

# Annual General Meeting

Friends of Ivy Chimneys Primary School (FoICS)

Thursday 28<sup>th</sup> September 2023

Held via Zoom at 7.45pm

Present: Tara Wallace-Senior (Co-Chair), Liz Naphthine (Co-Chair), Rebecca Sigston (Head Teacher) Christine Ellsom, Mandy Salt, Yvette Mays, Jo Gilmore, Siobhan Garrett, Emma Hopkins, Gill, Emma, Kerry Fleming, Carla, and Sally.

Apologies: Amanda Carpenter, Cara Malatesta.

## 1. Chair's Statement

Tara welcomed all participating in the call and opened the meeting with Liz by providing a brief overview of the last year. It was been another successful year of fundraising, with funds exceeding the previous year. Liz expressed her thanks to the team and the volunteers who have contributed to the success of all events held. She also warmly welcomed any new parents who may like to join the volunteering team.

## 2. Election of Committee 23/24 and partnerships

The Committee members for 2023-2024 was proposed and confirmed as:

**Co-Chair's:** Tara Wallace-Senior and Liz Naphthine

**Secretary:** Yvette Mays

**Treasurer:** Christine Ellsom

**Social Media:** Liz Naphthine

**Website/Communications Lead:** Gemma Love and Katarina Viglaska

**Green Lead:** Mandy Salt

**Raffle Coordinator:** Amanda Carpenter

**Graphic Designer:** Mandy Salt, Becky , Liz Naphthine, Tara Wallace-Senior

**Fundraising Support/Grants:** Siobhan Garrett

**Volunteer Coordinator:** Vacant (Liz interim)

It was acknowledged that Lee Betts has stepped down from the website/comms role after a number of years, his hard work was acknowledged, and he was thanked for his support. Lee has been amazing. It was confirmed that Gemma and Katarina have now taken over the role jointly. Thanking them. Liz also welcomed Siobhan to the team who will be taking the lead with grant applications help.

There are two vacant roles on the committee; treasurer admin support (for Chrissy) and a volunteer coordinator. In the absence of elections at the meeting, Liz requested anyone interested in either of these roles to speak with her directly. Tara thanked the amazing team of volunteers all massively contributing and making the fundraising happen.

It was confirmed that the established relationship with Montagues estate agents will continue this year. They have provided the school with a range of advertising and printing support, such as annual events diary, banners and advertising boards. They also gave £10 for every advertising board for the Summer Fayre that was used. Tara also expressed grateful thanks to Nick at AMX printers, a local business, who have provided numerous event leaflets/posters and banners over the last two years. It was acknowledged that relationships with local businesses are important, and anyone with any suggestions for new contacts would be welcomed. It was added that the year 6s wrote thank you letters to all who kindly donated raffle prizes, which is always much appreciated by the businesses.

### 3. Communications

Liz highlighted the importance of wide distribution of FoICS information amongst the school community. WhatsApp groups per year group and class circulate information very well, although Liz encouraged all to continue to push information through this way. There is a lot of interest via social media, and Instagram tends to generate great engagement. An 'All Things FoICS' comms WA group may be used to filter and share through information to classes, which is used well in other schools and improves communication. Gemma and Katarina, who are joining the Committee this year, will be leading on all things website and communications.

### 4. Treasurer Report of Events and Activities 2022/23

Chrissy provided an update on the funds raised over the last year. She enthusiastically reported the total raised for the year as £13,350! This was generated through a range of successful events, with the main ones being the Summer Fayre (£6,100); Christmas Fayre (£2,540); School lottery (£1,709) and the Valentines and Summer discos (£1,284). Others such as the Mother's/Father's Day stalls (£500); Break the Rules Day (£431); Spellathon (£350); Sports Day Refreshments (£130); Fat Chilli's Christmas gifts (£110); Quiz night (£100); second hand book stall (£96), also all contributed significantly. Chrissy mentioned the School Lottery and how it can be a great way to generate additional funds, but needs more promoting. Ms Sigston confirmed she would assist with this by reminding parents how to purchase tickets and informing new parents how it works. Other activities held for charity raised £500, these were held in support of Children in Need, Macmillan and brain tumour research. There were also non-profit activities for the children, such as the Easter egg hunt and the popular pumpkin decorating competition.

### 5. Distribution of 22/23 Funds

As outlined on the agenda, Tara highlighted how the funds raised have contributed and enabled the school to purchase/offer opportunities this academic year. These include the pantomime show to the whole school; new reading texts for EYFS and Years 1/2 (to support the roll out of the new phonics scheme); Smiggle kindness keyring for each child; 3 gazebos for EYFS; music recorders; Christmas gifts/crackers/napkins; year 6 ice cream celebration. A fantastic MUGA (Multi Use Games Area) has now been installed and up and running, with FoICS funds contributing over £20k. This has been built and installed earlier than anticipated by combining the committee's fundraising contribution along with school funding.

### 6. Event plans for 2023/24

The calendar of events has now been circulated. The event and activities plan for the new year is very similar to the previous year, which will make planning easier for the school community. Liz added the committee are always open to any ideas for any new events or activities. A QR code of the calendar has also been distributed via Class DoJo. The first event of the new academic year has already taken place, which was the Epping Jumble Trail. This idea was suggested by Gill and Sue during the AGM last year and involved local residents selling chosen items outside their homes. Liz thanks Gill for organising the event. Jo and Liz shared the success of the day, with 48 sign ups all paying their £10 fee to participate and an impressive £845 raised to date. This event will be held again next September 2024 – possibly a Saturday.

Kerry confirmed that Christmas cards/gifts will be offered again this year, with the children producing their designs in class which generates more interest. A new company will be used this year who offer more competitive retail prices, although the commission is slightly higher. Kerry confirmed she will be taking the lead again with this activity, with the deadline for designs being Friday 13<sup>th</sup> October. During

the Autumn term the main activities are the pumpkin competition immediately after half term and Christmas Fayre prep including the Mums/Dads stall and raffle prizes. Any help with shopping for the fayre would be appreciated. *Any ideas for a Christmas gift for all children with a £1 budget were requested.* It was agreed that chocolate is always popular! The Race Night will be held again next year, which will be organised by Chrissy.

#### 7. Fundraising and Grants plans 23/24

Siobhan introduced herself and mentioned her involvement in the Epping Playground Association. She shared how the school has charitable status creating lots of fundraising opportunities. She is liaising with Ms Sigston and Mr Jones about plans for play provisions, and will reflect these within a proposal for grant funding. An application for the Tesco blue token has been submitted, and a meeting with Councillor Holly Whitbread is taking place. She is also currently working on a project to install communication boards at all local playgrounds to aid events/activities in the local area. Siobhan welcomed any admin support with preparing applications.

#### 8. Head Teacher comments

Ms Sigston thanked the team and recognises the FoICS group as unique to other PTAs, to which the school is very grateful. She shared how the group plays an important role in the school and helps people feel part of something fun and positive.

The MUGA is such a fantastic addition to the sports/play areas for the children, which may be offered for outside use in the future. The staff team have been asked to consider school development priorities. The OPAL project has an objective to develop the play division and other opportunities (such as dressing up) which are very popular with the children. The year 5/6 team have suggested an allocation of funds to the year 6 school journey, which historically is something the PTA has supported financially. Mrs Cooper has requested new sensory equipment for SEN work. A memorial for the child who passed away has been suggested, and an outside reading shelter has been proposed. Some ideas on how funds could be raised for this were shared and will be considered further. An allocation of funds per year was recognised as a good way to distribute investment across the school. A therapy reading dog has been proposed, however this will involve £400 for training of the animal and there is an insurance cost involved.

Chrissy suggested a universal sports kit be purchased, which could be used for all outside competitions/tournaments the children participate in. A dri-fit type material was noted as a good all season option. Chrissy has a contact she is contacting and *Siobhan confirmed she will explore a kit grant opportunity to see if any could fund this.* Updates asap as we want to get this sorted.

#### 9. Any Other Business

- The FoICS team **Christmas wreath evening**, organised by Liz, will be held on 30<sup>th</sup> November 7pm – 9.30pm. Spaces are still available for the team at this activity.
- Mandy and Liz recently discussed **Green/Eco opportunities**. A donation of clothes day and more eco-friendly disco gifts will be considered further, as well as the use of possible reusable plastic cups at events. Mandy ideas are welcomed.
- A **face painting course** for a few parents was agreed as a good way to keep costs down when offering this at school fayres. *Any parents interested in this to speak with Tara.*

The Co-chair's expressed their excitement for another great year ahead planned.

The team were thanked and the meeting was closed.