



Annual General Meeting

Friends of Ivy Chimneys Primary School (FoICS)

Thursday 19th September 2022

Held at Ivy Chimneys Primary School at 7.30pm

Present: Tara Wallace-Senior (Co-Chair), Liz Naphine (Co-Chair), Rebecca Sigston (Head Teacher) Chrissy Ellsom, Mandy Salt, Amanda Carpenter, Yvette Mays, Cara Malatesta, Emma Hopkins, Gill Entwistle, Laura Clarke, Rachel Malatesta, Becky Ward, Jo Gilmore (by Zoom), Nikki Redmond (by Zoom), Cherry McCredie (Governor)

Apologies: No apologies were noted.

Tara opened the meeting by welcoming all in attendance, including two participants who joined remotely.

1. Chair's Report/Review of School Year 21/22

Tara provided a summary of the last academic year 2021/2022. The main challenge of the year was noted as Covid as it continued to restrict a full programme of activities. Despite this the year did finish very positively with the most money raised for a long time. Some changes to the Committee were then shared - Tara and Liz have co-chaired since the beginning of the year, prior to this Tara co-chaired with Kaye. Since the Summer Christine has taken on the role as Treasurer from Sophie who stepped down.

Liz gave a brief overview of the events of the last year. The after school stalls, such as the Mothers/Father's Day gifts, cakes and hot chocolate were all a remarkable success. Extra fundraising like the refreshments on Sports Day and water buckets were both very worthwhile. The Summer Disco and Ice lolly Fridays continued to be favourites. The Jubilee Summer Fayre, in recognition of our late Queen's 70 year reign, was acknowledged as a huge success which created a fantastic opportunity to reach out to the local community. The massive team effort of this event was acknowledged, and the Co-Chair's thanked everyone for their contribution. The re-branding of the FoICS logo, via an art competition for the children, has now been implemented and felt the design sums ethos of the Committee. It was agreed that the school entrance foyer area works best for communicating activities rather than the previous noticeboard which had limited exposure.

Tara and Liz thanked the team for their volunteering efforts over the past year, and shared their excitement for further activities ahead.

2. Treasurer's Report for y/e 31 July 2022

Chrissy gave a summary of the fundraising review for 21/22, as recently circulated to the team. The total fundraising amount of £12,851 was joyfully recognised as a huge success. It was acknowledged that a considerable amount of this was raised at the Jubilee Festival which generated over £5,000.

In addition, the after school stalls which raised £3,200 and the School Lottery were both noted as successful. The festival raffle went very well, particularly with the West Ham football bids. Tara and Liz gratefully thanked Amanda for her efforts in organising and collating the raffle prizes which generated an impressive £600. It was confirmed that current total fundraising for the year will considerably contribute to the planned MUGA (Multi Use Games Area).

3. Head Teacher Comments

Miss Sigston expressed her thanks to the team and then spoke about the proposed plans for the funds raised in the last year. She explained a new bid structure for staff, where they submit their requests clearly outlining the benefits for the children. These are received by Miss Sigston and there is a deadline of the end of October. The MUGA was explained which will be in an enclosed section of the field. The work will be put out for tender asap, as the estimated cost is £40k. Cherry mentioned a tender recommendation which she will share with Miss Sigston. The additional barrier and the new logo outside the school were mentioned as recent improvements for the school. There was a query whether the logo has already been funded. Other proposed purchases were noted such as headphones for KS2, goals, set of 50 recorders, gazebo (or a permanent sail shelter) and the annual end of year books. The traditional annual reading provision refreshment was noted as very worthwhile annual improvement. The cost of the various requested items total £5,400. Tara added that a thermometer visual will be displayed in the school entrance area to communicate progress of fundraising targets so far and going forward.

4. Election of the Committee for 22/23

The Committee for the current year was proposed as;

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

Treasurer: Chrissy Ellsom

Secretary: Yvette Mays

Social Media: Liz Naphthine

Website/Communications Lead: Lee Betts

Green Lead: Mandy Salt

Raffle Coordinator: Amanda Carpenter

Graphic Designers: Mandy Salt/ Becky Ward

Grants: Vacant

Volunteer Coordinator: Vacant

It was noted that the two roles that remain vacant will be covered by Tara and Liz in the interim. Liz highlighted the task of the Volunteer Coordinator, and asked team members to consider the role. Some 'Green' initiatives were discussed (such as a clothes recycle bin), *Mandy to discuss further ideas with Cherry*. Liz mentioned the support of a contact she knows, Siobhan, with Grants. It was shared that Siobhan was involved in the successful Epping Playground Association fundraising project. It was agreed that her input would be very beneficial, *so Liz will pursue this*. It was shared that some great PTA social media groups are helpful resources, as well as the ParentKind website.

All present agreed on the proposed committee structure.

5. Fundraising 2022/23

The MUGA (Multi-Use Games Area) was acknowledged as a main focus of fundraising during the year ahead. Other items/areas of improvement requested by the school were shared by Miss Sigston during her update earlier in the meeting (see above).

6. Events for 2022/23

The new calendar of events was shared, which was devised by Tara and Liz over the Summer with input from Miss Sigston. New events such as the Pumpkin Carving Competition and the MacMillan Coffee Morning and the Community Tabletop Sale were highlighted. Tara shared that a professional quiz master will host the quiz night this November. It was confirmed that the Christmas fair will combine the parent gift stall, as well as the Santa visit on another day. A variation of price points for the gift stall will be used this year. It was agreed that some staff/parent Elf helpers for the market would be ideal to help create a festive atmosphere at the market. It was suggested that Reindeers from Pets Corner would be a fantastic addition to the market. The previous Christmas Disco has now been moved to February and themed as a Valentines event. The popular Break the Rules day will take place again. It was confirmed that the cards for elders will also happen again and *ideas of suitable Care Homes are to be considered by the team*. It was noted that Montegues will continue as a sponsor, and have greatly supported events of the last year. The benefits of class/year WhatsApp groups for communicating information across the school were acknowledged, and Laura agreed to establish a group for the Reception year. *A theme for the Summer Fayre in July is to be agreed*.

7. Volunteers for key events

Liz will be coordinating the volunteers for key events such as the quiz night, Christmas market, afterschool stalls, disco and summer fayre. *She encouraged the team to volunteer wherever possible and mention to other like minded parents within the school*.

8. AOB

8.1 Bank Account: Tara shared that the bank account has now been changed to NatWest following the closure of Barclays in the High Street.

8.2 Meetings: Further dedicated meetings will be held for the larger events scheduled to discuss plans in detail. The dates for these will be shared as soon as established.

8.3 Epping Tree Festival: Cherry requested volunteer support with the Epping Christmas Tree Festival in December. *Miss Sigston agreed to circulate this plea out to parents with contact details of the organiser*.

8.4 Parents/Careers to School: Miss Sigston shared a new event 'parents/careers to school day' during an afternoon, which will take place instead of the previous Dads to school day. This was noted as an opportunity to engage more volunteers.

The Co-chair's expressed their excitement for the year ahead. They thanked everyone present for joining the committee and for their continued support and vital help. It was all appreciated.

Miss Sigston commented how the FoICS Committee is a great team and in a positive place.

The team were thanked and the meeting was closed.

