

**Friends of Slingsby School Annual General Meeting
Wednesday, 15 October 2019 at 7pm at Slingsby C P School**

Type of meeting	FOSS AGM
Attendees: Staff	Leigh Smith
Attendees: Parents	Liz Wilson (LW), Sonja Sedran (SS), Mary-Ellen Staley (MS), Lu Turner, Kathryn Fairweather, Helen Mackinder, Jayne Goldsmith, Sam Burnett, Lucy Ponting, Helen Garfitt.

1. Welcome

LW welcomed everyone to the meeting.

2. Apologies

Louise Raines, Hannah Plowman, Lisa Boland, Kate Pope.

3. Minutes of previous AGM

The minutes of the previous AGM held on 24 October 2018 were circulated. It was agreed that they are a true and correct record of the meeting and that there were no matters arising from the minutes.

4. Joint Chairman's and Treasurer's Report

LW delivered her Chairman's Report.

LW noted that it had been a very successful year for FOSS. LW reported that the FOSS finances had been audited and are all correct and a copy of the FOSS Accounts (**see attached**) was circulated at the meeting and approved. Approximately £5,900 in profit was raised from fundraising events in the 2018/2019 year.

LW noted that the Quiz and Curry Night had a disappointing turn out this year but it was adults only. The committee should discuss what we can do in place of that event that might be more child/family friendly.

Scarecrow Weekend – LW thanked SB and her team for a fantastic event that again was a great success.

Duck Race – LW thanked the duck race team and everyone who volunteered on the day and supported it.

LW reported that following the FOSS fundraising activities in 2018/2019, FOSS was able to donate £8,000 to the school, including a family donation of £2,000 that was donated to FOSS so that we can make use of FOSS's entitlement to claim GiftAid.

The school is putting the FOSS donation towards a range of things that will benefit the students. LW circulated a list of these items of expenditure for 2018/2019 (**see attached**). LW reported that in addition FOSS is donating money to pay for the Christmas Party gift to the students of a book and the Year 6 Leavers dinner in Edinburgh.

LW thanked the entire committee for all their efforts over the year, noting that the team has worked well together. In particular, LW thanked SS for her work in relation to the finances as Treasurer and MS for her contribution to the communications work as Secretary. SS and MS thanked LW for her wonderful leadership as Chairperson.

Treasurer's Report

SS expressed thanks for everyone's support and efforts throughout the year.

SS reported that FOSS made approx. £7,900 (including the family donation of £2,000) in the 2018/2019 year. In addition, an amount of approx. £1,200 has been carried over from the previous year. Following the payment of £8,000 to the school, this leaves FOSS with approx. £1,200 contingency to start the 2019/2020 year.

Bags2School – SS noted that the November collection wasn't huge success, but we didn't do the village drop of bags which could have had an impact. SS noted that May was better but on both occasions were raining which makes a good collection difficult. MS noted that the Bags2School collection is easy to run and is basically money for doing not much so FOSS should continue to do it.

Christmas Party - Tombola – SS noted that we need to ensure we organize it correctly so that prizes are not won too easily! It was also noted that it needs to be explained comprehensively to parents and set up properly because if we don't get it right, we can lose the potential for quite a lot of money.

Refreshments – Lucy Ponting suggested that last year it wasn't clear where to purchase/collect the refreshments. SS and LW agreed that this is something we need to discuss and get right for this year.

Raffle – SS noted that there should have been a lift of 30% (reflecting the same increase in student numbers) but we didn't see this. It was discussed that FOSS needs to ensure it reaches our new families with its fundraising efforts.

Scarecrow Weekend – SS reported that the event was difficult this year because the weather was awful. SS reported that the trail sales were up on the previous year, but tombola was down. Jayne Goldsmith suggested we should advertise the take away cakes because once people realized it was available, they were very keen to take it up.

Duck Race – SS reported that this event was again a great success. There was an excellent turn out. SS reported the following things that are likely to have helped the fundraising: a change in pricing to £2 per duck and 3 for £5; prominent positioning at markets where we sell ducks; inflatables were up on last year because we spent less on hire; the toy stall had a better selection, and MS noted this was her learning curve; the plant stall was up because we didn't have it last year. This year we spent less overall so the profit was greater. MS said we could identify more events where we can sell ducks that draw local attendance.

SS presented and briefly discussed an outline of the proposed calendar of events for 2019/2020 for further discussion at the next meeting.

SS noted that the FOSS Accounts had been circulated and approved.

5. Election of Committee Members

Nominations: LW nominated Kate Pope, Kathryn Fairweather, Jayne Goldsmith, Lu Turner, MS, SS, Helen Mackinder, Sam Burnett and Hannah Plowman. JG nominated Lucy Ponting. SB nominated Lisa Boland. MS nominated LW.

The Committee for 2019/2020 was agreed as: LW, SS, MS, Sam Burnett, Kate Pope, Kathryn Fairweather, Jayne Goldsmith, Lu Turner, Lucy Ponting, Lisa Boland, Helen Mackinder and Hannah Plowman.

6. Election of Chair

MS nominated LW as Chairperson and this was seconded by SB. LW was unanimously elected. LW noted that she is committed to being the Chairperson for one more year, however following the 2019/2020 year intends to step down as Chairperson. The Committee expressed its thanks to LW for her incredible efforts and its sadness that she intends to step down, but everyone very much understood the need to do so after being in the position for so long.

7. Election of Secretary

LW nominated MS as Secretary and this was seconded by SS. MS was unanimously elected.

8. Election of Secretary

MS nominated SS as Treasurer and this was seconded by LW. SS was unanimously elected.

9. Any other business relating to the AGM

There was no other business relating to the AGM.

The meeting closed at 7.40pm.

Friends of Slingsby CP School

Charity Number 1090516

Accounts for the Year Ended 31st August 2019

	Receipts	Payments
	£	£
Halloween Party	369.45	
Xmas Tombola	146.32	
Xmas Raffle	899.66	
Curry Night	207.50	
Scarecrow Weekend	962.98	
Duck Race	3669.00	
Bags2School	286.00	
Donation	2000.00	
Xmas Party		324.06
PTA Registration		65.00
Lottery Licence		20.00
Engraving		14.50
Edinburgh Meal & Year 6		180.00
Contributions to School		8000.00
In Year Deficit	62.65	
	<u>8540.91</u>	<u>8603.56</u>

Balance Sheet at 31st August 2019

Balance B/f	1354.81	£	Cash In hand	£
In Year Deficit	<u>62.65</u>	<u>1292.16</u>	Bank Balance	25.00
				<u>1267.16</u>

The above accounts in my opinion represent a true and accurate record of the transactions which have taken place in the year to 31st August 2019.

Jean M Barnett
46 Chantry Road
East Ayton
Scarborough
8th October 2019

Barnett

FOSS INCOME & EXPENDITURE 2018/19

DATE	INCOME	EXPENDITURE	DESCRIPTION
20.07.18	£6,000.00		
			Money donated from FOSS for 18/19
		459.00	Dumcombe Sawmill fencing for Class 2 garden
		899.00	New tunnel (Alec Thrower)
		300.00	Astro turf for playground (Ashley Cooke Carpets)
		231.00	New starter book bags & pe bags
		304.50	John Conyard historical interpretations day class 3 & 4
		150.00	Village hall hire for performances and rehearsals
		66.00	First News subscription for class 4
		2,000.00	New door security with intercom with screen for safeguarding requirements
		13.57	Baking for Easter science project
		961.00	Turf, mud kitchen, membrane & pegs, woodchip
		34.32	Airdrying clay for Art Day
		266.80	New tables for Class 2 x4
		12.87	Class 3 baking resources
TOTAL	6000	5,698.06	

**Friends of Slingsby School Ordinary Meeting
Tuesday, 15 October 2019 at 7.40pm at Slingsby C P School**

Type of meeting FOSS Ordinary Meeting

Attendees: Staff Leigh Smith

Attendees: Parents Liz Wilson (LW) (Chair), Sonja Sedran (SS) (Treasurer), Mel Staley (MS) (Secretary), Sam Burnett, Lucy Ponting, Lu Turner, Helen Mackinder, Kathryn Fairweather, Jayne Goldsmith.

1. Welcome

LW welcomed everyone to the meeting.

2. Apologies

Louise Raines, Lisa Boland, Kate Pope and Hannah Plowman.

3. Minutes of previous meeting

The minutes of the previous meeting held on 19 June 2019 were circulated. It was agreed that they are a true and correct record of the meeting.

4. Matters arising

There were no matters arising from the minutes, other than the report on past fundraisers and events set out below.

5. Finance update

SS has provided the finance update during the AGM which was held immediately before this meeting (see AGM Minutes for 15 Oct 2019).

Financial Summary – FOSS has started the 2019/2020 year with approx. £1,200 contingency.

6. Report on past fundraisers and events

The report on past fundraisers was provided by LW and SS during the AGM which was held immediately before this meeting (see AGM Minutes for 15 Oct 2019).

7. Update on future events

Halloween Party, Thursday, 24 October from 3.45 to 5.30pm at the Slingsby Village Hall. It was noted that we have to be out very quickly because there is another event on at 6pm. FOSS will sell toys and sweets leftover from the Duck Race. MS to ensure that lucky dip and toys are sorted. Food provided will be a hot dog, spooky bun, crisps, drink and a piece of fruit in a bag. The bag can be used as a bin and can be labelled for kids with allergies. It was noted that last year the school took children across to the village hall but this year parents are responsible to accompany kids or arrange for another parent to bring them over. It was suggested that we write on the tickets, *“please ensure that you arrange for your child to be accompanied by an adult from school to the VH”*. Tickets can be bought in advance, for a 50p saving. Pumpkin carving – parents can bring the pumpkins on the evening, but they can be placed at the wall outside the village hall at any time in the day. The pumpkins should have the name of the entrant written on it/attached to it (e.g. with a sharpie). Sam Burnett and Jayne Goldsmith will make contributions to lighting decorations.

Christmas Raffle – MS will run the Christmas Raffle. MS noted that the major prize is a very generous one from The Star Inn in Harome – 3 course Sunday lunch and bottle of house wine. Lucy Ponting said that she could arrange a prize of teeth whitening. Sam Burnett can get a Florio's voucher. Kathryn Fairweather will source some honey for another prize and Helen Mackinder will enquire about a gift voucher prize from Pea Green Pottery. MS will address all the other prizes. MS said that the list of prizes is being slightly condensed to make it easier to organise and advertise, as this wasn't prominent last year. There will still be lots of prizes. FOSS will also provide a hamper which Sam Burnett has volunteered to organise. 2000 tickets ordered.

Bag2School, Fri 15 November – MS to organise the Bag2School collection again. MS to add to the newsletter a note saying Bags2School are coming after half term. Then send them out 2 weeks before the collection date. MS to check the date with Mrs Metcalfe.

Christmas Productions, Fri 13 December – FOSS will be serving refreshments at the productions including, non-alcoholic mulled wine, mince pies, teas and coffees. It was discussed that there is limited space at the back of the hall, and we need to make it obvious how to access the refreshments. It was noted that last year we squeezed into a very tight space and had to run back and forth to the kitchen to get hot drinks. Lu Turner suggested taking FOSS banners to clearly show where we are. Mr Smith suggested taking a couple of rows of chairs out for serving at the beginning, then putting them back when more people arrive. It was suggested that we could print a pamphlet/running sheet/menu for the seats including raffle prizes, food available and the running order. Kathryn Fairweather offered to design it. It was suggested that we do it as an online pamphlet that can be emailed and reduce printing costs). We could have someone walking around with a tray and taking orders. MS suggested having the urns at the service area, and that we could have separate tables on either side of the back of the hall – e.g., Christmas draw and tombola one side and urns and refreshments on the other side. Sam Burnett volunteered to organise the tombola. A non-uniform/tombola day was suggested for Tuesday, 3 December. LW to email Mrs Metcalfe to check the date.

Christmas Party, Wed 11 December – Magic Mike is booked. VH is booked 3.30pm to 5.30pm. SS will put up a food list in the school foyer for parent contributions at the end of November. It was agreed that FOSS will purchase, collect and wrap books for the children as a Christmas gift. SS has a list of books to be purchased that has been approved by the teaching staff. Lu Turner has kindly agreed to be Santa's Elf again and can provide the decorations for Santa's grotto again. LW to ask the regular Santa if he will hand out the gifts again for us. FOSS will prepare a volunteers list nearer to the time to ask for helpers.

8. Working Parties

Scarecrow Weekend – Maypole dancing is going to be held on the Bank Holiday Friday. The working party will set up scarecrows on the Friday morning. Because of the change to the long weekend holiday date, the Church will be doing the refreshments on the Friday, so FOSS will lose that money. However it was noted that we can still sell trails on the Friday and will run refreshments over the weekend. It was suggested that we might be able to do a tombola on the Friday. Working party is Sam Burnett, Lu Turner, Kathryn Fairweather and Helen Mackinder and we can ask others who couldn't attend the meeting if they are interested. The Duck Race working party will include SS, MS, Lucy Ponting and Jayne Goldsmith.

9. Other fundraising ideas

Lu Turner had been researching other ideas and suggested bingo nights, family movie nights for Easter and Christmas (where we could sell popcorn etc.), pancake Tuesday "all-you-can-eat", after school hot dog take out stand. Mr Smith queried whether for a movie night we might need a license. Additional ideas discussed included a race night and a beetle drive. All these ideas will be on the agenda for the next meeting.

10. Calendar of events for 2019/2020 year

Current events planned include the Halloween Party on Thursday, 24 October, Bags2School on Friday, 15 November, Christmas Party on Wednesday, 11 December and the Christmas Productions on Friday, 13 December.

11. Any other business

Social media – Helen Mackinder has kindly volunteered to help with social media, including Facebook and Instagram. It was noted that the privacy settings may need to be changed, depending on our content. It was discussed whether a closed group would be better however the administrative burden would be too onerous. It was agreed that addressing the privacy settings is more appropriate. It was agreed to use social media for only for public events. Mr Smith agreed that it would be best to include only public events on social media, and that communications with parents can be done through the newsletter. It was agreed that if we are in doubt over anything, we should check it with the school. It was discussed that Helen can run both Facebook and Instagram side by side, with identical posts to both.

12. Date of next meeting

To be advised.

13. Meeting closed at 8.10pm

