

Notes of Meeting

Date 12 November 2018

Held at Ivy Chimneys Primary School, Epping, Essex, CM16 4EP

On 10th October 2018 from 19:30 to 21:45

Subject Friends of Ivy Chimneys School ("FoICS") AGM

Present Wendy Adams ("WA") - Chair
Jonathan Furness ("JF") – Head Teacher
Mike Lawrence ("ML") – School Governor
Maria Surman ("MS")
Emily Warner ("EW") – Assistant Treasurer
Jen Scott-Barden ("JSB")
Kaye Vass ("KV")
Simon Graham ("SG") - Treasurer
Michael Redmond ("MR")
Lee Betts ("LB")
Mark Holloway ("MH")
Kate Webster ("KW")
Hannah Knight ("HK")
Kaye Vass ("KV")
Jay Scott-Barden ("JSB")
Michael Gilmore ("MG")
Sophia Newton ("SN")
Alex Watson ("AW")
Gosia Giles ("GG") – Assistant Treasurer

Apologies Andy Jones ("AJ") – Teacher Liaison
David Cooper ("DC") – Chair of Governors
Monique Marks ("MM")
Lorna Newcombe ("LN") – Vice-Chair

Circulation FoICS Committee Members and Website

Notes Action by

1. **Welcome, Apologies and Housekeeping**

2. **Committee Changes**

It was confirmed that Lorna Newcombe has stepped down as Vice-Chair and Emily Warner has stepped down as Secretary. Wendy passed on her deep and personal thanks to both Emily and Lorna after years of help and friendship during their time in these roles. Emily will continue on the in an Assistant Treasurer role, being a signatory and continuing the role of administering the expenditure.

Wendy gave official notice that she will be stepping down from the role of Chair at the end of this academic year. She stressed that this does not mean her volunteering in other areas of the FoICS will stop.

The Committee members are as follows:

Chairman – Wendy Adams

Vice Chairman – Vacant

Treasurer – Simon Graham

Secretary – Vacant

Teacher Liaison – Andrew Jones

3. **Treasurer's Report**

The Treasurer went through his Report and Income and Expenditure for the year ended 31 August 2018 (Appendix 1). SG noted that it was standard year with £23,000 income, minimal spending, discussed propose spend and £12,000 expense pending.

4.. **Chairman's Report**

WA went through her Report in detail. In particular, thanking the School community for its support, highlighting the year's contributions and successes and identifying areas for expenditure this year and further ahead.

Details of FoICS's objectives, how the Committee engages with the School community at present and how we might facilitate further engagement through the return of the Drop-in sessions and attending the School Council meetings was discussed.

Wendy wanted to thank Jen Scott-Barden for all her help in recent months when she supported Wendy last minute with events at the end of term. Particularly the organising of the summer raffle that raised over £1,000.

WA also summarised the Committee's fund raising events and revenue producing streams such as the Giving Machine, sponsorship and company matching contributions which, together, help enormously towards boosting funds.

A big thank you was mentioned to Wayne Flegg and the Montagues Estate Agent Team for their continued support of the FoICS with regard to printing of the Diary of Events Calendar.

A full copy of WA's Report can be found at Appendix 2.

5. **Communications**

Discussion was had on the impact of GDPR on keeping volunteer information within the Friends of Ivy Chimneys Gmail account and how we can comply with these regulations going forward and still be able to contact parents about upcoming events. It was decided that all communication going forward would be done via ParentMail as the school has already done the exercise about which parents want to be contacted. All those that contact the Gmail account are assumed to be happy to be contacted in future about FoICS events. A review of all contacts in the account will be done to make sure we have no details of families who have left the school.

Notes	Action by
<p>6. Events</p>	
<p>200 club is closing due to no profit, not enough interest. "LB" suggested a third party supplier who could run this for us. LB said he would investigate further.</p>	LB
<p>Construction club has closed, many thanks to Monique Marks for all her hard work and dedication in the past 2 years to run this.. We hope to reopen and run it potentially at lunchtime.</p>	
<p>Quiz night will be run by Kaye and Andy Vass, thank you for all the effort you've put in.</p>	KV
<p>Wendy happy to continue leading the fairs until further notice.</p>	WA
<p>7. Future Spend</p>	
<p><u>Minibus</u></p>	
<p>Additional information about maintenance and expenditure costs plus a schedule of when a minibus would be needed before the committee would further consider a purchase of a minibus.</p>	
<p>Using the Epping Forest Community Buses provides a good solution, and thanks were given to you to Mike Redmond for investigating this matter. JF had a meeting with Epping Forest Community buses about the expenditure involved.</p>	
<p><u>All weather sport surface</u></p>	
<p>Following suggestions that the school was in need of additional sports area that could be used for additional sports activities; after schools clubs; lunch time clubs and potentially hosting school competitions, the committee investigated costs.</p>	
<p>Under advisement from our supplier of the KS1 all-weather surface, the best surface type to use would be tarmac. To ensure that we got an appropriate sized space to be effective we sourced quotes for both smaller and larger sized plots. To get the most out of the space it was decided we would need the larger space.</p>	
<p>The quotes we received that included all works, the surfaces, fencing and equipment for a 32m x 16m were all in the region of £75,000.</p>	
<p>It was decided to hold off further discussions until a future date.</p>	
<p>As an alternative an all-weather path that could be placed around the northern and eastern edges of the playground for use as a running track for the Daily Mile was put forward as a suggestion. JF and AJ are looking into sample tracks at other local schools to find out which would be the most effective. The committee will then look into potential costs</p>	<p>JF/AJ WA</p>

Future Spend – Small Projects

There was a general discussion about what smaller projects we could support in the short term.

Books – We will continue to support the library with a donation of £1,000 towards new and replacement books.

Memory Books – Leavers gifts for year 6 will still be supported.

Future Spending.

School budget is increasingly tight with rising staff costs and reduced funding year on year. The school are having to manage this situation going forward and a potential shortfall of income. Mr Furness would like to make it very clear it is not related to becoming a multi academy trust. The multi academy trust provides the school with better buying power, shared resources, and CPD costs and ultimately supports the school in the current financial climate. Inevitably, there are some things that the school will no longer be able to afford and to reduce this likelihood, the school is looking for ways where we can raise more income or reduce our expenditure.

Michael Lawrence school governor supports the statement. Michael asks how can we effectively balance the budget, generate money, and reduce staff costs?

Parents voiced that they were willing to donate money to the school, however, Mr Furness would prefer to try and avoid asking parents directly as donations can change the relationship between school and families.

The suggestion that the FoICS could support the school through meeting some of its expenditure would be welcome. It is important to enrich the students learning and FoICS has agreed to fund certain expenditures, such as Athletics and other online subscriptions

SG (treasurer) states there is around 10-12k available providing no big expenditure occurs.

The AGM attendees voted unanimously to:

- Remove £10 per child school trips subsidy
- fund online subscriptions, Athletics, Espresso etc.
- 75% of income available the school
- £1,000 for library books

Notes

Action by

Next Meeting – 12 November 2018, 7.45pm The Forest Gate Inn

Notes of Meeting

Appendix 1 – Treasurer’s Report

Notes of Meeting

Appendix 2 – Chairman’s Report