

## DIGGLE SCHOOL FODS ANNUAL GENERAL MEETING MINUTES

TUESDAY 8 OCTOBER 2018, DIGGLE SCHOOL, 7PM

### 1. Welcomes and Introductions & 2. Chair's Report of the association's activities since the previous AGM

- **Attending:** Emily Drake – Chair, Laura Derbyshire – Internal Comms, Tracy Buckley – Committee Member, Donna Ellis – Committee Member, Julie Cohen - new, Louise Whitehead – School Rep, Sarah Newton – President, Paivi Mer – Committee Member, Louise Wells – Committee Member, Jenni Chapman – C, Ellie Cadogan – new, Natalie Kenrick – new, Rachael Russel – Treasurer, Linsie Delaney – new

#### Welcome 2018 AGM

- Emily gave a reflection of the last years activities. She thanked all committee members for a fantastic year of fundraising. 13 events were run: Gin Tasting, Christmas Hampers and Raffle, Christmas Cards, Zumbathon, Valentines Disco, Refreshments at the Spring Concert, Mothers Day Sale, Easter Egg Hunt, Smarties tube challenge, Fathers Day Sale, Summer Fete, Pocket Money Sale and running of DOSH. Emily wanted to formally recognise the hard work of everyone in the committee and for the support of the school.
- Emily stated that we of course raised lots of money but more importantly spent lots of money on some big ticket items. As a new committee we've created a great network of friends and support and we all have different skills and bring something unique to the table. Here's to another very successful and fun year!
- Mrs Newton – things school can do because of what FODS raise is amazing – school budgets shrinking – music room and cloakroom makes a huge difference to school and our children

### 3. Accounts of the association for the previous financial year

- Most of the events we reran raised more money than year before, the biggest winners being Fete, Christmas Raffle (special mention to Paivi) and Christmas Cards. We held two new events Zumbathon and Smarties @ Egg Hunt as well as regulars such as the Spring Concert.
- We are not carrying stock anymore so £505.28 has been taken away.
- As a PTA our expenses were a little more but this was on items that are reuseable at future events such as gazebo weights, flasks, jugs, etc.
- Paid out – donations to pupils £2441.13 - £100 to each class, coaches to pantomines, etc.
- Donations to school - £8451.09. Biggest donations were £4920 for the music room refurbishment and £3200 for the reception canopy and sheds.
- Total profit - £7785.85, along with DOSH we made £8187.65.

- We actually spent £3067.74 more than we brought in, so the previous FODS Committee funded the reception canopy – we just spent it!
- We have £8371.49 left in account, with an agreed commitment of approx. £2200.
- Overall we took £14430.55, spent £6709.70 and made a profit of £7720.85.

#### **Admin:**

- Missing two receipts : £50 for Zumbathon and £85 for hay bales **ACTION - Emily**
- Committee is happy Laura Derbyshire to be a signatory – will agree at election of committee.
- This year we need to sign when receiving cash for receipts. **ACTION – Rach to sort**
- Paid for two large items on Mrs Newton’s wish list along with our already agreed yearly donations.
- Agreed to fund £4400 for cloakroom.
- All in all a great year – set a target of £8K profit for this year!

#### **4. Re-elect / Elect committee members**

- Special thanks to Natalie Heptonstall who has stepped down as secretary earlier in the year.
- Leaving the Committee - Thirza Dixon, Natalie Heptonstall

#### **Re-election and new Committee Members**

- Emily Drake – Chair
- Rachael Russell – Treasurer
- Laura Derbyshire – Secretary and Internal Communications /School Liaison
- Louise Whitehead – School Representative and Committee Member (PLEASE NOTE: this role does NOT encompass that of School Liaison)
- Susan Rushworth – Committee Member
- Paivi Merilainen – Committee Member
- Donna Ellis – Committee Member
- Louise Wells – Committee Member
- Tracy Buckley – Committee Member
- Jennii Chapman – Committee Member
- Linsie Delaney - Committee Member
- Julie Cohen - Committee Member
- Natalie Kenrick - Committee Member
- Eleanor Cadogan - Committee Member
- Agreed Laura Derbyshire to be signatory to account

#### **5. Amendments to the Constitution**

Emily tabled an amended constitution following discussions at previous committee meetings that an update was required to some clauses to enable effective operating of the committee. The proposed constitution tabled was based on comparisons with the sample constitution on the PTA website and showed track changes on the previous constitution. The committee discussed each one in turn. Changes were agreed as follows:

- **New clause inserted as Clause 4:** Agreed that a new clause be added to explain the role of the trustees.
- **Clause 9 (was 8)** - agreed amendments to this clause:  
School Communication Liaison to be added to named officers on the committee  
Minimum number of members amended from 9 to 2 other members.
- **Clause 11 (was 10)** - agreed to remove requirement for quorum to include a member of staff  
Addition of:  
Where there are only two committee members, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the association.
- **New Clause 12**  
New clause added:  
Every decision may be made by a simple majority of the votes cast at a committee meeting. A resolution which is in writing (including by email) and signed by all committee members is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- Louise Wells asked for the removal of the word trustees from the original drafting of this clause which was agreed by the group.
- **Clause 21 (was 19)** - agreed that accounts to be audited by one not two auditors.
- **Clause 25 (was 23)** - agreed renumbering of clauses referred to in clause 24 be amended due to the insertion of an additional clause in the constitution. Numbers will now read 2, 25 and 26.

## 6. Funding objectives for the coming year

- Regular items of spend was discussed as it was felt that the cost of the regular items each year was significant and that if school can find monies from elsewhere it may be better to fund fewer and focus on big ticket items that have more significant PR impact. We agreed:
  - Coaches – fund £400 to coaches
  - £100 per class – continue with this donation
  - Cancel contribution to Year 6 leavers party and hoodies.
  - Leavers books- gift from school which FODS are happy to fund
  - Cancel Xmas party funding – class to take that from the £100 yearly donation. Pay £1 non uniform was an idea given to the school
- It was noted:
  - That funding of the French programme would continue as previously agreed by the Committee at the last AGM for a further 3 years (total number of years funded will be 4). £215 ex VAT for this year and 3 further years
  - 2018/19 – big ticket item – playground markings agreed. Costs to be gathered once wall is finished and trialled to make sure there is no flooding. School to advise when we can look at designs.

- It was agreed that at the fete year 5 and 6 requested 3 or 4 enterprise stalls. FODS to provide £30 per table and any profits from sales at the fete would go to FODS.
- KS1 Xmas books – continue and put FODS stickers on **ACTION – Laura to sort stickers from our sticker bundle**
- Mrs Newton shopping list:
  - Playground markings (approx. £3500)
  - Yr 5 & 6 enterprise – FODS fund £120, £30 per stall maximum of 4 stalls for summer fete
  - Mural for corridor art – each child to make something to put on

## 7. Activities for the coming year

- Activities agreed for 18/19 are:
- Welcome for new parents - complete and really well received - thank you to Laura for organising
- 4Ps quiz night - done - great night had by all.
- Halloween Family Disco (Tracy, Natalie and Rachael)
- Polar Express night (Tracy and Emily)
- Christmas Cards (Rachael)
- Christmas Hampers and Raffle (Paivi, Jennii & Laura)
- Kahoot Quiz (Jennii)
- Valentine Disco
- Spring Concert Refreshments (Emily and Rachael)
- Mothers Day Sale
- Pebble Hunt
- Fathers Day Sale
- Summer Fete
- Also discussed was a match box challenge and a Thorntons Easter Egg money maker.
- Possible family event as the first event of the year to encourage new people
- Paying for tickets – how is it viewed by others? If you are on the sub committee you do not pay for your ticket – but volunteers for on the day / night pay for a ticket – agreed. This is subject to committee decision for individual events.
- Hampers – Paivi / Jennii / Laura
- Spring Concert refreshments added in
- Sub Committee for Summer Fete – Jennii. Louise, Laura and Eleanor as sub committee to start work **ACTION – look at date**
- Easter – matchstick box challenge – how many can you fit in along with £1 coin is an idea – discuss at next meeting **ACTION - Emily**

## 8. AOB

- Free access to Trust Funding website till end of Dec from Parent Kind Access – Louise Wells.

- Transport for Greater Manchester funding – **ACTION - Julie to look into**
- Co-op application – announcement to say delays until October **ACTION – Louise Wells**
- Tesco blue coin – **ACTION Louise Wells looking into**
- Travel Consultant – give a contribution to FODS – **ACTION - details to go to next agenda**
- Thorntons – Easter Egg Orders £1 per order – **ACTION - Laura to look into**
- Think about events that are less time consuming and not much effort to raise funds
- Only sub committee need to be responsible and at event beginning to end – we need volunteers for on the day but you don't need to feel bad about leaving, not coming etc
- Class representatives to go to for volunteers help etc
- DOSHH – focus on it to drum up business – **ACTION - Emily to do**
- Some people may just want to give donations rather than volunteer or join in etc **ACTION – Louise to look into**
- Collection boxes / buckets at our events – children rattling buckets / boxes get more donations