



BINSTED C of E PRIMARY SCHOOL

Annual General Meeting
7.30pm, Tuesday 18th October 2022
Binsted School Hall

or
Via Zoom

<https://us04web.zoom.us/j/71878046302?pwd=jabbRZm5B1tnB0fPw7sssXu0Z7c4C1.1>

Meeting ID: 718 7804 6302

Passcode: Mnekg2

MINUTES

1. Welcome and any apologies

Attendees: In person – Alix Arrowsmith – Chair (AA), Michelle Stephens (MS), Sharron Morton (SM), Aimee Macleod (AMC), Kerry Wilson (KW), Ravpreet Garrett (RG), Caroline Thompson (CT), Marie Roberts (MR), Anna Hruskova Boote (AHB), Alex Matthews (ALM)

Via Zoom – Emma Winhall - Treasurer (EW), Venetia Ellvers (VE), Mary Peddar (MP), Jason Ralphs (JR), Natasha Ralphs (NR)

Apologies: Samantha Cooke, Jo Dorans, Lucy Ambache, Anna Bond, Alice Budd, Henrietta Barnard, Julia Warsap, Rosie Horton.

2. Chair's Round Up of Last Year

AA – Reflection on the year. After a very quiet couple of years, it has been wonderful to get back to what FOBS is all about – creating fundraising events to help support the work that our wonderful school does as well as putting on fun activities for the children to enjoy.

Christmas 2021 was a wonderful way to return to 'normal' FOBS proceedings. We kicked off with the fantastic festive designs created by the children for their Christmas cards, mugs, coasters and gift labels.

Santa and his Elf worked hard at their grotto at the Binsted Christmas Fayre listening to the wishes of over 60 children.

The Children's Christmas Shop was a huge success, with lots of excited children choosing presents for their loved ones. Finally, we were blown away by the generosity of parents at the school and local businesses who donated over 20 amazing prizes for our Big Binsted School Christmas Raffle.

The Spring Term saw the return of the hugely popular Cake Sale, thank you to everyone who provided delicious goodies. Over half term, and in time for World Book Day, we ran our first ever

Sponsored Reading Challenge. It was wonderful to see children throughout the school take on the activity cards which encouraged them to discover new books and a love for reading.

As Easter approached, the FOBS Committee organised a fun Easter Egg Hunt which saw the children work together in their houses to solve clues and discover where the Easter Bunny had hidden her treasure.

Just before May half term, Binsted School enjoyed opening its gates to parents and the local community to celebrate the Queen's Royal Jubilee and of course FOBS on hand to provide the cakes and Pimms!

Over the last few weeks of the Summer Term, FOBS has again been hard at work welcoming new parents who will have children joining us in Year R in September. It was lovely to start to get to know our new intake of parents at the first moving up day and at the New Yr R parents evening. From these meetings, a new uniform swap shop has been launched. Our last FOBS event of the year came in the form of the return of the School Disco – it was brilliant to see the kids showing off their best moves on the dance floor!

I'm sure you can agree that it has been a busy year of fundraising and fun and we are so proud of what FOBS has achieved. Along with generous donations from members of our community and grants from local authorities, we have been able to support the school by finishing off the Wellbeing Room, buying a whole new library of new phonics books for KS1 and KS2 and purchasing new Binsted School caps for all of the children – I hope you agree with us they look super smart and are a great way for the children to be ambassadors for the school.

Don't forget, FOBS is made up of every parent, guardian, governor, staff member and Binsted School community. Thank you for all of your help, generosity and support this year.

3. Treasurer's Financial Report of Last Year

EW – The end of 2021 saw us returning to some sort of normality after the pandemic restricted much of our fundraising in the previous years.

Autumn 2021 saw the completion of the school's Wellbeing Room, we were fortunate enough to get a grant towards this of £1000.00 and FOBS contributed circa £2500.

Christmas 2021 meant we were able to organise our Christmas events including the Christmas cards which generated £210, Christmas shop £180, Santa's Grotto around £150 and the Christmas Raffle, which was very popular and generated £670.

During the year we saw some very generous donations totalling around £5400, this included private donations, council donations and donations via the Easy Fundraising and Amazon.

Gift Aid, which we were able to claim from some of our events this year was an added bonus and added an extra £1250 to our funds and went towards our Fun for All Fund which is a ring-fenced pot of funds available to be used towards helping families identified by the school. This enabled us to contribute £1200.00 towards the Y6 PGL Residential trip in the summer.

A new event this year was the Sponsored Reading Challenge, which with very little financial outlay and not a huge number of participants generated a profit of nearly £1000.

Regular cake sales, Jubilee Party and smaller events have provided our regular and most welcomed fundraising top ups of between £100 – £250 per event.

FOBS paid around £6500 to the school this year, contributing towards new school books, classroom items and Y6 Leavers hoodies.

Income for the year was around £9000, expenses were £3500. We did have a deficit of around £1000.

Regardless of this I think we should feel extremely positive and grateful for the amount of income we had, of which a large proportion was donations and in turn has meant we have been able to support and provide the school with a substantial amount of funding.

The FOBS statement of accounts for the year 2021/22 are currently being reviewed in preparation to be signed off.

Moving into the new financial year, we have the new Co-Op bank account all set up and ready to go. This will enable much easier access to banking, Alix and I are currently in the process of transferring and closing the HSBC bank account.

Each class has been given £360 from FOBS, Oaks had their pot of funds for a new rug in the summer and the rest of the classes got their funds in September.

Current funds in the bank account (about £4,500) are being held to help pay towards the repainting of the school playground lines.

Moving FOBS forward financially, as you may all be aware I am stepping down as Treasurer of FOBS, however I still look to be an active member of the committee and will endeavour to help where and when I can.

Just giving a general overall round up (without throwing the figures around) I think we should feel really positive about the way FOBS is evolving.

There have been some great events/activities this year that have really helped with our fundraising efforts. Had I continued in my role I think I would have focused on moving the FOBS account keeping process forward, looking into an 'accounting package,' which could simplify the whole recording process even more so than it is now. Should this be of interest to the next Treasurer I am more than happy to help look into this during the handover process.

AA thanks EW for her review.

RG suggested a Chip and Pin machine. AA explained we used to have Chip and Pin which was great for really big events. COVID had put paid to big events over the last two years. Original machines are out of date, so would need to start from scratch. Something the new treasurer could look into.

4. Review Minutes of the Last AGM/ SGM & Meeting

Minutes of the last AGM and SGM were sent in advance for attendees to read. AA queried if everyone was happy with all tasks set out to be completed. All attendees agreed the following tasks were completed. Only two items are still outstanding.

★ Completed Tasks

- FOBS Constitution:
 - Agreed last year to keep the current constitution. We can revisit this again if we feel that it no longer suits FOBS needs in the future. MS has retyped the constitution to be in a more readable text.
 - Last year AA explained what a constitution is & showed the current FOBS one.
- Bank Account
 - Change from HSBC (losing the counter service and as a PTA we need access to cash for events) to Co-Op.
 - Signed up for BOPP
- Wickham Coffee Morning
 - MS to continue to send out weekly reminders on Facebook School Chat.

- Issues regarding payment, not everyone carries small change cash now. MS to trial after half-term pay £10 in advance for 5 coffee mornings (pay and sign in notebook to be kept at Wickham).
 - Whatsapp Groups working well on passing information around to parents.
 - Ring fenced Fun For All Fund for supporting families who can't financially afford school trips. Agreed by committee this was money raised by gift aid.
 - Funds given to SM for new books. Completed – Total given: £6,000
 - Paperless advertising & event bookings seems to be working well.
 - Parentmail
 - Google Forms: sign up event e.g. disco
 - Google Docs: minutes, agendas
 - Payments: BOPP, Paypal, BACS. Cash and Cheques should be possible with the new Co-Op account.
 - Swap shop/uniform sale. MS started the initiative in the summer term 2022. Some uptake so far. Aim to help families and prevent clothes going into landfill. MS grateful for those who have donated uniform to start this initiative
- ★ **Outstanding Matters**
 - Newsletter – AMC has volunteered to restart this. Agreed that this would be sent electronically.
 - School Interior needs painting - Suggestion of asking parents/family/friends to help to cut down costs

All members of the meeting agreed to sign off the previous minutes.

5. Committee Roles, Questions & Vote

All officer roles are becoming vacant this year.

Committee members wishing to stand down are Samantha Cooke, Jo Dorans, Lucy Ambache, Alice Budd, Henrietta Barnard and Julia Warsap.

AA thanks Emma for all the hard work being treasurer this past year. Samantha Cooke and Jo Dorans who stood down this year after a number of years being on the committee. Also thanks to Henrietta, Lucy and Julia who are also standing down this year.

KW proposed thanks to AA for her hard work as Chair this past year.

- ★ **Elected Officer Roles (Chair, Co/Vice Chair, Treasurer, Secretary)**
 - Chair: Alix Arrowsmith (Proposed: MS, Seconded: AMC)
 - Vice-Chair: Vacant
 - Treasurer: Vacant
 - Secretary: Michelle Stephens (Proposed: SM, Seconded: AMC)
- ★ **Elected Year Group Reps**
 - Year R: Kerry Wilson & Ravpreet Garrett
 - Year 1: Aimee Macleod
 - Year 2: Caroline Thompson
 - Year 3: Michelle Stephens
 - Year 4: Emma Winhall
 - Year 5: Anna Bond (Anna agreed after the AGM as no one else had come forward)
 - Year 6: Venetia Ellvers
- ★ **Non-Elected Members**
 - Natasha Ralphs
 - Anna Hruskova Boote
 - Marie Roberts
 - Mary Peddar

VE queried non-elected members. Officers and elected members make decisions that require a vote. Non-elected members make up the rest of the committee in helping come up with ideas and arranging events.

AA nominates RG, KW, AMC, CT, MS, EW, and VE as year group representative. Agreed by the whole group. Group agreed that AA would speak to Anna Bond after meeting to become Year 5 representative.

Trustees for Charity Commission: All officers and elected committee members need to be named as a Trustee with the Charity Commission. The Trustee Eligibility Declaration will be passed around to those who have been elected that are not currently on the commission. Charity Commission requires members to provide full name, DOB, address & email.

AA and MS to look into what happens if no one else comes forward for other officer roles. Can FOBS continue without Officers roles fulfilled.

6. FOBS fundraising Ideas for the year

- ★ Diwali – 21/10/2022 – Whole school event during school day.
 - RG to head this event.
 - Event is not for profit but FOBS are asking for donations to cover costs.
 - MS and AA to send out reminders (19/10/2022-20/10/2022)
- ★ Santa's Grotto – 03/12/2022
 - AMC and AA to head running of grotto.
 - Other helpers needed to decorate and see how event is run for the future
 - Committee members to keep an eye out for Bag Fillers (Sweets, Books)
 - Charged £3 a visit and cost £1.20 for fillers. NO PLASTIC TAT please
- ★ Christmas Shop – Date to be confirmed – possible W/c 12/12/2022
 - VE to lead this. VE queried whether there is a fund for this and can she go out and buy stuff without running past the committee.
 - At least 4 Helpers needed
 - Request for donations to be sent out by mid November
 - AA to check and confirm what is left from last year.
- ★ 2023
 - Drumming Workshop – MS explained the idea.
www.drumwithus.com/education-drumming MS has sent enquiry 17/10/2022 for full day workshops, split into classes and availability
 - MS suggested the Coronation – get the community involved similar to Jubilee
 - RG suggested cultural days
 - AHB suggested language days
 - EW can speak to contact re: Disco. Agreed Disco to be kept after Christmas.

7. Schools wish List

- ★ Playground repairs,
 - AA, SM & RG to discuss when funding can be released?
- ★ Large Wall vinyls.
 - History Timeline in school hall to give the children a sense of time and place.
 - in the KS2 area Solar System
 - outside Oak and Rowan class Mural of school trees (Oak, Rowan, Beech, Silver Birch) and school motto (Faith, Hope and Love)
 - SM to forward a quote roughly thought to be £3000–£4000 for the vinyls.
 - Will involve electrical work and moving some boards.
 - SM hopes this to be completed by Easter 2023
 - AHB paints murals, possibly able to help.

- ★ School Interior needs painting – Suggestion of asking parents/family/friends to help to cut down costs

8. AOB

KW suggested a Toy Swap/Sale in the lead up to Christmas. Ideas suggested to hold at Coffee morning, after school. AHB suggested starting a closed group like Binsted School Chat to advertise this. KW to put forward this idea to other parents as to when would be the ideal time to hold this.

AA asked attendees to go away and think about officers' roles and whether they or somebody they know would be interested.

Date of next meeting - Possible SGM w/c 21/11/2022

Actions from AGM 18/10/2022

- ★ Committee Roles, Questions & Vote
 - A copy of the Trustee Eligibility Declaration to be sent to newly elected committee members, request for contact info. MS to send a form to CT.
 - Charity Commission Trustee list to be updated. Remove those standing down.
- ★ AA and MS to update FOBS committee Whatsapp group
- ★ Autumn/Winter term events
 - Diwali – 21/10/2022 – Whole school event during school day. MS and AA to send out reminders via School Chat. Whatsapp and parentmail
 - Hot Chocolate Evening – 25/11/2022. MS to ask Jo Dorans for advice on what is needed to run this event.
 - Santa's Grotto – 03/12/2022 AMC and AA to send out request for volunteers
 - Christmas Shop – Date to be confirmed – possible W/c 12/12/2022.

Actions needed to be completed from 29/09/2022 meeting not discussed at AGM

- ★ Binsted Fete AGM – 11/11/2022 – 19:30 – Binsted Pavilion
 - Representatives need from FOBS to apply for funding
 - Not AA and AMC due to conflict of interest.
- ★ Hot Chocolate Evening - 25/11/2022
 - Call for help to be sent out to Whatsapp groups.
 - Invite parents to attend social drinks at the pub during the event.
- ★ Christmas raffle
 - MS put forward idea of colour raffle
 - Agreed to postpone raffle till 2023
 - Annual lottery licence needs to be renewed before 21/11/2022
 - Licence is £20 renewal, otherwise £40 if not renewed in time MS to email/call EDHC.
- ★ Free ways to fundraise include;
 - Amazon Smile,
 - Easy Fundraising
 - online shopping schemes.
 - Clothes Recycling Bin