

FRIENDS OF ST MARY'S SCHOOL

ANNUAL GENERAL MEETING HELD AT  
ST MARY'S SCHOOL MAIN HALL

Thursday 17<sup>th</sup> October 2024

Minutes

Present:

Leanne Matthews, Rhian McLeod, Sandra Clark, Sharon Yianni, Michelle Pharo, Sam De Wet, Charlotte Grace, Ellie-May Smith, Kelly Moss, Emma Woods, Nick Smith, Helen Williams, Lisa Wagstaff, Georgia Smith, Lisa Price and Kayleigh Dixon. Also in attendance was our school Head Teacher Mrs Walker and our Finance Manager Mrs Beard.

1. Welcome and apologies

LM welcomed those in attendance and thanked them for taking the time to attend. Apologies were received from Hannah Thomas.

2. Matters arising from the previous minutes

There were no matters arising from the previous minutes.

3. The Chairperson's Annual Report

LM gave the following report.

Fundraising and Donations

This year, with the support of our wonderful families, friends and local businesses we have managed to raise funds in a variety of fun and creative ways.

If you take a look at our income and expense posters you will see where this money was raised and also how these funds were spent. You will see the funds were spent in a variety of ways, all directly benefiting the children of St Mary's and our school.

Just one of the many highlights of the year was holding our D Day celebrations to commemorate the 80<sup>th</sup> anniversary. We had a super time organising and hosting, I would like to extend our grateful thanks to Mrs Walker for permitting us to hold this event at school. There were lots of happy little faces joining in with the games and lots of happy grown-up faces making the most of the tea and cakes! The weather was kind to us, and with the help of our super team of parent helpers, school and your incredible support we raised an impressive amount.

There are so many things I'm proud of this year but I'll focus on the main two – firstly, the launch of our website, this contains so much information about FOSMS, what we do, who supports us and what we've achieved. We also publish our upcoming events via this platform for parents to pay online for events. From the feedback we've received from parents they've been really grateful for this option. Secondly, the implementation of the lending library. This is accessible to the children at any time for them to select a book to take home and read or share with their families. They can bring it back and exchange it once finished. It gives every

child the opportunity to foster a love of reading for pleasure. Thank you for your support donating books to make this dream a reality.

If you take a look at the figure we managed to raise over the course of the year, it's a fair increase on previous years and that's mostly due to the grants and large donations we've been given by local businesses – our ethos of “if you don't ask, you don't get” was in full force this year and it paid off. The figure is also increased in no small part due to you, our family and friends, you've supported every event and initiative we've cooked up and we can't thank you enough for your support. We try to make our events as fun and as inclusive as we can, and your support has been an absolutely wonderful.

### Charity Commission

This year we met the threshold of income to apply to become a registered charity. This has been a major achievement for us and while it's brought some additional paperwork challenges and boundaries, it's also given us the chance to apply for grants and funds from larger sources.

### Thanks

I would like to extend my sincere thanks to all our committee members for their time, hard work and wholehearted support of FOSMS throughout the past year. It is very much appreciated and a necessity for us to be able to support our school in providing lots of little fun extras for our children and to also be able to subsidise trips and school visits.

I would like to extend my heartfelt thanks to Rhian, Sandra, Stacey and Hannah who have been a huge support in their FOSMS roles and in their role as trustees of our charity. They have met each challenge we've faced this year with a determination to adapt and overcome.

I need to give special thanks to my right-hand lady Rhian, her unwavering support of even the most hair brained of ideas is unmatched - we do joke about who's going to keep presenting the ideas to Mrs Walker. She's baked up a storm, been a technical wizard getting our website to completion and is just an all-around gem. We couldn't have achieved any of this without you – thank you.

I can't sign off for the year without thanking Mrs Walker. She's supported and encouraged FOSMS in all our endeavours this year. It's been a year of change and new ideas, and Mrs Walker has met them all with a smile and a helping hand when needed. Her support means the world to us and everything we do is to give back to our school, thank you for supporting us, it's enabled us to really reach for the stars this past year.

### 4. The Treasurers Report

SC gave the following report.

We started the year with £2170.11 in our account and added a massive £7025.47 through fundraising and donations taking the total to £9195.58.

We spent £4773.73 directly supporting the Children of St Mary's school.

Our bank balance at the end of August 2024 was £4421.85.

The accounts have been externally verified in accordance with our Financial Management Policy and a breakdown of all our fundraising expenses are available on the posters and also on the finance sheets which were on display for parents to look over.

We have changed our bank account name to reflect our new committee Friends of St Mary's School. The Chairperson, Vice Chairperson and Treasurer are all signatories. We now have online banking access, which can be viewed by the signatories, and we have debit cards that can be used as required by the Chairperson and Treasurer. This has made purchasing things for events much easier; cards are signed in and out for each use and records are held in conjunction with our Financial Management Policy.

We can now also make online banking payments and with the addition of the Sum Up machine we are able to take card payments at events adding to our accessibility to help raise funds.

#### 5. Policy Updates

LM informed the meeting that all policies would be readopted for the current year would be available to view on the FOSMS website. There had been a minor change to the Financial Management Policy allowing for banking to be undertaken within 14 days rather than the 7 previously stated. Another policy had also been adopted to cover any serious incidents that could potentially arise.

#### 6. Election of the new committee

All members of the current committee stood down.

Nominations were received from Leanne Matthews for the role of Chairperson, Rhian McLeod for the roles of Vice Chairperson and Vice Treasurer, and Sandra Clerk for the role of Treasurer.

A vote took place, and all 13 parents present voted unanimously in favour of re-electing Leanne Matthews as Chairperson, Rhian McLeod as Vice Chairperson and Vice Treasurer and Sandra Clark as Treasurer.

LM thanked them for their votes and support and explained how their input was so valuable as we are now a registered charity and have certain responsibilities to meet in order for our charity to operate.

#### 7. Any other business

Mrs Walker addressed the meeting and express her thanks and gratitude to the team for their hard work and support of St Mary's School and its pupils both for this year and also in previous years. She explained that she felt very grateful to have the full support of the PTA as this wasn't always the case in other schools.

There was no other business and the meeting was closed.