

Friends of Parkgate Primary School

Minutes of Annual General Meeting held on Wednesday 24th September 2013

Present	Claire Bartolini, Liz Cooper, Wendy Denney, Sarah Fryett, Tracey Gilgallon, Michelle Greenfield, Hilary Gregory, Natalie Humphreys, Rick Jump, David-John Morgan, Antony Stone, Karen Willis, Paula Wylie
Apologies	Mandy Clarke, Nina Finch, Tracey Fuller, Helen Smith

	Action
<p>1. Welcome & Introductions</p> <p>Sarah welcomed everyone to the meeting. At the last AGM the priorities for the year were set as (a) raising funds for an outdoor classroom, situated where the current pond area is, and (b) helping to meet the costs of installing the school's CCTV equipment. CCTV is now installed and fundraising for the outdoor classroom is ongoing as an approximate £30,000 is needed to complete this project. It was noted that the Friends are keen to see some progress towards this area so that parents can see a real benefit from the money they have helped to raise.</p>	
<p>2. Voting in of the new Committee Roles</p> <p>Offers were invited from those who wished to take on these roles for the new school year, these were nominated and supported as follows;</p> <p>Chair - Sarah Fryett (nominated by Hilary Gregory and seconded by Michelle Greenfield) Treasurer - Natalie Humphreys (nominated by Claire Bartolini and seconded by Paula Wylie) Secretary - Karen Willis (nominated by Michelle Greenfield and seconded by Hilary Gregory)</p> <p>No suggestions were made for any other 'Officers' to be included in the committee so it was agreed that everyone else attending the meeting would take the role of an Ordinary Committee Member.</p> <p>Claire Bartolini kindly agreed to take back the responsibility of generating the Friends newsletters as and when required.</p>	<p>SF NH KW</p> <p>ALL</p> <p>CB</p>
<p>3. Chair's Report</p> <p>Sarah explained that when taking on the role of Chair last September, she had the following aims in mind;</p> <ul style="list-style-type: none"> • Encourage new members by 'refreshing' the image of the Friends. • Increase the pool of helpers to support events and fundraising. • Rejuvenate the Summer & Christmas Fayres which are the school's biggest fundraisers. • Increase the amount of funds raised through events. Something that was achieved with outstanding results this year. • Revamp the methods of communication used by The Friends. The Class Representatives set up to co-ordinate help from a wider circle of parents had mixed results mainly due to inconsistent attendance of representatives at Friends meetings. For the coming year, Sarah has organised a noticeboard to be made and put up in the school playground to be used to advertise events and request additional parent help. Children will be able to make use of the board at breaktimes. Michelle may have blackboard paint to cover it. Pens/ chalks also need to be purchased. 	<p>MG/SF</p>

<ul style="list-style-type: none"> • Generate new ideas for fundraising. 	
<p>4. Treasurer's Report</p> <p>Natalie handed out copies of the fundraising figures from the last school year, highlighting the following points;</p> <ul style="list-style-type: none"> • There is currently £17,000 in the bank account. • The amount of money raised this year was up significantly on previous years. • The 'Sponsored Skip' had been a huge fundraiser with no cost to put on this event. • There was little expenditure this year as the majority of funds are being saved towards the cost of the outdoor classroom. • Approximately £2000 is still to be spent on meeting half the cost of the CCTV installed in school. • £100 has also been committed to each year group to spend on whatever equipment they are in need of. Mr Jump will liaise with staff to ensure these items are identified and purchased as soon as possible. • Quotes are underway for the cost of moving and replacing the projector and sound equipment in the hall. This will enable the Friends to hold movie nights for the children. • Michelle asked The Friends to make a request to parents to make themselves known if they have access, through their jobs, to matched funding schemes that could help boost any monies raised and to also ask for those who may have trades that could be of help with fundraising projects undertaken in school. 	<p>RJ</p> <p>RJ</p> <p>SF/CB for newsletter</p>
<p>4. Ordinary Business</p> <p>Sarah briefly went through the minutes from the previous meeting at the end of July, the majority of which related to the following fundraising events for the coming school year;</p> <p>1. Christmas Cards These will be collected from school on 9th October; Mr Jump will liaise with staff to ensure this deadline is met. Samples of orders will be returned on 21st October with orders due back in school by week commencing 4th November to allow for delivery of goods on 18th November.</p> <p>2. Family Bingo Night – Saturday 19th October – 6pm start (5.15pm set up) Mr Jump to confirm maximum numbers for this event (thought to be 120) and to ask Shona if she would set up the tables on Friday after school. Hilary has agreed to be the caller. It was agreed that a license (at a cost of £21) would be purchased so that beer left from the Fayre could be sold along with wine and some cans/ soft drinks. Tickets would be sold in advance at £1.50 per person which enabled 6 games to be played; extra books would be sold on the night for a cost of £1. Paula source and purchase additional bingo books. Cakes and sweets would also be available. Tickets would either be sold direct via the playground or families could sign up using the new noticeboard. A note would be added to the next newsletter to state that as numbers were restricted for this event. if it was oversubscribed, tickets per family may be limited. Prizes for winners of games would be sweets/ chocolates. A raffle will also be held – any help on the night, with refreshments or prizes would be welcome. Post Meeting Note: Having checked stocks of beer it has been decided not to purchase a license for this event but use the remaining boxes of beer as raffle prizes. People will be told they can bring along their own alcoholic drinks as in previous years. Tickets will be sold via a letter in book bags with a return slip to be posted in a box in the school office. This will be advertised on the new noticeboard.</p> <p>3. Family Photo Session – Saturday 9th November – Potential 9.00am start Sarah has booked Tina Allingham to take the photos at this session, she will set up in the Hall, needs a minimum of 15 families to book a session lasting 10 minutes each but will continue for longer if demand requires. There will be no charge for holding the session and the school will</p>	<p>RJ/SF</p> <p>RJ HG NH/SF PW ALL</p> <p>SF</p>

<p>receive 15% commission from all orders placed. Tina is sending slips to Sarah to go out in book bags publicising her work. Wendy agreed to co-ordinate the booking of sessions beforehand with other members of The Friends to share the co-ordination of appointments on the day (Natalie put her name forward). Sarah will circulate an initial booking form to gauge interest which will include preferred session times and a request for a £5 booking fee to secure a session.</p>	<p>WD NH/ALL SF</p>
<p>4. Fair-weather Car Boot Sale – Saturday 9th November – 12 to 2pm This event will be held on the playground (& staff car park if needed). Cars will be able to set up from 11.30am. To secure a pitch bookings will have to be made beforehand at a cost of £5 per car/ £7 per van (£6 if turning up on the day and spaces are still available). Once cars are in they will have to accept they are there for the duration of the event as room is too limited to have cars moving on site. The school will need to advise Sarah approximately how many cars could be accommodated on site. The cost to those attending on foot will be 50p per adult, children free. Friends will be needed to direct cars on to the site and set up & run the refreshments table, selling tea, coffee and biscuits in the Lodge. Michelle and Natalie offered their help and Antony Stone may also be available. Toilets would be available in the Lodge. Sarah would try to publicise this event in the Informer, Solent Life and any other School magazines available. The possibility of approaching the Civic Offices in Fareham to see if we could put posters in the community noticeboards in the area was also suggested. It was agreed that if the weather was wet, this event would not go ahead.</p> <p>5. Bags2school – 27th November 2013 Wendy has booked the next collection for 27th November, bags will come home before half term.</p> <p>6. Christmas Fayre – Saturday 7th December 11.30am – 2pm Sarah suggested a smaller group meet before the next meeting to review last year's Fayre and make suggestions for this year's. Natalie, Michelle, Claire, Tracey and Paula offered to assist with the review. Suggestions put forward in the meeting included a second Nerf stall, increasing the prices charged for the Secret's room and possibly moving this to an in-school event. Requests need to be made soon to all parents for any spare labels and Christmas wrapping paper.</p>	<p>RJ/RK MG/NH/AS/ALL SF WD SF/MG/PW/NH/CB/TG</p>
<p>4. Any Other Business</p> <p>The following items were raised;</p> <ul style="list-style-type: none"> • Claire advised the group that only £5.58 had been raised via Yellow Moon last year, however it was felt that as the work to gain this donation was manageable, Claire would continue this year. Michelle offered her help if needed. • Sarah advised Zoe had been booked for the KS2 Disco which will be held on 17th December from 6-7.30pm. • It was felt an equivalent event should be held for KS1 children, Mr Jump will discuss with staff what they feel would be appropriate for this age group and advise The Friends accordingly. 	<p>CB/MG ALL RJ</p>
<p>5. Next Meeting</p> <p>Wednesday 16th October at 7.30pm.</p>	<p>ALL</p>