



## Friends of Pendragon School

### Minutes of AGM meeting held on 21.10.14

**Present:** Emma Pearson, Laura Purran, Deb Greening, Donna Botting, Lisa Watkins, Gail Curran, Carol Shaw, Kerry Griffin, Gillian Wadkin, Lynette Wooding, Rudo Ruvangu, Jodie Singh, Rachel McCullough, George

**Apologies:** Lisa Noble, Sharron Simpson, Tina Allan, Dani Rayner, Angela Overall, Liz Jones, Ruvini Udugampola.

item	Minutes	Action
(1) Welcome and apologies	<ul style="list-style-type: none"> <li>Chair welcomed everyone, including those joining us for the AGM.</li> <li>Apologies noted as above.</li> <li>No comments from previous minutes</li> </ul>	
(2) Chairs Report	<ul style="list-style-type: none"> <li>See attached</li> <li>In summary, Summer Fete was the best result we had received to date, the coffee mornings are becoming increasingly popular and we would like to thank the school for being very supportive and helpful with the finances in Donna B absence.</li> </ul>	
(3) Treasurers Report	<ul style="list-style-type: none"> <li>See attached</li> <li>Circa £8k in revenue last year and currently circa £4500 in bank</li> </ul>	
(4) Election of posts	<ul style="list-style-type: none"> <li><b>Chair-</b> Laura P willing to continue as chair –nominated by Gail C and seconded by Carol S</li> <li>Deb G confirmed that she would like to stand down from Joint Chair with immediate effect but will continue to support on the committee</li> <li><b>Vice Chair-</b> Sharron S is happy to continue as Vice Chair- nominated by Laura P and seconded by Deb G</li> <li>We would like a second Vice Chair to support Laura P - committee members to please think about this and let Laura P know if interested</li> <li><b>Treasurer-</b> Donna B confirmed that she would like to stand down from the role of Treasurer with immediate effect. Lisa N is happy to take on this role until July 2015. Nominated by Laura P, seconded by Kerry G. After this period Kerry G has kindly offered to take on the role.</li> <li><b>Secretary-</b> Lynette W happy to take on role - nominated by Deb G and seconded by Laura P</li> </ul> <p>The Committee would like to thank both Deb Greening and Donna Botting for all their help, support and effort over the past years in their posts.</p> <p><b>Publicity-</b> Gail will continue to oversee all publicity tasks  <b>Raffles-</b>Kerry G to continue with this.  <b>Licences</b> – Deb G</p>	ALL
(5) Feedback from Disco	<ul style="list-style-type: none"> <li>Concerns raised over parents placing other children's disco pictures on Facebook without consent.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Carol S confirmed that it was a non uniform event, therefore, could not be linked back to the school, however she will look into the school policy further</li> <li>Check PTA Guidelines on such issues</li> </ul>	CS  LP
(6) Spending Targets	<ul style="list-style-type: none"> <li>Carol S confirmed that the school were costing up Wireless network with the view to moving to mobile technology, e.g. tablets / I-Pads. More discussion and research to be done, but most schools have circa 20 tablets as a shared resource</li> <li>The Committee confirmed they would be happy to support this and make a donation when more is known</li> <li>Mathletics Renewal would be in March. Mr Medwell was now in charge of this.</li> </ul>	CS
(7) Charity Status	<ul style="list-style-type: none"> <li>We need to become Charity Status with our accounts being audited as we raise over £5000 in a year. We would save on VAT if we were to become a charity. Continue to review this</li> </ul>	LP
(8) Christmas Cards	<ul style="list-style-type: none"> <li>All children have completed their designs and these have been uploaded into the system. We are awaiting sample cards to be returned with order forms and will then send home with the children. Cards, stickers, mugs etc. can all be ordered</li> </ul>	LP
(9) Forthcoming Events	<ul style="list-style-type: none"> <li><u>Non Uniform Day</u> – 28<sup>th</sup> Nov. Poster needed</li> <li><u>Christmas Raffle and Carols Event</u>– AG Motors are our sponsors and have donated £50. <b>Monday 15<sup>th</sup> Dec</b> at 6pm. <b>DATE TBC- this is due to Swavesey Village College having Christmas Concert on 16<sup>th</sup> 17<sup>th</sup> Dec</b> Will be outside in the playground:- Carol to confirm with St Pauls Church if 15<sup>th</sup> is OK</li> </ul> <p>The first prize will be £75 Second prize is the hamper put together by the staff A further 4 prizes left to get</p> <ul style="list-style-type: none"> <li><u>Xmas Disco</u> – Thursday 18<sup>th</sup> Dec for KS2</li> <li><u>Xmas Entertainer</u> – Friday 19<sup>th</sup> Dec at 1.30pm for KS1</li> <li><u>Parent Feedback Forms</u> – Deb G gave a summary with the three most popular events being as below (this is only a summary of the 66 out of 175 questionnaires returned (further data to follow):</li> </ul> <ul style="list-style-type: none"> <li>- 68% Family Disco</li> <li>- 71% Family Magician Show</li> </ul>	GC          Teachers Deb G / Kerry G  GW

item	Minutes	Action
	<ul style="list-style-type: none"> <li>- 76% Family Film Night</li> <li>• <u>Band and Bar</u> – Emma P suggested a Teachers Band in May on a Saturday night, this could be merged with a children's film night. Emma will send round a link to the band and obtain more information around dates and costs</li> <li>• <u>Children's Bingo</u> – With Hot Dogs and cake. Pendragon School children only. Friday 6<sup>th</sup> Feb 6pm-7.30-pm</li> <li>• <u>Quiz Night</u> – Angela Overall's partner has kindly offered to be the quizmaster. 7<sup>th</sup> March at 7pm</li> <li>• <u>NNS</u> – 25<sup>th</sup> April</li> <li>• <u>Bags to School</u> – 27<sup>th</sup> April</li> <li>• <u>Plant Sales</u> - May</li> <li>• <u>Sponsored Event</u> – reading theme – Spring term</li> <li>• <u>Summer Fete</u> – Friday 3<sup>rd</sup> July 5.30pm-8.00pm</li> <li>• <u>End of Term Disco</u> – Friday 10<sup>th</sup> July for KS1 6-7pm &amp; KS2 7.15-8.15pm</li> </ul> <p><u>Next Coffee Mornings</u> – 7<sup>th</sup> November, 5<sup>th</sup> December</p> <ul style="list-style-type: none"> <li>• George very helpfully feedback that as a parent it is useful to know of events in advance to help with busy scheduling and requesting time off work- LP to publish lists of proposed events with note that this may be subject to change to help with plans for families. This can also go on to website.</li> </ul>	<p>EP</p> <p>GW</p> <p>LP</p> <p>DG Lisa W</p> <p>ALL</p> <p>LP</p>
(11) AOB	<ul style="list-style-type: none"> <li>• Promote Easy Fundraising and forthcoming events on Facebook so parents can plan ahead</li> <li>• Website updates needed advertising events and review Friends contact list – take out personal email addresses and numbers</li> <li>• BBQ requiring a professional deep clean. Contact Oven Cleaner</li> <li>• New second BBQ to be researched as well as Gazebos</li> <li>• New BBQ cover</li> <li>• Trolley Token Fobs with school logo to be ordered. Need costings</li> <li>• If anyone is in a Supermarket, e.g. Morrisons and there is good deals on boxes of crisps, please purchase and claim back but ensure the use by dates are post Christmas.</li> <li>• Chair asked CS to pass on thanks to teaching staff who all always supportive of Friends efforts</li> </ul>	<p>LN</p> <p>LP/BB</p> <p>LP GC DG EP</p>
	<b>Next Meeting: TBC- will be in New Year- please keep eye out for emails in relation to Xmas Events and help requests.</b>	

## **CHAIRS REPORT**

### **1) A Summary of 2013/14 Activities**

NNS	Autumn/Spring	
Bags2School	Autumn/Spring	Good Fun Raiser for minimal work.
Christmas Entertainer (R/KS1) & Christmas Disco KS2	December	One again very popular with children. <b><i>Father Christmas Presents</i></b> Worked much better having class presents rather than individual ones. Need to be stricter around receipts coming back in from teaching staff.
Christmas Raffle & Christmas Carols (joint with church)	December	Kerry Griffin led on raffle. Carol Shaw organised Carols Refreshments provided by Friends and raffle drawn. Worked well having the choir and this encouraged parents to come and watch .
Quiz Night	March	Well attended and successful night. Raffle did very well. Village fish and chips popular and minimal effort for us.
Family Disco 6.30-8.30pm	May	Feedback from parents was that this was a good evening Adult supervision for event was: KS1 accompanied by parents KS2 could come alone Yr 7+ adult to accompany them. Trialling BBQ this time to see how this goes down.
Plant Sale	May	Lisa W and Sharron S organised. Good fundraiser.
Summer Fete	June	Organiser: Deb G and Laura P -brilliant event and great weather and great profit- despite best efforts this is also exhausting for lead organisers. -improvements for this year is to start BBQ early so food is cooked ready as long queues waiting for food. Early planning essential to avoid burnout!
End of Year Discos 6-7pm KS1 7.15-8.15pm KS2	July	Children love the discos and the tuck shop always does well. Successful Event.
Coffee Mornings	Each month	Much more popular now with core group attending.

### **Other Comments:**

- Deb and Laura would like to say a HUGE thanks for all the support given from the committee and teaching staff at the school with all of last year's events. It is so important not to forget the huge amount of effort needed to make the fundraising events come together smoothly.
- The opinion is, that the success of Friends is due to dedicated core group of parents who are committed to the cause, but also the close relationship teaching staffs have with Friends. Having listened at events and other schools, where PTA's are less

successful, is due to a lack of involvement from key teaching staff, particularly the Head.

- We continue to draw on support for events from parents and carers who are not committee members, but are happy to be involved “on the day”. Parent mail and coffee mornings have helped with this process.
- Looking forward to the year ahead will focusing on gaining charity status due to our great fundraising efforts.
- Deb and I have really enjoyed our time of “Joint Chair” (don’t ask us this when it’s the week before summer fete!) and hope the next year ahead can be as successful in fundraising.
- We are thrilled to see some new members joining the committee. With several longstanding members of the team drawing to an end of their time with Friends its really exciting to have some new blood to support our efforts.
- We would also really like to extend a huge thanks to Lisa Noble and Sarah (school finance officer) who were so helpful in supporting Deb and I to manage the financial aspects of Friends when Donna was unexpectedly unable to continue in the role.

## **Committee for 2014**

### **The following committee members have resigned:**

Deb Greening – has informed of her notice to step down as joint chair.

- **Chair-** Deb and Laura – Deb stepping down from this role.
- **Vice Chair-** Currently Sharron Simpson.
- **Treasurer-** Lisa Noble has kindly offered to take over as Treasurer to transfer all financial records into a computerised system. (this needs to be confirmed at the AGM)
- **Secretary-** Lynette Wooding has offered to take on this role at the previous meeting. (to be confirmed at AGM)
- **New members-** the committee wanted to take the opportunity to welcome new committee members
- **Publicity-** currently Gail Curran
- **Regular supporters-** Friends also wanted to take the opportunity to thank those who are regularly helping at events, but cannot make regular meetings etc.

## **TREASURERS REPORT**

### **MONEY IN FROM EVENTS**

Sep-13	Bags 2 School	£340
Sep-13	NNS	£836
Dec-13	raffle and carols	£835.75
Dec-13	Xmas disco KS2	£162.25
Mar-14	NNS	£475
Mar-14	Bags 2 School	£230
Mar-14	Quiz Night	£375.90
May-14	Family Disco	£526.32
Spring 14	Plant sales	£198
Jul-14	Summer Fete	£2,571
Jul-14	End of term discos	£338.80

### **MONEY SPENT**

Sep-13	Sundries	£500
Nov-13	computers	£5,852.25
Nov-13	raffle printing	£135
Dec-13	PTA insurance	£101
Dec-13	xmas entertainer	£75
Dec-13	Xmas Disco	£90
Dec-13	Swim coaches	£810
Feb-14	NNS rails	£57.94
Mar-14	Mathletics renewal	£1,260
Jun-14	Committee Tshirts	£171.90
Jun-14	yr 6 Bowling	£324.45
Jul-14	end of term discos	£90.00

### **new school year**

Sep-14	Sundries	£500
Sep-14	NNS banner	£48.38
Sep-14	deposit for entertainer	£50

### **money in since Sept 14**

Oct-14	xmas puds	£271.46
Sep-14	NNS	£659.86
Sep-14	bags 2 school	tbc
Oct-14	family disco	£552.87

Current balance, once all cheques cleared from NNS is about £4500