and Kelly Winter  
Rabbits- Laura Martin and Victoria Molho  
Owls - Fiona Brown and Hannah Lucy Henderson.

### **Year 2**

Woodpeckers- Nina Hickman and Mary Capocci  
Badgers - Hannah Deakin and Lara Webber  
Foxes - Jen Pillinger and Monica Longhurst

### **Upcoming events**

A calendar of events was circulated.

5<sup>th</sup> November – Fireworks

22<sup>nd</sup> November – Bags2school and children's craft event

29<sup>th</sup> November - Christmas wreath making

6<sup>th</sup> December – Christmas celebration/fair

12<sup>th</sup> February – escape room – locked in a case event

12<sup>th</sup> March – book swap. Junior disco/Easter egg hunt?

20<sup>th</sup> March – Bags2school and Colour Run

Apr/May – Smarties challenge

1<sup>st</sup> May – adult social to replace the barn dance.

19<sup>th</sup> June – break the rules day - a massive success this year, instead of non-uniform. It raised £1200 across both schools. There were 8 rules children could break – one for 50 p, all for £4.

20<sup>th</sup> June – Summer Fair

FOSIS picnic – 16<sup>th</sup> July?

### **Update from the School**

Cate Gregory thanked FOSIS for everything. She said it is not just about the money – the events have created a real community feel. Last week, the school was able to show that. The school and staff received so many emails and messages of support in relation to the OFSTED inspection and Cate said how lucky they are.

Cate said the school is conscious not to always ask for money – the tidy up days and rail painting sessions have been amazing. She said she feels very privileged to be Head of this school in this community. Cate said she is so grateful to Jo James and Susan Kinch for their fantastic ideas and she is very pleased they are carrying on as Co-Chairs.

### **Plans for this year's funds**

Cate Gregory said that the outside of the school is not looking its best. Sugar tax money is being used to re-develop the area. The school would like to have a covered structure which can be used all year round. The sugar tax money will be sufficient to cover the putting up of a structure but not the roof. The school would like FOSIS to fund this. The structure, once finished would be used to support Year 1 MOOT time.

Friendship benches – the school want to look at making them more prominent/attractive. Cate has looked into purchasing new benches but the amount is quite considerable.

Cate also mentioned that the staff room dishwasher could really do with being replaced.

The priority for FOSIS funds this year will be improving the outdoor environment. Cate said the school is proud of the building and its history but it does need some focus. Cate said they want the outdoor space to continue the vision created by the new play equipment.

### **Any Other Business**

A parent wanted to thank Jo James and Susan Kinch saying they have done an amazing job.

In relation to trying to obtain more sponsorship, a parent felt that it would help if people knew exactly how that money would be used for the school. It was explained that for the Colour Run, it was – specifically for the new play equipment.

Marvellous Me - Cate said the school have had lots of feedback about Marvellous Me. They are aware that the focus has shifted away from communication and they are working to address this. Cate clarified that Marvellous Me was mainly brought in as a response to feedback from parents wanting to know what their children were learning. It has enabled teachers to provide 2 weekly updates about Maths and English and has also meant that the Senior Leadership team could advise parents if a child had been to see them for modelling one of the schools learning values (for which the puppets are given out). Those badges are now stuck into the children's books and a Marvellous Me notification sent home. Cate explained that the school had to look at communication due to budget cuts. The school has also tried to use Marvellous Me to send letters home etc. but feedback from parents/carers suggests this has perhaps gone too far.

Hopefully the new website which was launched at the start of term will aid better communication. Parents will be invited to come and test the website, ready for feedback at the first parent forum.

The puddle – one of the parents asked whether anything could be done about the very large puddle which forms in the playground after heavy rain. Cate said the issue is the age of the drains and also the overhanging trees etc. It would cost a huge amount to replace the drains and the issue has been an ongoing discussion amongst the Governors. The school is looking at re-enforcing general regular maintenance of the outside area – for example, keeping the leaves swept up so they do not block the grate, which was the main cause of the problem a few weeks ago.

The school is aware of how much of an issue it is and wants to limit it as much as possible. The poor drainage effects playtimes too.

Rail painting – Jo James said they had hoped to have been able to book in some more sessions but the rain/darker evenings has prevented this. They plan to arrange a few weekend sessions and then do some more evenings next year once it becomes lighter again. Cate has asked for the hedge to be cut back, which Rob will sort out. Jo said she would keep everyone updated by Facebook and newsletters and thanked everyone who has helped with this.

There being no other business, the meeting closed at 8.25 p.m.



