

**Parents and Friends of St Francis
Annual General Meeting (AGM)
Meeting Minutes – 5th February 2018 @ 6:30pm**

Attendees: Tim Hallett, Nicki Kennedy, Jenna Parry, Sian Mullan, Alex Stimpson, Emer Lesova, Kellyann McGovern, Michelle Baillie, Kelly Power, Lindsey Hazell & Mary Morgan **Chair:** Ana Andrade

We extend a warm welcome to: Emma Piggott & Jodee Upton

Apologies: Jo Doyle, Suzanne Hazeltine, Michelle Doyle, Tanya Taylor, Ingrid Hollan-Eldrige & Inna Orjola

Action

Chair/Vice Chair Report

Reviewed chairs report produced by Ana Andrade and Sian Mullan which outlined the events and highlights for 2017. The Chairs report can be found in Appendix A.

Financial Summary for 2017

Mary produced and walked us through the financial information for 2017 which showed the PFA had made donations to school worth £8,139.24. Events for 2017 raised a record breaking £7,536.49. Full financial report can be found in Appendix B.

Review Responses from Parents unable to attend AGM

We received one response from Gregers Young to apply for the position of Chair.

Structure of PFA

The currently elected officials of the PFA are: Chair, Vice Chair, Secretary, Treasurer, Marketing Executive & Volunteer co-ordinator. In addition to this we have committee members. After discussion we decided we would retain the current structure.

Election of Officers

The AGM calls for all present officers to stand down and new officers to be elected.

All Elected officials are subject to receiving a clear DBS check.

As the PFA are currently seeking charity status, and the process for obtaining charitable status is likely to happen by this July, it was decided after discussion, that the current Chair & Vice chair (Ana Andrade & Sian Mullan) would remain in post during this short transitional period. This will be reviewed once charitable status is resolved. This was carried by majority vote.

Nicki Kennedy did not wish to stand again as secretary and therefore proposed Emma Piggott which was unanimously seconded.

Mary was re-elected as Treasurer. This was proposed by Ana Andrade and unanimously seconded.

Tanya Taylor who was not present, expressed no interest in standing again as volunteer co-ordinator. Jodee Upton was proposed by Ana Andrade and unanimously seconded.

Michelle Ballie was happy to continue in her role as Marketing Executive until charity status is resolved. This was unanimously seconded.

Election of committee member:

Committee Members/ School Representative 2018:

Nicki Kennedy, Jo Doyle, Michelle Doyle, Jenna Parry, Alex Stimpson, Emer Lesova, Kellyann McGovern, Kelly Power, Lindsey Hazell & Tim Hallett

We would like to thank the following members who were not present at the meeting and/or did not express interest in continuing membership. Suzanne Hazeltine, Tanya Taylor, Ingrid Hollan-Eldrige & Inna Orjola

School Wish List 2018

1. Continue to fund book bags for September 2018 reception intake. A change in colour may be applicable but will be confirmed before ordering.
2. New Sound system & Lighting for the Hall. Circa £2,000. Details will be confirmed later.
3. Fund 10% of new school kitchens if grant is obtained. Circa £15,000 would be needed.

AOB

Events for 2018

1. Book Event – During Easter Productions – *New Event*

Simon Piggott receives unwanted books from Copthorne Scout group on a quarterly basis. He would like people to have the opportunity to take these unwanted books FOC which would otherwise would be destined for landfill. Everyone agreed this is a great idea, we will offer the first selection after school on Easter production days 21/22nd March and again in the evenings. If successful we will do this each half term in conjunction with selling second hand uniform.

2. 7th March – Travelling Trends *New Event*

Ladies only fashion evening. Doors will open at 7pm for 7:30pm start. We will charge £5 per ticket which will include a glass of prosecco or soft drink. Prosecco and limited soft drinks will also be on sale for guests to purchase.

Ana has setup an online ticketing PTA Events. PayPal account will be setup to allow for online ticketing.

Sian tried to obtain an annual alcohol license but has been informed by the council this is not available, we must do individual event licenses. Complete the paperwork for Travelling Trends and Summer BBQ.

Ensure risk assessment is carried out

Ana & Mary

Sian

Ana

3. Easter Egg Hunt – 29th March

Alex is happy to take the lead again for this year's Easter egg hunt. Ana and Emma will be on hand on the day to run the event.

Budget agreed of 30/40p per child which is the same as last year.

We will offer 1x golden egg per hunt. Explore hiding little chicks for KS2 to mix it up for them.

Ensure treats for children with allergies are provided. Obtain up to date list from the office.

Alex,
Emma &
Ana

4. 24th May – School Disco

Early Years and KS1 will have own clothes day. Disco from 2-3pm. KS2 disco will run 4:30-6pm. Marcin has agreed to DJ.

5. 22nd June – 7-8:30pm Quiz Night *New Event*

Nikki Murphy has offered her dad's services who is a quiz master. Confirm booking. We will charge £10 per table (seating max of 6 people) attendees will be allowed to bring drink/snacks.

Alex

6. 19th July – Year 6 Graduation Disco *New Event*

This will be an event for Year 6 only. Marcin has agreed to DJ.

Lindsey has obtained a quote of £350 for the hire of a photo booth with accessories. Jodee has a contact and will obtain alternative quote for review.

Lindsey &
Jodee

We are estimating tickets will sell for £5 per head. This would include soft drinks, pizza, disco & use of photo booth. We will not sell toys etc at this event.

7. 7th December – Christmas Fayre

Fireworks were quoted at £100 per minute. We would need a display to last for 8-10 minutes. It was decided this was too expensive.

Investigate hiring a snow machine.

Kelly &
Kellyann

PFA Newsletter

This will be sent week commencing 19th Feb (After Half Term) it will include upcoming events, introduction of committee following AGM.

Ana &
Michelle B

Year 6 Graduation Book

Leeann and Ana are making great progress on the graduation book. Some parents have completed the information for their children.

Tim to provide a message to Year 6 which will be inserted into the front. This does not need to be done until after Easter

Tim

Joining PTA UK

Members approved joining PTA UK at a cost of £122 for one year

Mary

Volunteers for Events:

This was not discussed during the AGM but mentioned once the meeting had officially closed.

Jodee

Easter Production Ticket Sales: (2/3 people needed) – We normally sell tickets after school on the Monday & Tuesday before the event is due to take place.

12/13th March

Easter Production (Approx 4 needed for each event)

21st March – Nicki Kennedy & Kelly Power

22nd March – Nicki Kennedy

Disco – 24th May

KS1 (10 needed) –

KS2 (16 needed) – Kelly Power

Next Meeting

26th February 2018 @ 6:30pm



Appendix A

AGM Tuesday 19th January 2016

Chair Report

The chair this year was Ana Andrade and the Co-Chair was Sian Mullan. It has been a very busy, successful and enjoyable year.

Other members were: **Treasurer**- Mary Morgan, **Secretary**- Nicki Kennedy, **Marketing**- Michelle Baille, **Volunteer Co-ordinator** – Tanya Taylor, **Committee members** - Jenna Parry, Alex Stimpson, Emer Lesova, Michelle Doyle, Kellyann McGovern, Lindsey Hazell, Jo Doyle, Suzanne Hazeltine, Kelly Power, Ingrid Hollan-Eldrige, Inna Orjola

Meetings held

Our PFA meetings this year were held on:

6th FEB 2017 - AGM

24th Apr 2017

5th June 2017

19th June 2017 - Summer BBQ planning meeting

10th July 2017

25th Sept 2017

30th October 2017

27th November - Christmas fayre planning

24th Jan 2018

All meetings were well attended with most committee members attending the majority of them, Mrs. Davis before her departure attended all the meetings with Mr. Hallet taking over.

Highlights of the year

- Facebook group has continued to grow and is a successful way of communicating, currently we have reached 214 members.
- We held our first Easter Egg hunt which was organised by Alex Stimpson and was an enjoyable event for the kids.
- Our family summer BBQ was a huge success with over almost 500 people joining us for a wonderful evening in June.
- PFA School disco in February and October which are always successful.
- Movie afternoon SING which was held in May was very popular.
- Ice lolly Fridays which were organised by Emma Piggott proved even more popular this year with many excited children getting their Friday after school treat.
- The Christmas fayre was very well attended and made a record breaking £ 3068.40
- Sufficient second hand uniform stock was received and sold during various events in the year.

The full list of events we have arranged and supported during 2017 is:

<u>Event</u>
School Disco (Feb)
Easter Show (Mar)
Easter Egg Hunt (Apr)
SING Movie Afternoon (May)
Summer BBQ (Jun)
Sports Day (Jul)
Leavers Production (Jul)
Ice Lolly Fridays
School Disco (Oct)
Christmas Fayre (Dec)
Nativity

All of the events have been well attended and thoroughly enjoyed by the families in our school, with the Family summer BBQ and Christmas Fayre wonderful family events which helped build our community spirit. Both were large events with many hours spent in planning and organising, we received very positive feedback for both.

Difficulties

This year we had a dedicated Volunteer person to get the parents to volunteer. We struggled at times but have noticed that with Facebook and the school newsletter more and more parents try and help, especially when we say we might have to cancel an event. We hope this continues and parents see the benefits of helping our school.

Funds raised and opportunities supported

The treasurers report will give full breakdown of the monies raised this year, however it has been a very successful year financially and the PFA have been able to support the school with the following:

<u>Item</u>	<u>Expenditure</u>
Donation - Camcorder	498.97
Wireless Microphone System	698.9
Book Bags for Reception	312
Donation - School Journals	1000
Leavers Books	629.37
Donation - Mathletics	1000
Donation - Playground Markings	4000
<u>Total:</u>	<u>8139.24</u>

All current committee members will stand down at the AGM.

Appendix B

Parents & Friends of St Francis

Financial Report - 1st January 2017 - 31st December 2017

INCOME

Christmas 2016 - Raffle & Refreshments	286.2
School Disco	1309.96
Easter Show - Raffle & Donations	121.92
Movie Afternoon	534.51
Summer BBQ	2411.02
Sports Day	104.59
Leavers Production - Raffle & Refreshments	122.77
Leavers Books - Extra	20
Ice Lolly Fridays	452.5
School Disco	1451.79
Second Hand Uniform	97.74
Christmas Fayre 2017	4697.36
Nativity - Raffle & Refreshments	308.56
Total	11918.92

EXPENDITURE

Donation - Camcorder	498.97
Wireless Microphone System	698.9
Book Bags for Reception	312
Donation - School Journals	1000
Leavers Books	629.37
Donation - Athletics	1000
Donation - Playground Markings	4000
School Disco	357.23
Easter Egg Hunt	129.79
Movie Afternoon	270
Alcohol Licence	21.38
Summer BBQ	964.66
School Disco	650.16
Lottery Licence	20
Christmas Fayre - 2017	1645.44
Miscellaneous	38.02
Total	12235.92

Events & School Wish List Overview - 2017

Events

<u>Event</u>	<u>Income</u>	<u>Expenditure</u>	<u>Profit</u>
School Disco (Feb)	1387.28	-434.55	952.73
Easter Show (Mar)	147.42	-25.5	121.92
Easter Egg Hunt (Apr)	0	-129	-129
Movie Afternoon (May)	556	-126.97	429.03
Summer BBQ (Jun)	3255.59	-1988.23	1267.36
Sports Day (Jul)	140.51	-35.92	104.59
Leavers Production (Jul)	141.75	-18.98	122.77
Ice Lolly Fridays	796	343.5	452.5
School Disco (Oct)	1509.58	-707.95	801.63
Christmas Fayre (Dec)	5003.07	1934.67	3068.4
Nativity	346.36	1.8	344.56
Total Profit (£)	-	-	7536.49

School Wish List Items Funded:

<u>Item</u>	<u>Expenditure</u>
Donation - Camcorder	498.97
Wireless Microphone System	698.9
Book Bags for Reception	312
Donation - School Journals	1000
Leavers Books	629.37
Donation - Mathletics	1000
Donation - Playground Markings	4000
Total:	8139.24