



GREAT DUNMOW PRIMARY SCHOOL FRIENDS ASSOCIATION

MINUTES OF THE ANNUAL GENERAL MEETING

Wednesday, 23rd September at 7.30 pm, in the staff room.

Present:

Mel Casey
Sylvia Ruck
Ann Linwood
Claire Woosey
Lisa Murray
Katie Murray
Sarah Baker
Kate Flynn
Amanda Thompson (left meeting prior to finish)
Laura Woodhouse (Parent)
Lynne Holman (Parent)

1. Apologies for Absence:

Apologies were accepted from Lisa Scott.

2. Election of Officers:

a. Chairperson

Mel Casey confirmed she was happy to remain Chairperson of the Committee. This was seconded and confirmed by all present.

b. Deputy Chairperson

Kate Flynn confirmed she was happy to remain Chairperson of the Committee. This was seconded and confirmed by all present.

c. Treasurer

Claire Woosey confirmed she was happy to remain Chairperson of the Committee. This was seconded and confirmed by all present. Claire did however advise that she will be looking to step down at the end of this year due to other commitments.

d. Secretary

Ann Linwood advised that she would like to stand down from the role of Secretary. Ann confirmed that she was happy to remain on the Committee and also confirmed that she was happy to continue to produce the quarterly newsletters. Ann to ask the school office to put a note on the Friday Flyer asking for interest in joining the Committee as Secretary.

3. Co-option of other members:

Katie Murray, Lisa Murray and Laura Woodhouse were formally co-opted onto the committee, nominated by Mel Casey and seconded by Kate Flynn. Laura would however like it noted that she is unable to help for around 6 months of the year due her husbands work commitments.

The Committee is now made up of: Sarah Baker, Mel Casey, Kate Flynn, Ann Linwood, Katie Murray, Lisa Murray, Lisa Scott, Amanda Thompson, Claire Woosey & Laura Woodhouse

4. Discussion of Annual Events Report

Mel produced the Annual Events Report (copy attached). All events were discussed and Mel congratulated the whole team for the hard work and effort that had been put in over the year.

5. Discussion of Annual Treasurers Report

Claire presented the Annual Treasurers Report (copy attached). The main points were:

We raised an excellent sum of £6,262 in 2008-09. The Family Fun & Sports Day was the top earner, making £1,216 plus a further £678 being raised on the raffle. The second biggest earner for the year was the Children's Christmas Bazaar, making £923. The Christmas Raffle made a further £802.

The present bank balance stands at £10,313, which after keeping a working balance of approx. £2,000 gives us a total of £8,313 to donate to the school.

In addition to the above, we have already donated £6,773 over the year. This was used to fund the Christmas Pantomime (£690), we donated £100 to Miss Coulthard for her trip to Sri Lanka, the sum of £5,411 was spent on the benches and garden tubs outside each classroom and £372 used to purchase the Year 6 Leavers' tiles. We have also paid the deposit of £200 for this year's Pantomime.

Claire commented that although a lesser amount was raised over the year, we carried out the events that were manageable to the small team that makes up the Committee.

6. Discussion of monies to be pledged to the school.

It was confirmed that the Friends would cover the cost of approx. £500 for the Falconry Display, which was enjoyed by the whole school on Tuesday 22nd September. It was also confirmed that we would pay the remaining cost of approx. £400 for the Christmas Pantomime.

Mel had already received a request from Sylvie for us to fund the coaches for the trip to the O2, which is enjoyed by the children from Year 3 and above. It was agreed that the Friends would cover this cost, which is estimated at around £600.

It was further agreed that the sum of £2,000 would be donated for Visualisers, £3,000 towards the cost of new Foundation Stage equipment and up to £1,000 to cover the cost of the children's Christmas presents.

Sylvie further advised that the school is still looking into purchasing Team Sports Wear and will advise costs as soon as it is received.

Claire to liaise with Sylvie regarding exact costs for each pledge and report back at the next meeting.

7. Proposed events timetable for the coming school year.

The **Back to School BBQ** was held on Friday 18th September. Although the event made a minimal profit of £89 it was agreed that the feedback received from those that attended was that the band were really good, everyone was happy about bringing their own drink with them and the BBQ was run superbly by Lisa and Katie. It was agreed that the ticket price of £2.50 per adult was too cheap and was agreed that should we run this event again the ticket price should be at least £5.00.

It was agreed that there would be no **Halloween Event** this year.

Sylvie suggested holding a **Pamper Evening** in November. The suggested dates were 20th or 27th November. With the 27th being a non pupil day, it was agreed that we should try to organise this for the 20th November. The evening would be for ladies only, with around 6 people offering treatments at a reduced price. It was suggested that we sell tickets for £5.00, which would include a complimentary glass of wine. We could also run a refreshments stall and possibly serve wine. The event would run from 6pm - 8pm. Sylvie to report back to the Committee with the confirmed date. Kate to enquire about the drinks license for the evening.

Kate confirmed that the next **Bags 2 School** collection would be on Tuesday 17th November, with the drop off day being Sunday 15th November.

The date for the **Christmas Fayre** was confirmed as Friday 4th December, from 3:30pm to 5:00/5:30pm. Mel advised that a separate meeting should be arranged to confirm details for the Christmas Fayre. This was arranged for Tuesday 6th October at 9:30am.

Lynne Holman confirmed that she is available to help at the Christmas Fayre but would not be able to make the meeting due to work commitments.

Sarah confirmed that the **Christmas Bazaar** would be held on Friday 11th December. Sarah to issue a note to parents advising that collections will begin straight after half term. Sarah advised that the number of gifts that the children can purchase will remain at 6 per child. Sylvie asked that a direct note be issued to all helpers advising that gifts are **NOT** to be purchased by those helping. The gifts that are not sold on the day can be sold after school or kept for future events.

Amanda Thompson agreed that she is happy to continue to run the **School Uniform Shop**.

8. Fundraising Ideas.

Ann advised that she had been approached regarding the possibility of the school having a clothing bank located on the school grounds for which the school would receive a % from the goods collected on a quarterly basis. This idea was discussed but it was agreed that this would possibly detract from the Bags 2 School scheme and it was agreed that we would decline the offer.

Kate advised that she had ordered 200 Yellow Moon catalogues to be distributed to each family at the school. The school will receive a % of any order received by Yellow Moon quoting the school number, which will be shown on each catalogue.

9. Any other business

None.

With there being no further matters arising the meeting was concluded at 9:00pm.