

FRIENDS OF ST MARY'S SCHOOL (FOSMS) MEETING

MINUTES

THURSDAY 12th SEPTEMBER 2024

1. Present: Leanne Matthews (LM), Rhian McLeod (RM), Sandra Clark (SC Treas) and Sam, De Wet (SDW). Also, Shonni Ostridge (SO) and Michelle Pharo (MP) joined online.

Apologies: Emma Woods (EW), Krysta Collins (KC), Sarah Milward (SM) Rob Addison (RA), Kirsty Semple (KS), Stacey Cox (SC), Hannah Thomas (HT) and Megan Medcalf (MM).

2. MINUTES OF THE LAST MEETING

The minutes of the last meeting were agreed to be a true and accurate record.

3. CHAIRPERSON'S UPDATE

LM gave the following report.

- Sports Day stalls, the refreshment stall and the annual summer raffle made an impressive £508.25 after expenses.
- We paid for the Year 6 leavers trip to an escape room and adventure island at a cost of £174, we also contributed £70 towards the cost of their leavers hoodies.
- I would like to extend my thanks and gratitude to Rhian for continuing to keep our website and socials up to date with all our activities. For ensuring we remain compliant with our policies and charity commission obligations. Your attention to detail really keeps us on track and your support to me is invaluable.
- I would also like to extend my thanks to Sandra who has taken onboard every change this year – of which there have been many! She has worked hard to help us to achieve our goals. It's been no easy task basically starting from scratch and with a whole host of new plans in place and your hard work is much appreciated and we value your support and expertise.
- I would like it to be minuted that the small amount of food left over from D Day was donated to the new day care centre in South Woodhan Ferrers for them to give to their patrons.
- Left over drinks from sports day were donated to school who used them on the leavers trip.

4. TREASURERS UPDATE

SC Treas circulated a copy of our accounts for info. She also explained that she had arranged for our annual accounts to be externally verified and that we would be provided with a letter to explain that the verification had taken place.

SC Treas informed the committee that at present we had £4421.85 in our bank account.

5. SMALL LOTTERY LICENCE

LM explained that she had applied for a small lottery licence with Chelmsford CC for the sum of £40 with the agreement of the core committee members. This would cover us for our raffles for the year. The cost to renew next year will be approx. £20.

This licence will allow us to sell tickets well in advance of the raffle to maximise income, sell online and also sell outside of the school premises.

6. EVENTS

LM informed the committee that she had with Mrs Walker last week and agreed events up until December 2024. She explained they would meet again in January to agree the next terms activities.

- FOSMS AGM - Thursday 17th October, 2:30pm in the school hall. We will have homemade cakes and hot drinks for sale and your presence would make such a difference to us.
- Disco time - Thursday 14th November 3:15pm - 5pm. Children can bring a change of clothes to change in to if they'd like. This disco will be sponsored by the Denny family who have kindly agreed to meet the cost of the event to ensure FOSMS can raise some funds. We would all like to extend our very grateful thanks to the Denny family for their kindness and generosity.
- Christmas Movie Night - Thursday 19th December 3:15pm - 5pm, movies will be voted on by the children, popcorn and juice will be served.
- Elfridge's Christmas Sale - Tuesday 10th December in the main school hall from 2:30pm.
- Christmas Raffle - Tickets will go on sale on Tuesday 10th December and the draw will take place on Thursday 19th December - we already have some lovely prizes!

7. GRANTS.

LM explained that it was the intention of FOSMS to continue to apply for grants this year to help with the Playground Project. RM had identified Bellway Homes and The National Lottery which we are in the process of applying to. We would also continue to approach local businesses for their support. **ACTION LM and RM.**

8. AGM

RM explained that now the date of 17th October had been set for the AGM to align with the rules of the Charity Commission all elected trustees must stand down at the AGM and a vote must take place to re-elect them.

RM explained that a form would be sent out to all current trustees and all parents to give everyone the opportunity to either re-volunteer for a role or volunteer for a role. Votes would be counted at the AGM and would need to be seconded by those in attendance. RM stated that ideally we would need 20 people present to verify the vote in order for us to fully comply with the Charitable Commissions requirements.

RM offered to bake cakes for the AGM and Mrs Walker kindly offered the use of the main school hall from 2:30pm in the hopes that it would encourage parents to pop by before they collected their child/children.

Any current trustee or new trustee would need to submit a nomination form no later than 11th October 2024.

RM also explained that she had put together a folder of all FOSMS documentation for viewing which would be available on 17th October if any parent wished to see it. It included our constitution, policies, risk assessments, meeting minutes along with roles and responsibilities of trustees.

9. Any Other Business

a. LM informed the committee that FOSMS had now set up an Eshop to sell preloved uniform. This made things much easier for parents searching and paying for items. RM, LM and SO would continue to take photos and upload pics of items as they were donated. LM extended her thanks to EW for also helping take photos of uniform stock. **ACTION: LM, RM and SO**

b. LM explained that she had agreed to purchase this first terms English curriculum books and the following terms purchases would be reviewed in January. **ACTION: RM and LM**

Addendum – These books have since been purchased and a considerable saving was made by RM searching numerous websites to find the cheapest prices and multi buy savings. I would like to express my heartfelt thanks to RM for investing so much time into getting great deals and saving us in excess of £600.

c. Kindness Day – LM explained that she had spoken to MRs Walker who confirmed the arrangements form Kindness Day. FOSMS agreed to fund the cost of the rocks, paint and a small token prize for the winning group. LM agreed to forward the kindness crafts and worksheets to school for their approval. **ACTION: LM.**

d. LM explained the Class challenge of Coins in a Bottle that FOSMS has agreed to fund match the winning class up to a value of £100. The challenge would run until the end of March 2025 and would see each class keep the contents of their bottle to spend on fun class resources. We would only be fund matching the class that manages to raise the most. A poster had been made and circulated via the school newsletter. LM agreed to update the FOSMS noticeboard, and the school WhatsApp groups also. **ACTION: LM.**

e. ADSA cash for schools app – LM informed the committee that we were close to raising £100 on the app so far. She encouraged everyone to sign up to the app nominating our school as their beneficiary.

f. LM asked if RM could forward her the 2024/2025 book list with prices in order for her to reapply to Mister Gees Foundation for help with funding. **ACTION: RM.**

10. DATE OF THE NEXT MEETING

The date of the next meeting would be Thursday 21st November 2024 at 7pm at The White Swan, Bicknacre.

LM agreed to add a poll to the school WhatsApp group to ask if there was a more convenient time for members to attend meetings as we had noticed participation decrease. **ACTION: LM**