

FRIENDS OF SHERFIELD EGM

MINUTES

11 September 2019

1. Attendance

Present:

Rachel Hanvey Meyer (Chair) (RHM)
Charlotte Grant (Secretary) (CG)
Emily Jackson (Treasurer) (EJ)
Nick Brain (NB)
Danielle Bishay (DB)
Mark French (MF)
Carl Thomas (CT)
Nicole Blackmore (NBI)
Fiona Hargreaves (FH)
Emma Long (EL)
Nina Cummins (NC)

Lisa Peterson (LP)
Sue Page (SP)
Rebecca Lewis (RL)
Sarah Morris (SM)
Richard Eldridge (RE)

Apologies:

Sian Hannah (Vice-Chair)
Becky Thomas
Claire Hastings

RHM welcomed parents to the meeting.

2. Minutes of Previous Meeting

RHM signed off the minutes of the AGM of 25 June 2019.

3. Adoption of New Constitution

RHM asked the Committee whether they were happy to adopt the new standard Constitution issued by 'Parentkind' that had been issued in advance of the meeting. The Constitution was unanimously approved.

4. Appointment of Treasurer

Emily Jackson stood down as Treasurer.

RHM advised that Emma Long and Richard Eldridge had both offered to stand as Treasurer and therefore it was considered that a Treasurer and deputy role would be a good course of action. RHM asked RE and EL to introduce themselves to the Committee.

RE has been a parent at Sherfield for the last 12 years and an accountant for the last 25 years. RE considered it important to highlight a couple of points to ensure that all Members of the Committee are absolutely clear about their responsibilities and liabilities as Members of the Committee and what they are signing up to. Each trustee as a Committee Member is liable for the activities of the Charity. Therefore,

everyone needs to know what is going on. There are various restrictions as to who can be a trustee and Members should ensure they comply with these. RE advised that should the Committee require expert advice in terms of charity law then he could arrange for a contact to meet with the Committee.

RHM confirmed that updated DBS checks for all Committee Members needs to be carried out. **[DB to action]**

EL confirmed that she would be happy to support RE in a deputy role. She has previously worked as a management consultant.

Voting for Richard Eldridge as Treasurer:

Proposed – RHM

Seconded – Carl Thomas

Voting for Emma Long as Deputy Treasurer:

Proposed – RHM

Seconded – Carl Thomas

EGM Closed

FRIENDS OF SHERFIELD GENERAL MEETING

1. Accounts and Questions

RHM asked whether there were any questions of the 2018/2019 accounts?

EL queried Bags2School proceeds are not identified?

EJ confirmed these were not specifically allocated as a separate item as they were banked with other cheques?

EL questioned whether the c£700 the total figure for 2nd hand uniform?

EJ confirmed no, only the amount after £ paid to parents;

EJ explained that these are only an overview of the accounts and P&L are on a separate spreadsheet. 2nd hand uniform needs to be looked at as the true figure is higher than shown;

EL recommended that FOS obtain some accounting software;

EJ confirmed there are currently 3 bank accounts, to be revised to two, with balances as follows:

Uniform account:	£2,139.10
General account:	£1,246.96
Savings account:	£2,902.92
TOTAL:	£6,288.98

EL asked that the position has been regarding charitable donations.

EJ advised that a donation was due to be made to Muffins Dreams who went under before the donation was made so no donation was made. This year a donation was to be made to the Charlie Waller Memorial Trust. The previous year was Scotty's Little Soldiers. Previously donations have been made to the nominated charity at the end of the summer term.

NB commented that last year FOS raised, after costs, c £400 over the year. SM confirmed that this was partly due to outsourcing of services and lack of attendance at events.

EJ advised that it would be necessary to do a full handover with EL and RE.

RE felt that the committee need to decide what FOS's objectives are. SM suggested identifying events would encourage more support.

NB felt that the committee need to look at the previous events and learn from those. However, regarding charity donations, this should begin at home and we should be supporting our students in the first instance. It was highlighted that the school makes a significant contribution to the Fireworks, and only the proceeds of the refreshments comes to FOS, with the money from the tickets going to the School.

It was suggested that perhaps unreturned student deposits could be passed to FOS for use for exceptional cases such as bereavement counselling, families under financial strain etc. To be discussed further in due course.

2. Events for the New School Year

Xmas Market – 30 November 2019

RHM advised that this is approaching fast and assistance is needed, especially for decorating the school. **[RHM to circulate dates to be passed to PLs and posted to FB for volunteers to assist with decorating the week before].**

Other actions include raffle tickets, marketing, advertising, booking stalls.

EJ commented that the reindeer are very expensive – c. £1,300. The inflatable grotto was also c. £500 last year.

RHM advised that the original grotto would be reinstated this year. It was agreed that too much was spent on outsourcing last year, due to lack of help from within the school community. RHM also confirmed that raffle donations were limited and a lot of prizes had to be bought.

CG suggested that the pupils should be more involved in running the stalls, not just external stallholders, as this will draw more people to attend, families committing etc. It was suggested that possibly this could be done as a house competition to raise money, or as year groups.

RHM confirmed that stallholders are asked for 10% of takings back but this is difficult to police, with food vendors at 15%. Mulled wine and mince pies is run by FOS. It was discussed whether FOS and the school could provide the catering arrangements themselves, bearing in mind the availability of helpers. RHM stated that the food vendors are booked already and RHM would be very reluctant to cancel. **[RHM to check terms of booking re cancellation]**.

RHM confirmed that raffle tickets have been bought and it was agreed that a list of prize-winners should be issued after the draw. A licence needs to be obtained from BDBC **[CG to arrange licence]**.

It was agreed that an Events Sub-Committee is needed to deal with the Christmas Market and Fireworks – **meeting to be held at 08:30 on 18/9/19 in the Old Library. [Attendance confirmed as RHM, NB, CG, CT, DB, RL, SM, EL]**.

Fireworks - Friday 8 November 2019.

There was discussion around the potential of investing in a coffee machine for events rather than outsourcing to an external vendor. DB commented that Illy will provide a machine if the coffee is purchased from them. **[DB to investigate]**

Other events

Committee were asked for ideas for other possible events. NB suggested an auction and games night, which he had run at a previous school, very successfully.

It was agreed that due to tight timescales, FOS would not run a Macmillan coffee morning this term.

3. AOB

Sponsorship for the Xmas Market and other events was discussed as a way of funding more expensive items. CT agreed to look at sponsorship opportunities for the Xmas Market for example in a programme. **[CT to action]**

CG agreed to prepare the first draft of a FOS Autumn Bulletin to parents to cover the fireworks, Xmas Market, prizes for the Xmas raffle, ideas for events, what parents would like to see FOS use proceeds for etc. **[CG to circulate]**

It was suggested that it would be useful to have a couple of FOS noticeboards up around the school. **[MF to consider locations, including near the Rotunda]**.

Meeting closed 19:40

CJ Grant