

Friends of Sun Hill Juniors Annual General Meeting Agenda

Thurs 24th September 2020 -Remote.

I. Present

Tracey Kendall (Chair), Beth Morton (Secretary), Sue Griffiths (HT), Kirstie Ann Turner, Stacey Lakeman, Jo Knight, Kerry Appleton, Nolly Nutman (Treasurer), Sara Curtis (vice-chair), Helen Hall, Hannah Rose, Isobel Dix, Sara Wood, Kelly Epps, Claire Imhofe, Sam Davies, Kate Walton, Jenny Tabrah, Estelle Bentham, Lorraine Smith

II. Apologies

Emma Polglaze, Gemma Loveridge,

III. Minutes of Previous AGM agreed

Agreed- Jo Knight

Seconded Nolly Nutman

IV. Election of new committee

BM- thank you to Tracey, Sara and Nolly for all your work and presentation of flowers.

Co-chairs - Hannah Rose and Isobel Dix nominated by Tracey Kendall and seconded Nolly Nutman

Secretary – Beth Morton to remain in post nominated by Hannah Rose, seconded by Tracey Kendall

Treasurer – Stacey Lakeman nominated by Isobel Dix, seconded by Kirstie Turner.

(Nolly has investigated COI in relation to Stacey Lakeman taking on treasurer role as current staff member- no COI as per the rules which have been checked)

V. Chairperson report

Welcome, and thank you all for joining us in the new normal way since Covid hit. Since becoming Chair on September the 11th last year my feet haven't touched the floor. What a year we have had. It started with a back to school campfire, Year 3 performances, Christmas discos and supporting the Christmas lunch. We ran a new Design your own Christmas Cards a first at the Junior school, Donation station, Bags for School. All raising vital funds for our children.

The final and my favorite event Young Chef. We even got Mrs Griffiths tasting food that she swore she wasn't going to do! The dishes looked wonderful and tasted delicious. Thank you, Sara, for all the organising before and on the day. It was a great success. Unfortunately it was shortly after Young Chef that Mrs Griffiths and I had to make a decision about the biggest event of the year The Spring Fair. Covid was coming fast and we made the decision to postpone the event and the following week the School was shut and we all found ourselves in Lockdown. I can't believe our last meeting was on the 28th February.

A massive thank you to my core team starting with my Vice Chair Sara, without you my right hand girl lots of the events would have just been mere suggestions with your help and determination you made them happen.

Nolly my little number cruncher a thankless task that is not just figures. The amount of paperwork you do behind the scenes just so the FOSHJ can run according to the rules you have been a complete star. You will both be missed.

Beth you have been a complete rock especially since lockdown. With all 3 of us announcing we were all stepping down you have single handedly carried the baton and marched on rallying troupes to help fill the gaps. A great advocate for the school. Thank you for being there to step in when I have been up against it with other commitments. I am truly grateful. My confidence has grown in so many different ways. Been out of my comfort zone in more

ways than I can remember and I found I was me again and not just Mum, Wife, or someone's accounts person!!

You all have been so supportive and a great team to be part of. My work load has more than doubled by taking on new clients and with sadness I haven't got the time to dedicate to FOSHJ as it deserves. It's a great school and it needs parents to come together and support them in the best way we can. I will continue to be as much support as I can and I would like to wish the new team good luck.

VI. Head teacher report

Huge Thank you to Tracey, Sara and Nolly for all you have done, I know it's not the year you planned but lots of great events took place such as the young chef. I know lots of work goes on behind the scenes that we are not even aware of and we are grateful for it. I know the bug club and the white boards are so important especially at the moment when funds so stretched, myself and all the staff very appreciative of all you have done. Thank you to you all.

VII. Treasurer report

£5429 raised in year 19/20 total.

FOSHJ Treasurer Report for AGM 24.09.20

Funding Commitments

At the beginning of this academic year (01.09.19 to 31.08.20), in line with the reading deep dive included in Ofsted's new Education Inspection Framework, FOSHJ agreed to support the provision of a new book scheme (Bug Club) to the tune of £2000. Throughout the year FOSHJ also funded some road safety items (£122.98).

At the meeting held on 28th February 2020, FOSHJ agreed to fund whiteboards for each class (£1000) and any shortfall of the cost of the end of year trip to Fairford Air Show on 17th July 2020.

The above commitments were made on the assumption that the Spring Fair, FOSHJ's biggest fundraiser of the year, would go ahead. Unfortunately, due to the pandemic, this event and the end of year trip did not take place.

FOSHJ are yet to donate the £1000 to school for the whiteboards.

FOSHJ generated £2798.82 net from activities and donations (detailed below) between September 2019 and March 2020.

Activities

- Back to school bonfire
- Sale of ice pops
- Class Fundraising products
- Bags2School
- Donation Station
- Christmas shop
- Young Chef
- Easy Fundraising
- Terracycle (crisp packet recycling)

Donations

- Alresford PIGS for help at Alresford Show
- Alresford Ukulele Jam towards Bug Club
- Donations received for refreshments provided at Year 3 Christmas performance
- Sara Curtis kindly requested donations to FOSHJ for items cleared out
- Gemma Loveridge kindly made face masks and requested donations to FOSHJ

Of the £2798.82 generated; £2122.98 has been given to school for the Bug Club and road safety items. The balance of £675.84 will therefore be put towards the whiteboards with a top up of £324.16 from FOSHJ funds in hand.

Fortunately, FOSHJ is in a good financial position from accumulated funds. The Association's policy is to hold a minimum balance of £1,500 in reserve to meet recurrent expenditure. Therefore, available funds in hand at the end of FOSHJ's financial year (31st August 2020) were £5678.79.

Please find detailed receipt and payments summary and a breakdown of the events and donations on the following 2 pages.

I will submit the Charity Commission return for year ending 31st August 2020 and arrange handover with the new Treasurer as soon as possible.

To date this financial year (from 1st September 2020); FOSHJ has received income of £40 donations for face masks made by Gemma and £29.25 from the Donation Station.

Financial Summary FOSHJ 2019_20

Income	2019/20	Adjustments - 2018/19 transactions presented 2019/20
Fundraising		
Donations	£ 1,702.57	
Non Profit Making Events	£ 2,457.60 £ 606.40	
Other	£ 650.64	£ 1,060.00 PIGS donation (Chrome Books)
Bank Interest	£ 2.76	
Sundry Receipts	£ 1,145.00	£ 135.00 FIT Sponsorship July 2019, Reimbursed disco overpayment 2018

Receipts & Payments Summary for Y/E 31 August 2020

Expenditure	£ 6,564.97	£ 5,369.97 Actual income apportioned to 2019/20
Fundraising	£ 844.85	
Friends (Committee)	£ 43.60	
Monies to SHJS	£ 5,181.33	£ 3,058.35 Chrome Books and Licences
Non Profit Making Events	£ 578.54	
Other	£ 187.24	£ 60.25 Year 6 leavers books
Sundry Expenses	£ 1,145.00	

£ 7,980.56 £ 4,861.96 Actual expenditure apportioned to 2019/20

Net Surplus/Deficit for year **-£ 1,415.59**

£ 508.01 Actual Surplus for 2019/20

Year End Funds 31-08-20	£ 5,296.94
Barclays Community £5296.94	£
Barclays Savings £1701.98	1
Petty Cash £179.87	,
	7
	0
	1
	.
	9
	8
	£
	1
	7
	9
	.
	8
	7
	<u>£ 7,178.79</u>

Fundraising/Donations

Back to School Bonfire Nov 2019		Tuck Shop	
Income	£ 202.31	Income	£ -
Expenses	<u>£ 58.72</u>	Expenses	£ -

Profit £ 143.59

Profit£ -

Ice Pops Sept 2019 Bags2School/Donation Station £ 145.30

Income	£ 51.99		
Expenses	<u>£ 3.75</u>		
Profit	<u>£ 48.24</u>		

Class Fundraising (Christmas) Products 2019		Donations	
Income	£ 1,095.45	Alresford Pigs Chrome Books (2018/19)	£ 1,060.00
Expenses	<u>£ 680.90</u>	Alresford Pigs Alresford Show Help	£ 175.00
Profit	<u>£ 414.55</u>	Alresford Ukulele Jam for Bug Club	£ 1,000.00
		Face Masks (made by Gemma L)	£ 80.00
Year 3 Christmas Performance 2019		Curtis Clearout	£ 111.00
Donations	£ 207.52	Misc	<u>£ 31.60</u>
Expenses	<u>£ 61.50</u>		<u>£ 2,457.60</u>
Profit	<u>£ 146.02</u>		
Christmas Disco 2019 (non profit making)		Other Income	
Income	£ 606.40	Christmas shop	£ 123.00
Expenses	<u>£ 578.54</u>	Young Chef entries	£ 116.00
Margin	<u>£ 27.86</u>	Returned disco overpayment (from 2018)	£ 50.00 £ 85.00 £ 150.00 £ 19.48 <u>£ 107.16</u> £
Monies to SHJS		FIT sponsorship (2018/19)	<u>650.64</u>
Bug Club	£ 2,000.00 <u>£</u>	Mandate delay compensation - Barclays	
Road Safety Items	<u>122.98</u> £	Easy Fundraising	
	<u>2,122.98</u>	Terracycle (crisp packet recycling)	

VIII. Priorities for Fundraising

SG: considering fundraising for video equipment to allow plays and assemblies to be recorded and posted online for parents to see during covid. (JK to investigate whether there would be Perins equipment they can borrow) Tim Nutman has volunteered his expertise in this area.

Agreement for further fundraising priorities to be discussed at next meeting

IX. Regular donation platform

SD- suggest an online crowdfunding page as per PIGS. Would allow one off or regular donation, Nolly has investigated this and will email BM info. Suggestion of school set up Amazon wish list of equipment needed by school and parents can buy things of list if they wish. ID spoken to Oakleaf about similar principle but local one. (Action: NN to BM , ID)

X. External fundraising options

HR- has investigated grants available for sports facilities, environmental, science/STEM , tesco bags for help. Company helps school find fundraising for race tracks. Easyfundraising- already set up for school and needs to be publicised more for parent body to use. Can be done through an app on phone or widget on computer. Can it be sent via text from school with link embedded or on email ? (Action:ID to liase with SL).

AH to create funky flyer for this.

XI. Thank you/Christmas cards

GL- Christmas cards to be done at home and thank you/celebration done in arts session in school. (£414.54 made for this last year). This will happen in school in coming weeks with deadline for ordering 20th Oct.(Action:GL)

XII. Donation Station

2nd payment received - £29. Box still available for parents in foyer to drop off clothes. Reminder to be put in newsletter (Action:HR/ID)

£175 made last year by bags2school and donationstation. Bags2school can be tricky as need to store the stuff. The shed at the moment, is full of the donations for last year's spring fair.

EB- infants doing a bags2school. This could then be joint with juniors. No date yet but soon. Agree to be done as joint venture.

XIII. Crisp packet recycling

NN: bins still being emptied and collected during pandemic. Need to be left 72 hrs before collection. Outside bins working well. £1/kg. NN happy to continue to do this. £107 made and owed £22.76. Will also help with environmental grants. Children to be encouraged to flatten and collect crisp packets in school. Information to be shared with infants who are interested in taking part too.

XIV. Uniform-online uniform marketplace

Lots of second hand uniform in the cupboard. We have been approached by company that sells online and then takes a commission. Can it be done ourselves via facebook group and do it joint with SHI? LDS to set that up with ID. JK will discuss with Carolyn Cleaver (runs the Perins shop) how it is done as online shop at Perins and would she help. EB agrees to do it as joint venture with infants and juniors. (Action: LDS, JK, EB)

XV. Communication strategy

How best to communicate with parent and wider community? Local business and community members may want to support. Consider mailchimp of info- what we are doing, fundraising for, things school needs. Mailchimp- spread via wide of mouth or forum

XVI. Any Other Business

NN: thank you to Gemma for the facemasks £95 made

And to Sara for clear out donations.

SL: Nicky wood photo session. (Action:Info from EB to SL to send out)

EB- crisp packet info to be sent to infants (Action: NN will do)

Crisp packet- not appropriate for children to fold them at the moment during covid. Encourage children to fold their own crisp packets prior to being put in a box in school. Good for children to be involved with fundraising

NN meet with SL to hand over treasurer info.

KT: suggest activity for children to create or do in the school day that's inspiring and fun to help and fundraise. To think about ideas for next

meeting. NN- Trelors have sent activity packs home and happy to help with anything similar

SG: thanks again to Tracey, Nolly and Sara.

DATE OF NEXT MEETING:

Thursday 15th October 8pm remote