



# Friends of Peppard School (FOPS)

## Annual General Meeting Minutes

**Date: 29<sup>th</sup> September 2015**

**Venue: Peppard Primary School, 19.30**

**Parents present:** Shenan Shanwick, Scott Wilson, Simon Taylor, Emma Toward, Celia Hall, Anne-Marie Gow, Janine Mole, Joanna Green, Amanda Prince, Rose Tolhurst, Antonia Waite, Michelle Whitfeld, Melanie Hobbs, Lisa Fletcher, Natasha Bowcott

Apologies for absence: Bernie Kent, Caron Taylor, Claire Woodhouse

### **Welcome and overview of 2014/15**

Shenan (Chair) welcomed everyone to the meeting and gave a short introduction to FOPS to those present, there were several new parents, it was reiterated that FOPS is a charity, not a formal PTA. As a charity FOPS is required to have a formal committee structure, although all parents of children, as well as the teachers and governors within the school are members of FOPS by default. FOPS was originally formed with the aim to raise funds for non-core equipment/activities for the benefit of the children in the school, while bringing parents and children together for events to reinforce the community feel of the school. FOPS' fundraising over the last year has paid for, amongst other things, the annual whole-school external trip to London, purchased times-tables CDs, continues to help fund the minibus and has paid for tennis coaching and recorders.

It was discussed that FOPS currently has three charity trustees, two of whom are no longer associated with the school, they are to be removed. New trustees are to include: Dominic Hall (existing), adding 3 (three) new Ashley Gow, Shenan Shanwick & Joanna Green.

### **Finance**

Scott (Treasurer) presented the income and expenditure summary for 2014-2015. The key areas of income generation were highlighted (these being the Christmas hamper and late night shopping night and the quiz night: together these totalled more than 50% of the total collections during the year). In addition, the key areas of expenditure were noted (these being the annual contribution to the minibus cost of the school of £2,000 and the end of year school coach trip to London which costed approximately £1500). The summary also included an illustration of how funds in the bank could be expended during the current school year if similar expenditure to previous years is undertaken again this year, and what funds needed to be raised during the year to cover this expenditure. It was agreed by those attending that it was prudent to retain a reserve of £3,000 in the bank to cover future commitments to the school in respect of the minibus.

*Items discussed:*

- Sponsorship of the minibus by 3<sup>rd</sup> parties, insurance will be up for renewal – can we do this now?
- Suggestions on what the school could spend money on:
  - o IT equipment (iPads?)
  - o Playground equipment (the children can put them away, we buy a wagon to carry across to the common) or can we look at a more permanent piece of equipment?
  - o Wet play games / DVDs / games

**Finance Decision Group (FDG)**

This sub-group meet throughout the year, typically with Headteacher Nick Steele, to discuss how/when FOPS funds are spent, it was agreed that Janine Mole & Lisa Fletcher would join this group. FDG group now comprises: Scott Wilson (Treasurer), Simon Taylor (Secretary), Shenan Shanwick, Emma Toward plus Janine and Lisa.

**Election of 2014/15 committee**

Those present elected committee members, comprising:

**Chair (joint)** – Melanie Hobbs & Michelle Whitfield – Proposed Celia Hall, seconded Shenan Shanwick. Mel & Michelle thanked Shenan for her brilliant job as outgoing Chair

**Treasurer** – Scott Wilson - Proposed Celia Hall, seconded Janine Mole

**Secretary** – Simon Taylor - Proposed Antonia Waite, seconded Emma Toward

**Dad's Rep's** - James Waite – Proposed Antonia Waite, seconded Simon Taylor

**Committee Members & Rep's – 2015/16**

<b>Name</b>	<b>Position</b>
Melanie Hobbs	Co-Chair
Michelle Whitfeld	Co-Chair
Scott Wilson	Treasurer
Simon Taylor	Secretary
Emma Toward	FDG
Shenan Swanwick	FDG & Trustee
Janine Mole	FDG
Lisa Fletcher	FDG
Joanna Green	Trustee
Dominic Hall	Trustee
Ashley Gow	Trustee
Chris Wall	Dads Rep
Riaan Ackerman	Dads Rep
James Waite	Dads Rep

## Events calendar for Autumn Term 2015

It was agreed that as in previous years, events should be categorised based on three main aims, with a mix of each throughout the year:

<b>1. Positive activities for the children</b>
<b>2. Fundraising opportunity</b>
<b>3. Raising the profile of the school (PR)</b>

Those activities classified as **Positive activities for the children** would be funded by FOPS or where money was collected, the aim would be to at best cover costs.

### Up and coming events

There is an **open morning** scheduled in October, for prospective Sept 2016 in-take parents, FOPS to run a table serving tea/coffee and support the staff throughout. It was agreed that Celia Hall and Antonia Waite would represent FOPS with the assistance of others who may be available. This is great opportunity to demonstrate the community feel of the school to prospective parents.

**Lantern Evening** – A date was agreed for the upcoming event; Thursday 22<sup>nd</sup> October, 5-7pm. A small project team have been appointed to co-ordinate the event alongside the Year Reps, thus being; Janine Mole, Amanda Prince, Natasha Bowcott, Melanie Hobbs & Michelle Whitfield.

**Movie Nights** – Anne-Marie Gow to coordinate, running two films, once a term, aimed to cater for younger/older groups. Provisionally discussed dates - Dec 11<sup>th</sup> 2015, 18<sup>th</sup> March 2016 and 27<sup>th</sup> May 2016.

**School Calendar** – Rose Tolhurst is coordinating the annual school calendar, pictures already taken were shared, pricing was discussed, as previously discounted based on multiple purchases. Rose will pursue the previous sponsors, approach new and liaise with printers.

Simon Taylor will investigate and confirm that the school can attend the **Henley Late-night shopping** evening again on Friday 4<sup>th</sup> December 2015 – It was widely agreed that this represents a great opportunity to promote the school in the wider community and has been an event attended over the last few years, we will combine the hamper ticket sales with this event this year, likely also add some additional fun elements YTDB and potentially a bottle tombola as in previous years. A project team needs to be agreed to organise prior, set-up/take-down and man the stall on the evening.

## **AOB**

FOPS have a section on the site to promote events etc., meeting notes and new committee to be posted on there.

Year Reps assigned for 2015/16:

<b>YEAR</b>	<b>NAME</b>
Foundation	Emma Wallace
Foundation	Natasha Bowcott
Foundation	Claire Woodhouse
Year 1	Antonia Waite
Year 1	Rose Tolhurst
Year 2	Celia Hall
Year 2	Janine Mole
Year 3	Berni Kent
Year 3	Tiggy Wilson
Year 4	Emma Toward
Year 4	Yasmin Watson
Year 5	Nicola Whittle
Year 5	Helen Upsher
Year 6	Kirsty Jelowitz
Year 6	Michelle Whitfield

The meeting closed at 21.05

- END -