

## FRIENDS OF NORTH DOWNS – ANNUAL GENERAL MEETING

### MINUTES

THURSDAY 1<sup>st</sup> OCTOBER 2020

### Attendee

Chair Sept	Abbi Lampard
Deputy Chair Sept	Cassie Denning
Treasurer Sept	Dan Fisher
Head Teacher	Jane Douglass
Teacher Rep	Laura Morgan
Secretary til Oct 2020	Helen Stevens
Secretary from Oct 2020	Chloe
Parents	
Helen Glanfield	
Claire Frewer	
Kathy Cassidy	
Milena Duncan	
Chloe Coomber	
Jane Green	

### Agenda

1. Welcome from Chair and committee
2. Minutes for last meeting
3. Chairs AGM report
4. Head Teachers report
5. Financial report – Dan Fisher
6. Election of PTA
7. Planned Fund Raising Events
8. Ideas for Fund Raising Events

#### **1. Chair Welcome - PTA AGM 1<sup>st</sup> October 2020**

Thank you so much for joining us this evening for our first “Virtual AGM” We really appreciate how busy you all are and the amount of juggling that is required since the children have gone back to school, so we hope you are enjoying a glass of wine, beer, tea or whatever your beverage of choice as you listen in to what we’ve achieved since being the new committee of Fonds and how we have been able to support our school during the last academic year.



My name is Abbi Lampard and I am the current chair of Fonds. Cassie Denning is my Vice Chair, Dan Fisher is Treasurer and Helen Stevens is the current secretary.

At the beginning of an academic year, a PTA is obliged to hold an AGM. The AGM follows a slightly more formal format to usual PTA meeting. Tonight we have to do the following 3 jobs to comply with obligations of being a charitable trust.

1. The Treasurer and I will provide our reports of the PTA's achievements in 2019-20 for records;
2. Secondly we'll talk about events for the year ahead and get some great new ideas to raise funds;
3. Lastly we need elect new committee members for the coming year.

First, I'd like to talk a bit about WHY we need FONDS. Here at North Downs school we are lucky to have some great resources but like all schools, there are always additional resources and supplies they could not fund themselves. Therefore it is vital that we have a PTA to support the school's endeavours and to raise money for extra things that we would like our children to have access to. Our aim is to give the children of North Downs the best experience possible.

The PTA is a charity and exists for two reasons:

1. To raise money to provide additional resources to the children and users of the school & support the teachers and governors in giving our children the best possible experiences here at North Downs school.
2. To run events that give great experiences to the children, family, parents & friends of the school.

When a child starts at North Downs School their parents/carers automatically become part of the school's PTA. We are keen for as many parents as possible to get involved, as little or as much as you can, and frankly speaking without the unending support we receive from parents we could not achieve much at all.

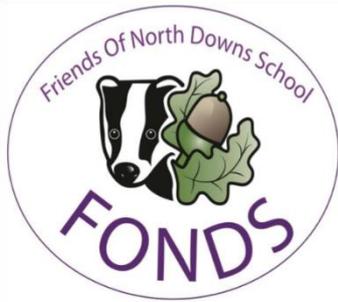
PTA meetings are held once every term normally, usually in a pub somewhere! An agenda is set and we try to keep the meeting to one hour. We talk about events for the year, share ideas for fundraising and as the school usually has a number of projects to support each year, the PTA decides what the money will be used for (in collaboration with the school). We generally do not specify that any events are specifically for one project because we are legally obliged to spend 100% of funds raised at that event on that specific project, but we will talk about the intent for the use of the money.

Over the last few years the PTA has raised money for the new screens in all the classrooms across the three sites, ipads, books and new outdoor furniture.

We work hard to keep everyone informed of all the goings ons through the FONDS Facebook page and class rep whatsapp groups. In here we post the dates and times of forthcoming events and we use the page a lot for shout-outs and reminders. Please make sure you have joined the page to keep up to date with what's happening. <https://www.facebook.com/groups/friendsofnorthdownsschool>

## **2 Minutes for the 2019 FONDS AGM**

Signed by Abbi Lampard and seconded by Cassie Denning



### 3 Chairs AGM report

2019/20 was our first year as Chair and Vice Chair, helped enormously by a committed team of volunteers, and a supportive Treasurer, Secretary, Mrs Douglass and Miss Morgan. Dan Fisher will take you through the numbers that I'm sure you are all keen to hear, but I am pleased to say, even with a global pandemic, we have had a very successful year!

#### **Last year's events**

FONDS organised a number of events last year. The first event of last term was "Class Coin Challenge", the classes competed against each other to fill their jar and raise the most money. It was a great event which saw Mr Skinner in Year 4 get very competitive!!!! We had a KS1 and KS2 winner and the classes got to spend what they raised on games for their classroom. It was great fun – although the counting and paying in of the coins was a bit long winded. Worth doing again but maybe slightly differently!

In November we held our very first **Christmas Shopping Event** aimed at parents, carers and the local community. Although a lot of prep- this was a wonderful event which was really well received by everyone who attended. We had lots of stalls as well as a bar, crepe van and carol singers. The feedback was extremely positive. If we do it again (after Covid), we would re-think the layout as there was some negative feedback from the stall holders in the classroom and also the bar needed to be more central.

We also ran our annual **Christmas Fair** at the beginning of December which once again was a chaotic, sugar filled success! The jolly jars were as usual very popular as was the grotto and chocolate tombola. We ran our usual raffle which raised over £1k alone and our new game "Be Mrs D for the day" proved very successful and Albert Coles thoroughly enjoyed his day as the Headteacher!

As if the Christmas Shopping event was not enough – we through the kids a **Christmas Disco** at the end of term! Lots of fun was had by all – although next time we would not get glow bracelets as the children seemed to use them more to chase each other than wear them!!!

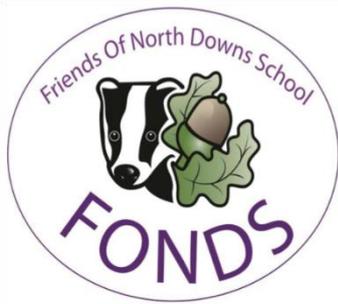
After a well-earned rest at Christmas, we started the year with another new event "**Break the Rules Day**" – again an event that was well received by the children and the parents and made a nice change to normal mufti – also raised a bit more with each rule change being 50p.

FONDS also sold mulled wine/minced pies at the Christmas performances.

We had a **Family Bingo** night planned, alongside a sponsored event of some sort but unfortunately due to Covid-19 all our Spring/Summer fundraising plans had to be cancelled

We'd like to thank the teachers & school staff who work so hard to support the PTA on top of everything else that they do, particularly Head for keeping the PTA focussed (and attending all our meetings) and Paula and the ladies in the office who do lots behind the scenes to help with all the organisation.

And finally, thanks to the all our wonderful FONDS volunteers, who keep up the momentum, you show great commitment to the school, not only coming up with great ideas but most importantly helping us make all our events fun and successful.



#### **4. Head teachers report**

Mrs Douglass expressed thanks to FONDS and particularly the Chair and co-chair for the support they have given the school through the lockdown period and beyond. Particularly for checking in with the school to see what support FONDS could provide, for the lockdown rainbow pictures and the staff coffee machine. A big thank from the staff and the Governors.

The projector in the hall has been used in multiple ways, by the breakfast club and moles, to record assemblies on the big screen and streamed to the class bubbles.

The school have used the benches provided by FONDS and would like more benches and tables.

Online learning is a focus for the school. Microsoft teams will initially provide the children with their homework, but potentially will be used if a year bubble need to home school or should we have another lockdown. Mrs Douglass asks that FONDS provide support for staff to facilitate on – line learning. Technology continues to be a focus.

#### **5. Financial Report**

£9134.70 has been raised by events this year. Christmas events were the most successful financially. Break the coin challenge also raised a good amount but it took a long time to count the money. Fund matching by two parents also raised over £1000 this year.

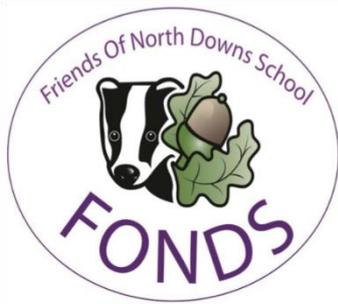
FONDS have donated £2471 to the school with a further £3635 for the projector.

There is approximately £11000.00 in the bank, Dan says FONDS are in a healthy position and keen to use some the money.

The accounts are to be signed off and will be available soon and if requested.

#### **6. Election**

<b>Chair – Abbi Lampard</b>	Nominated by Dan Fisher Seconded by Cassie Denning
<b>Deputy Chair – Cassie Denning</b>	Nominated by Abbi Lampard Seconded by Dan Fisher
<b>Treasurer – Dan Fisher</b>	Nominated by Abbie Lampard Seconded by Cassie Denning
<b>Secretary – Chloe Comber</b>	Nominated by Abbi Lampard Seconded by Claire Frewer
<b>Trustee 1</b>	Nominated by Chloe Coomber Seconded by Claire Frewer
<b>Trustee 2</b>	Nominated by Claire Frewer Seconded by Milena Duncan



### **6. Planned Fund Raising Events**

- Wed 21<sup>st</sup> October – Bags 2 School Collection
- Fri 23<sup>rd</sup> October – “Crazy hair and odd sock day”
- Sponsored Fancy Dress 5k
- Christmas Cards (designed by the children)
- Online Christmas Raffle

### **7. Proposed Fund Raising Events**

- Virtual quiz night
- Personalised gifts
- Virtual Balloon Race
- Christmas Crafts
- Secret Santa Boxes
- Summer Fayre

Date for next meeting: Jan 2021