

# Friends of Handsworth AGM Minutes

Tuesday 12th September 2017

Small Hall of Handsworth Primary School

9-10am

Prepared by Valerie Cox ([valeriem.cox@gmail.com](mailto:valeriem.cox@gmail.com))

Attendance included 33 people.

1. Jill Augustin, Head Teacher welcomed the amazing turn out to this meeting. She told us that the children always say the best things about school are the things FOH has had a hand in and thanked us for our continued activity.
2. Elections - Resignations tendered from Chair Katherine Bromley, Vice-Chair Caroline Burvill and Treasurer Nicola Addison Smith. There was no official Secretary in place.
  - a. Role definitions were discussed.
    - i. Chair - Direct and run meetings, ensure all voices and opinions are heard and recognised, ensure the constitution is upheld and so on.
    - ii. Vice Chair - Support Chair in all of their duties.
    - iii. Treasurer - Look after bank account and all money coming in and out. This role is busy on event days as they are needed to look after floats and money raised.
    - iv. Secretary - Communicate activities and information to the group and school.
  - b. Tahera Hammond volunteered to be Chair with the caveat that the group must have full and committed backing from the parents and school in order to be effective.
  - c. Katherine Bromley volunteered to be Vice Chair and support Tahera in the Chair duties.
  - d. Rosie Brockerton volunteered to be Treasurer and over see all bookkeeping duties.
  - e. Valerie Cox agreed to formally take on the Secretary role as she has been doing it informally for the past 2 years.
  - f. Select Core Committee of volunteers representing each year group (apart from Nursery) include:

Reception	Jess Snell
Y1	Anna Devereux Muarray
Y2	Vally Miglioli
Y3	Katherine Buckee Judson
Y4	Nicola Smith
Y4	Wendy Boulton
Y4	Sam Farnell
Y5	Caroline Burvill
Y6	Tina Brivati

Additional volunteers are welcome to sit on this committee, but it does require that there be an odd number for voting purposes. **Anyone else wishing to volunteer should let the Chair/Vice-Chair know ASAP.**

3. Review Funds raised to date

- a. Our Total profit from 2016-2017 school year is £5874.
- b. We have £13,500 in bank.
- c. We need to set a goal to spend 10K by December.
- d. Must maintain £1500-2000 for operating costs.
- e. Suggestions from school and parents are welcomed.
- f. **Valerie Cox is looking into a way to include a suggestions form on the website that is accessible to parents.**
- g. Suggestion was raised to ask the students to also vote on what they would like to see. This could be something that School Council can help facilitate.
- h. Funding must support educational needs of ALL students.
  - i. Y6 Hoodies were extremely well received and appreciated. This is something we wish to continue to fund despite it not technically being an educational need.
  - i. Funding Ideas Book - This book will be created and left in the staff room for staff to peruse and make requests. I.e. telescopes, and other science equipment and so on. **We need a volunteer(s) to help Valerie Cox oversee creating and the maintenance of this book.**

4. Register as a charity

- a. We are in agreement that FOH must be a Registered Charity
  - i. Our turnover each year exceeds the amount that requires us to become a registered charity.
    1. Benefits of this are numerous including Gift Aid, Fund Matching, Prize donations from companies, Give-Back schemes such as that done with Amazon and ability to approach companies directly for charitable funding and so on.
    2. This does require a bit more effort for the Treasurer to ensure books are up to date and an external review.
- b. **We must agree a Constitution ASAP.** The PTA UK has a model constitution that, if adopted, will fast track our application process. A few members have reviewed it and it looks quite straight-forward and it is recommended that we adopt it. We can choose to amend it, but the process of becoming a charity will not be fast tracked then.
- c. A select committee has been formed representing each year group (apart from Nursery) which will vote to approve or not approve the Constitution and future funding requests.
  - i. Suggestion was raised to also include a staff member on this committee. **TH, KB, RB and VC to present this idea to Jill.**
- d. Set a target to spend by December 2017

- i. 10K was suggested. **TH, KB, RB and VC will present Jill with ideas for discussion with the understanding that the money must be spent immediately.**
  - ii. FOH Funding Ideas Book to live in Staff Room with Funding Request Forms. **We need volunteers to help VC create this book.**
- 5. Fete Debriefing - tabled for another day as time was limited.
- 6. Upcoming events - **VC to send list to all in attendance so that volunteers can have a look and come back to 'own' events.**
  - a. Autumn Quiz Night Friday 6th October
    - i. Concern raised that there is not enough time to organise this. Date **rescheduled for the 13th October.**
    - ii. **Anna Devereux-Murray will write questions** but cannot attend.
    - iii. **Cheryl Palmer, Nicola Wallace, Jess Snell, and Victoria Johnstone volunteered to help** set up and do bits on the night as well as sell tix in advance.
    - iv. **Victoria Johnstone has volunteered to do posters** for the event.
    - v. **Caroline Burvill will run the event.**
  - b. Christmas Cards
    - i. Caroline Burvill and Katherine Buckee (Judson) have this in hand. Templates will arrive next week and they will meet with Jill to get the ball rolling there.
  - c. International Day 9th November
    - i. **Volunteers required to help promote, set up, run and clean up on the day.**
  - d. Christmas Fayre and Market Saturday 2nd December
    - i. Food Portion of the event will be owned and run by Param Sagoo and Karen Siverbaum.
    - ii. Katherine Buckee (Judson) and Valerie Cox are owning the rest of the event (stall holders and games/activities). There are currently about 8 stalls booked.
    - iii. **Stalls are £25/table (£20 for a parent of the school). Contact KB of VC to book a table.**
      - 1. We are being careful to not book vendors that overlap so that they can maximise their sales potentials. We will not book someone selling sweets as it will interfere with the children's sweet jars. Current stalls include:
        - a. Hand made cards
        - b. Homemade cakes
        - c. Crochet items
        - d. Chutneys
        - e. Slow Gin and preserves
        - f. Knitted scarves etc.
        - g. Womens clothing and accessories

- h. Boon Thai
  - i. Act2Drama The Dust Project Raffle
  - j. Handmade Jewellery
  - k. Luxury handmade chocolates
- iv. **Will need volunteers to run FOH stands on the day. These include a few games and an inflatable. If you would like to help us design and organise these, please contact Katherine Buckee or Valerie Cox ASAP!**
- e. Father Christmas Grotto
  - i. Volunteers required to set Decorate Grotto Friday 8th December.
    - 1. **Daniella, Laura Bliss, Victoria Johnstone, Cheryl Palmer, volunteered. Valerie Cox will own this.**
  - ii. Books to be purchased and wrapped. **Jess Snell and Daniella will own this.**
  - iii. **VC to enquire if we can stretch to a day and a half.**
  - iv. **Desperately need volunteers to wear the big suit!** Currently, we have no one. Does not have to be a man or look like the CocaCola Santa!
- f. End of Term Tea and Cakes 19th December
  - i. **Need volunteers to plan and run this**
  - ii. To include Used Uniform Shop
    - 1. **Jess Snell, Vally Migioli will own this. Additional volunteers are welcomed!**
- g. Additional events planned are as follows, but were tabled due to lack of time.
  - h. School Disco Friday 9th February
    - i. Need Volunteers and a clear system for parent to collect their children
  - i. Easter Bunny - 26th March
    - i. Need volunteers
  - j. End of Term Tea and Cakes 29th March
    - i. Need someone to plan and run this
  - k. May Activity Day TBC
  - l. Summer Fete Saturday 9th June
    - i. Need someone to plan and run this
    - ii. Need lots of volunteers
  - m. New Parent Familiarisation Day TBC
  - n. End of Term Tea and Cakes 19th July
    - i. Need someone to plan and run this

Meeting Adjourned 10am.