

Friends of Longwick AGM Minutes.

Monday 14th October 2024 7.30pm @ Longwick C of E Combined School.

Attendees

Alix Locke (AL)-Secretary
Caroline Byrom (CB)
Rachel Armstrong (RA)-Treasurer
Gemma Lunnnon (GL)
Gavin Jones (GJ)-Teacher representative
Yanru Chen (YC)
Vicky Clarke (VC)-Co Chair
Kat Spybey (KS)-Co Chair
Hannah Moore (HM)
Abby Dunn (AD)
Jess Smith (JS)
Sharon Shinner (SS)
Hayley Parkes (HP)

Apologies

Corrina Hutchings and Chrissy Elliott

VC opened the meeting by welcoming everyone to the AGM.

KS, AL, RA and VC all stepped down from their current committee roles.

Appointment of new Committee Roles.

Chair - Vicky Clarke - Proposed by GL, 2nd by RA

Treasurer - Rachel Armstrong - Proposed by CB, 2nd by HM

Secretary - Alix Locke - Proposed by VC, 2nd by KS.

VC advised the committee that this was the last year she would be able to stand as Chair as it would be her 3rd year in this role.

Treasurers Update

Current funds in the bank £11,693. After known commitments for 24/25 £7,367 remaining.

See cash flow sheet below for full breakdown/details.

Cash Flow for 2024-25		14/10/2024
	£	Comment
Total opening balance (01/09/24)	14,238	
Fundraising events		
Second Hand Uniform	13	
Total Fundraising	13	
Expenditure		
School Trips	(2,000)	
Class Spend pot	(420)	
A5 Canvases for Art display	(152)	
Total Expenditure	(2,572)	
Other (incl. interest)	15	
Closing balance	11,693	Current funds in bank
Commitments		
White Rose Maths	1,600	To pay 75% of total cost
Purple Mash	1,000	
M&M Theatre visit	550	Actual cost £550 + VAT
School website	380	Total cost £750. Also allocate the £370 Quiz money from Parentmail
Disco (DJ)	275	Christmas
Parentkind (insurance)	160	
Reception Starter Packs	150	
Year 6 Leavers Party	100	
Christmas Crackers	60	
Audit Fee	30	
Yr6 Post SATS ice creams	20	
Class Pot for Sept25	1	Running total (10% total fundraising, less Art Show)
Remaining funds	7,367	

AL advised that currently the allocation of funds for the upgrade of the website changes (£750) was on hold. Discussion on how long committee's decision to fund remains valid and whether funds would need to be retracted/re voted

Discussion of budgets for forth coming events such as Christmas Fayre and Artshow. AL advised historically Christmas Fayre budget low as many items donated but hope to have a better idea of required budget at next meeting. RA advised Artshow budget previously mostly covered by Artist submission fees which will start being received in the next couple of months.

ACTION

AL will check constitution re length of validity for committee votes for funding.
Review of Christmas Fayre and Artshow budgets at next committee meeting

School request for playground equipment.

Initial proposal, including prices for new outdoor play equipment/coat rail/storage from tts sent prior to meeting to members of Friends. Total £10,414.

See link below for the school's updated proposal and a full breakdown of the quote received from ESPPLAY for new outdoor play equipment which includes trim trail and 3 pieces of outdoor musical equipment. Total £10,300.

<https://sites.google.com/view/longwick-c-of-e-combined-school/your-quotes>

The new play equipment would add to the existing outdoor play area and would cater for all the school children but would be more accessible to the younger age groups.

Currently Friends do not have enough funding to cover this project in its entirety but the committee liked the idea and will happily fundraise towards this project.

Some discussion as to whether any special flooring for the new equipment was required and whether this was included in the quote. Committee asked for clarification of this from the school.

Discussion of whether any school sports premium left to help cover costs and whether school going to request further ongoing funding commitments such as reading schemes etc.

Discussion of whether funding part of the project now or wait for fully funding available then proceeding with project.

To advertise to school community that this is what the PTA are raising funds for so parents are aware and get behind the project.

AD advised that her husband would happily make the outdoor coat rack for around £45. Also that St Mary's preschool are closing down and selling their equipment - could enquire whether outdoor storage trolley available.

Committee VOTED YES to funding Mr Dunn for making the coat rack.

ACTION

VC to email JW to clarify flooring requirements for project and whether included in quote.

Friends to advertise project as fundraising cause.

HM volunteered to go and enquire at St Mary's re outdoor storage trolley.

Proposals for relocation and extension of bike storage

VC advised previous discussions had been had with the school regarding the relocation and increasing the size of the bike and scooter shelter/storage. Near to the school gates at the Dorrells road entrance had been suggested as a new location. There was some discussion re security with new location.

VC provided costs of covered bike storage as follows: 2M covered rack £1000, 6M rack £1700. There would be further costs involved for groundworks - quotes would need to be sort.

AL advised would happily complete TESCO grant towards costs of this project. Up to £1500 could be awarded

ACTION

VC to speak to JW and Emily Ranahan (school business manager/SLT) to confirm project/location.

AL to complete TESCO grant once details confirmed.

Christmas Cards.

VC advised that unfortunately Mia has pulled out of taking on this project.
GL advised of other companies that could be used - class fundraising.co.uk and cauliflower cards.

ACTION

VC/AL to look into alternative company and whether still accepting Christmas projects and whether fundraiser can go ahead.

Christmas Fayre 7th December Update.

Planning has started, currently not many volunteers on the organising committee - due to have a zoom meeting. Similar format to last year - stalls/games/cafe/raffle/wrapping room.
In need of volunteer with a food hygiene certificate so hot food can be served in the cafe.
KS suggested Jamie Cairns (yr2 Dad).
YC can help with face painting.
GJ happy to be Santa again.

ACTION

HM to contact Jamie Cairns re cafe
Estimate of budget required at next meeting.

Christmas Disco - Friday 13th Dec

Currently no lead for this.
AL advised that DJ still booked for 13th Dec as heard nothing about Miss Laver organising silent disco. AL advised that would now have to pay DJ a cancellation fee as within 3 months of booking. 1/3 of the costs.
AL volunteered to lead this Disco but doesn't want to do long term so new lead still required.

School lottery

RA updated committee that £58 raised for the school so far. Current ticket count 49.
Some concern that ticket numbers may drop when current holders have to renew their chosen term.
Ideas for further promotion - Newsletter, posters, encourage more sign ups using direct debit, flyer drop around the village to open it up to the local community.
Suggestion of including printing of flyers with Art show brochures to keep costs down.

ACTION

RA to check flyer printing costs. Committee to vote on WhatsApp if required.

M&M Theatre Production.

AL advised committee that school had been contacted by M&M productions with their new production of "The Wizard of Oz". Cost now £699 (+VAT).
Committee agreed that would like the theatre company to come to the school for another production but would leave until spring/summer term. Currently other funding commitments, need to wait until Christmas Fayre and Artshow had taken place to gauge available funding and run up to Christmas already very busy.

ACTION

AL to inform school of committee's decision.

AOB

Possible savings with White Rose maths books?

GL asked whether school would consider using white rose maths text books with a normal workbook to transcribe into. Only printing worksheets out for children who have trouble transcribing. One text book could be used between two children.

ACTION

GJ will take feed back to the school to discuss.

Ideas for extracurricular experiences for the school children.

VC proposed that she would like Friends to still fundraise towards experiences and activities ie Space dome, circus etc.

Ideas included Falconry display, repeat of space dome, celebration for science week. She suggested/invited input from school subject leads if they had any particular activities they would like supported.

ACTION

GJ to report back to school staff.
Committee to come forward with possible ideas.

Doughnut sale Friday 25th October - unable to get toffee apples at a good price so doughnuts, amendment required on school calendar that not toffee apples

ACTION

AL to update school

GL advised HS2 are doing outreach programs around the local communities.

ACTION

GL will try and get more info about this to see if the school can benefit.

RA enquired whether any advertising of Easyfundraising had been done recently as they are currently doing a sign up deal of £2 donation for each new sign up. AL advised none recently and has sign up QR code. Suggestion of handing out flyers at parents evening.

ACTION

AL will look into flyers for parents evening.

AL advised that Charity commission have recently updated guidelines for charities and updating constitutions. Advised that Friends constitution needs updates and amendments to meet the charity commission criteria.

ACTION

AL to look into further and convene a meeting.