

Bushy Hill Friends Association of Bushy (FAB) AGM



Time: 7.00pm

Reg. Charity No 1004186

Place: School Hall

Present:

Alexandra Mazur, Co-Chair	Lisa Kiss, parent
Jane Gigg, Co Chair	Su Freeman, parent
Madhu Jacob, Vice Chair	Stuti Roul, parent
Julie Strocio, Treasurer	Heidi Latiala-White, parent
Katie Christie, Secretary	Jo Prentice, parent
Louise Dormer (Head)	Hailey Gorse, parent
Stephanie Friend-Smith (teacher)	Fiona Millard, parent
Mrs Paladi (teacher)	Jen Duke, parent
Gabby Ottey, parent	
Debbie Taylor, parent	

Apologies:

ITEM	DESCRIPTION	ACTIONS
1	Welcome by Alexandra. Thanks were given for last year to all the volunteers and helpers, and the efforts from the whole school community.	
2.	<p><u>Chair's Report:</u></p> <p>Alexandra reviewed this year's events.</p> <p>Overall the PTA made a profit.</p> <p>The Committee thanked Su Freeman for her hard work in securing a number of different grants.</p>	
3.	<p><u>Financial Review</u></p> <p>Julie Strocio gave an overview of the year's finances. They have been reviewed by Hailey Gorse to confirm.</p> <p><u>Accounts:</u></p> <p>£5900 Current account</p> <p>£3700 Grant monies</p> <p>£4000 Savings</p> <p>£3700 Savings</p> <p>There are also several thousand pounds in the current account for cash flow for the autumn term.</p>	

	<p>Julie discussed the problem of the minibus and that it will need to be a main fundraising focus for the coming year. This is why we are keeping the large amounts in the savings accounts. Julie set out new financial organizational changes.</p> <ul style="list-style-type: none"> • Firstly the committee will need to authorize event budgets of more than £50 • there is now a BACS set up for paying receipts <p>Julie also asked for consideration when taking things in and out of the FAB shed. She thanked Penny Howarth and Alexandra Mazur for tidying and sorting the shelves.</p> <p>FAB has finally had payment for outstanding sponsorship money of £742.50</p>	
<p>4.</p>	<p><u>Positions Vacant –</u></p> <ul style="list-style-type: none"> • Committee vice chair • Sponsorship coordinator. This new role was discussed as in previous years FAB have secured sponsorship boards from estate agents to advertise events such as fireworks and the summer fair. We have not been able to secure this for the last year which has affected income. • Drinks License coordinator <p><u>FAB Class Reps</u></p> <ul style="list-style-type: none"> • 3D – Stuti Roul • 3E – Vacant • 4K – Helen Whitcombe • 4W – Hayley Gorse/ Gabby Ottey • 5? – Vacant • 5? - Vacant • 6F – Tracey Stanley/ Tracey Parkes • 6? – Vacant <p>Alexandra discussed the importance of a named coordinator for each event. Some events already have volunteers to coordinate others are still not decided. Any volunteers to run an event would be very much appreciated. To contact a committee member if happy to volunteer.</p>	<p>Action: - 3E Debbie Taylor to liaise with other parents in the class.</p> <p>Committee to find volunteers for other classes</p>
<p>5.</p>	<p><u>Election of Committee members</u></p> <p>The current committee stepped down. No one else put themselves forward and most of the committee agreed to re-election. Madhu Jacob stepped down due to work commitments.</p> <p>New committee were elected</p> <p>Co-Chair Alexandra Mazur – nominated by Stephanie Friend-Smith, seconded by Fiona Millard</p>	



Bushy Hill Friends Association of Bushy (FAB) Committee Meeting – 28th September 2017

Time: After AGM

Reg. Charity No 1004186

Place: School

Present:

As AGM September 28th 2017

ITEM	DESCRIPTION (Actions highlighted in red)	
1.	<p>Welcome Alexandra welcomed everyone to the meeting.</p>	
2.&4.	<p><u>Event Planning 2017/2018 – Autumn Term</u></p> <p>Harvest Assembly - Friday 13th October. Refreshments - Coordinator Stuti Roul</p> <p>Fireworks – Thursday 2nd November. Overall Coordinator Fiona Millard Refreshment stall coordinator Gabby Ottey</p> <p>The firework company and St John's ambulance have been booked and the cancellation insurance arranged. Tickets costs: on the night: £6 adults/£4 children. Advance tickets: £5 adults/ £3 children.</p> <p>Christmas Cards: - Templates will go out soon as homework. Coordinator Katie Greenbank.. Deadlines have been decided</p> <p>Discos – ? 30th November. New coordinator Jo Prentice.</p> <p>Presents for Parents – Week commencing 4th December (Tues, Wed Thurs) . Coordinator Gabby Ottey.</p> <p>Christmas Hampers – Coordinator ?. It was decided that tickets would be sold in advance and on both nights of the Christmas production.</p> <p>Christmas Play: 13th/14th December. Refreshments</p> <p>Christmas Dinner crackers: 20th December</p> <p>Christmas Carol service: 19th December. Refreshments</p> <p>Uniform Sales: Jane Gigg will coordinate monthly uniform sales (last Friday of every month).</p> <p>Cake Sales: 4 seasonal house cake sales coordinated by each house captain. We discussed muffin for the children in the house running each one and house points for the house who made the most money. The first 8th December.</p> <p>History Open Day: A one off Bushy history open afternoon run by Mrs Friend-Smith on Monday 6th November.</p>	<p>Action: Jo P to confirm date with potential DJ</p> <p>Action: Confirm muffin date</p>

<p>3.</p>	<p><u>Event Planning Winter/Spring 2017/2018</u></p> <p>Alexandra discussed possible events for later in the academic year. She asked for volunteers to coordinate these or to suggest alternatives:</p> <p>Film night for children</p> <p>Pamper Evening (parents)</p> <p>Wine tasting night (parents!)</p> <p>Food demonstration evening (parents) ? Madhu Jacob</p> <p>Quiz Night</p> <p>Summer Fair</p> <p>Ongoing: Discos, cake sales, uniform sales</p>	
<p>5.</p>	<p>We discussed how to communicate events and reminders to parents. The planned new chalkboard will have daily/weekly reminders and will be on display outside the gate at collection time.</p>	
<p>6.</p>	<p>AOB</p> <p>Next meeting November 23rd 7pm Horse and groom pub</p>	

Appendix 1: Grant overview

Growing 4 Good - Project Aspire £3737

FAB supported this school project to purchase new raised beds and equipment to set up a community garden

Gardening club established and supported by FAB & community volunteers

RHS level 3 complete, now working on children's garden enterprise ideas

Thanks to all who have helped get this project off the ground.

Come Rain or Shine - Cllr Ellwood member allocation - £3715

FAB successfully secured funding to

- update the play equipment to enable year round use
- purchase new sandpit covers to protect from elements and wildlife (!)

To come in Autumn 2017

Benches and Bark - Project Aspire £1125

FAB successfully applied for new benches to be used by school and community users

Eco-buddies - Community Foundation for Surrey £2160

FAB successfully applied on behalf of children for a Youth Social Action Grant for things they wanted

- litter pickers
- new bins
- eco buddy badges
- eco day
- recycling activities

Recipe book - Healthwatch Surrey - £995

FAB successfully applied for grant to help reduce costs for our very own Bushy recipe book

linked to healthy schools, erasmus international project, gardening club and eco buddies

Appendix 2:

**Bushy Hill
School PTA
Financial year
ending 31 August
2017**

	Income	Expenditure	expenses as % of income	2016/17 Net Income/ (Expenditure)	2015/16
	£	£		£	£
Big events					
Fireworks	5,331.70	2,897.71	54.35	2,433.99	£1,955
Winkworths sponsorship					
2015 fair	742.50	-	-	742.50	£0
Summer fair	4,960.01	2,028.39	40.89	2,931.62	£3,387
sub total	11,034.21	4,926.10		6,108.11	£5,342
Children's events					
Discos	1,614.00	484.71	30.03	1,129.29	£1,284
Presents for parents	2,366.30	1,311.99	55.44	1,054.31	£618
Fun run	179.29	-	-	179.29	£595
Frosty Fridays	245.50	173.80	70.79	71.70	£176
school panto	370.71	247.00	66.63	123.71	£0
sub total	4,775.80	2,217.50		2,558.30	£2,673
Family & Adult events					
Quiz	552.50	364.74	66.02	187.76	£314
Barn dance	-	15.22		-15.22	£0
Band night	-	21.00		-21.00	£265
sub total	552.50	400.96		151.54	£579
Commission & Annual fundraising					
Christmas cards	609.00	417.60	68.57	191.40	£123
Northbrook	-	-		-	£55
Xmas hampers	587.50	59.00	10.04	528.50	£552
sub total	1,196.50	476.60		719.90	£730
Other income					
Bank interest	14.73	-	-	14.73	£16
Uniform & cake sales	192.95	-	-	192.95	£154
Xmas service refreshments	24.60	-	-	24.60	£95

Harvest refreshments/float	68.91	25.00	36.28	43.91	£39
Sports day refreshments	171.55	31.20	18.19	140.35	£23
refund biscuits at xmas	4.50			4.50	£0
Music evening	194.00	176.14		17.86	£0
Ink cartridge recycle	52.50	52.50		-	£53
Ellwood grant leavers do	3,715.00	1,460.25		2,254.75	£0
refreshments	120.45			120.45	£12
bank transfer	2,500.00	2,500.00		-	
Donation	5.00			5.00	£331
sub total	7,064.19	4,245.09		2,819.10	£723

Expenditure

Children's entertainment				-	
PTA equipment licenses/floats				-	
Class fund				-	
Thanks you's				-	
General refreshments & stock				-	
General admin & stationery				-	
- NCPTA membership		101.00		-101.00	(£96)
- Lottery registration		20.00		-20.00	(£20)
- sundry				-	(£30)
-correct b/fwd balances				-	(£34)
-general stock		14.38		-14.38	
sub total	-	2,434.42		-2,434.42	(£838)

Amounts Prepaid for 2016

Deposit for fireworks		972.00		-972.00	(£1,059)
Presents for parents		39.10		-39.10	£0
Insurance				-	(£126)
sub total	-	1,011.10		-1,011.10	(£1,185)

Net income for year before donations to school

	24,623.20	15,711.77		8,911.43	£8,024
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Donations to school

- Minibus costs	447.63	-447.63	(£537)
- Goals for playground		-	(£252)
-			
Cameras		-	£0
- Defibrillator		-	£0
-			
playback		-	£0
-Xmas crackers		-	(£61)
- Xmas play costumes & clothes rails		-	£0
PE storage	103.17	-103.17	(£49)
- Staff hoodies	1,171.70	-1,171.70	£0
-			
Twin kit	624.90	-624.90	£0
- plants for front of school	20.34	-20.34	£0
- Chromebooks/laptops	9,384.70	-9,384.70	£0
- timber for playground benches		-	(£300)
- Library Books & storage	332.03	-332.03	(£246)
- Playground repairs	463.21	-463.21	£0
whiteboard pens	67.50	-67.50	£0
-Leavers 2017	236.50	-236.50	(£7)
- Year 6 leavers & production refreshments		-	(£186)
		-	
		12,851.68	
sub total	- 12,851.68		
TOTAL	24,623.20 28,563.45	-3,940.25	(£1,638)
diff - receipts and summary	-		

Movement in year

Balance brought forward

Balance carried forward

	-3,940.25	£6,386
	£22,878	£23,683
	18,937.40	£30,069

Notes

1. Still awaiting £742.50 for estate agents board for Summer fair PAID July 2017
2. Given £9,384.70 to school in September 2016 for 30 laptops

CHECK		
		£19,257.6
autumn	£9,968.95	1
spring	£5,355.74	£4,032.63
summer	£6,794.01	£2,773.21
money transfer	£2,500.00	£2,500.00
xmas refund of biscuits	£4.50	
	£24,623.2	£28,563.4
total	0	5