

FRIENDS OF ST MARY'S SCHOOL (FOSMS) MEETING

MINUTES

THURSDAY 4th JULY 2024

1. **Present:** Leanne Matthews (LM), Rhian McLeod (RM), Sandra Clark (SC Treas), Shonni Ostridge (SO) and Megan Medcalf (MM).

Apologies: Sam De Wet (SDW), Emma Woods (EW), Krysta Collins (KC), Kayleigh Dixon (KD), Sarah Milward (SM) Rob Addison (RA), Kirsty Semple (KS), Stacey Cox (SC), Hannah Thomas (HT) and Michelle Pharo (MP).

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.

- The Smarties and odd Jobs challenge that took place over May half term was a huge success raising a super £111.23. Oak Class were our winners earning themselves extra break times.
- The Father's Day / Special Person sale raised just over £160 – we used a payment link via our website that we created from the Sum Up machine, this worked perfectly, we also had a cash option for those bringing money on the day.
- Our D Day event went so well, we had wonderful weather and lots of families attended. We made an incredible £282.24!! Huge thanks to Krysta Collin and Kirsty Semple for making games for us, Krysta also made an epic war time playlist for us to have playing in the background too. Thanks also to Tony Medcalf for his epic photo board which allowed all the children to create wonderful memories. Huge thanks to all the parents who helped man the stalls and games, who set up and cleared away – we just couldn't achieve this without you! Huge thanks to our lovely Rhian who took on the epic challenge of baking over 100 cakes for the occasion, they really did sell like hot cakes! I would also like to extend our thanks to Rhian's mum Anne who kindly donated bunting, plates and cups for us to use which saved us lots and really added to the feel of the day.
- We received confirmation from Mr Austin for the leavers trip and we have booked an escape room and purchased adventure island tickets at a cost of £174. The booking confirmation and tickets have been handed to school ahead of their day.
- We have been asked to fund the cost of the coach to take the children to the Christmas panto at the Town Gate Theatre in Basildon again this year, we have managed to find a 77 seater coach for £425. Rhian and Sandra – thank you so much for organising and sorting this between yourselves. If we could account for this in the new academic year I'd really appreciate it.
- World Music Day – we received a funding request form from Mrs Walker asking if FOSMS could contribute £3 per child to offset some of the cost of the day for parents – we took a vote and it was agreed by members. We therefore agreed to a spend of £192. We are very fortunate that our hard work and supportive parents allow us to be able to contribute to such activities.
- Pre-Loved Uniform shop has been taken on by Shonni. She is currently taking photos of everything we have, to then update our Facebook group with size albums so items can be found easier. We have also added a payment link to our website for items to be paid for direct.

- I will continue to write a weekly newsletter update to keep parents informed of our activities so they can see how their support directly impacts what we can do for the children and school. Rhian also adds these to our website for everyone to see.
- 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 along with payment links and a million questions from me. This is such a super platform that we now have, and it's exceeded all our expectations.

4. TREASURERS UPDATE

SC Treas circulated a copy of our accounts for info.

SC Treas confirmed that we were now in receipt of our FOSMS debit cards and a new signing in and out process was in place. SC Treas has already started to make online refund payments and was using the new form to complete a full record of each transaction – she explained she was finding the process easy to use. She went on to explain that having online account access made things so much easier and quicker than waiting for statements or visiting the bank.

SC Treas confirmed that the floats would be ready on Monday 8th July ready for the Sports Day fun afternoon.

5. CHARITY COMMISSION APPLICATION

LM explained that we have obtained charity status with the Charity Commission for England and Wales. This will enable us to apply for larger grants for our big project plans like the playground. A huge thank you to Rhian for ensuring our paperwork was spot on and a massive thank you to our trustees for undertaking training and checks to get us over the line.

6. BANKING UPDATE

LM investigated having our account changed to a charity account as we are now a registered charity. This is not going to be as easy as we were hoping. After many calls with NatWest we will need to open a brand new account with our charity number and close our current account. We need time to make this happen as it's a long process to open a new account. We will revisit this again in the new term.

7. DBS UPDATE

DBS certificates are completed for: -

Leanne Matthews
Stacey Cox
Shelley Masters
Emma Woods
Shonni Ostridge
Sarah Millward
Rhian McLeod
Sandra Clark
Hannah Thomas

Awaiting waiting a DBS check: -

Michelle Pharo
Kirsty Semple
Kayleigh Dixon

LM agreed to check with the remaining members without a DBS to ask if they were still intending to proceed with their application. **ACTION LM**

8. GRANT UPDATE

We were delighted to receive a cheque in the post from Fords for £1050, this is earmarked to be spent on upgrades to the playground and outdoor educational offering. Unfortunately, the cheque was made payable to the incorrect payee, so we are waiting for this to be reissued. I am in the process of looking into other grants / funding sources we can apply for. **ACTION LM & RM**

9. SPORTS DAY

LM gave the following update:

We are delighted to have Nic Yianni manning the BBQ this year cooking yummy burgers and hot dogs. We have a raffle, toy tombola, knitted items and little games planned to make it extra special. We're all hoping the weather is kind to us.

We have some super raffle prizes up for grabs We will be selling tickets on the day at £1 per ticket. Prizes on offer -

Gin hamper
Alcohol free gin hamper
Cuddly Percy Pig and Sweets
White wine hamper (1)
Red wine hamper (2)
Knitted chicks basket
Pamper Hamper (no wine)
Milkshake bottles and milkshake
Summer of fun basket
White wine hamper (2)
Pamper hamper with wine
Air dry clay set
Ceramic dish and hand cream
BBQ socks and body wash
Baylis and Harding set
Jennifer Lopez perfume
Gold together gift set
Warm vanilla gift set
Beer socks and game
Football lunch box with bottle
Hogwarts lunchbox
Red Wine Hamper (2)

10. ANY OTHER BUSINESS

The following topics were discussed:

- a. End of term disco – LM had put together a playlist, she had collected items for a photo booth area for the children. MM offered a set of disco lights to add to the event. We would be running this as a free event as a small way of thanking parents for a year of their support. We would be providing hot dogs, crisps, fruit and a choice of squash.

- b. Kindness Day – LM explained that she had been approached by two year 5 girls who wanted to organise an event. LM ran a WhatsApp poll on the FOSMS group and all members agreed to support their event with a donation of prizes and any posters or helpful ideas to make it a success.
- c. Sports Day BBQ – MM agreed to speak to her husband to find out how much charcoal we would need. LM and RM had put together a conservative shopping list for the event but did not want to overbuy and waste our resources. RM agreed to find out if we had any vegetarians or persons with a dietary requirement we would need to cater for. **ACTION LM & RM**

11. DATE OF THE NEXT MEETING

The date of the next meeting would be Thursday 12th September 2024 at 7pm at The White Swan, Bicknacre.