

Bushy Hill Friends Association of Bushy (FAB) AGM

22nd September 2016



Time: 7:00pm to 7.45 pm

Reg. Charity No 1004186

Place: School

Present

Fiona Millard
Jane Thackstone, Treasurer
Helen Dorkings

Louisa Dormer, Head
Steph Friend-Smith, Teacher Rep
Katherine Roberts

Wendy Taylor
Julie Strascio
Alexandra Mazur

ITEM	DESCRIPTION (Actions highlighted in red)
1.	<p>Welcome Fiona Millard welcomed everyone to the AGM and thanked them both for coming and for the help they've given FAB. See above for attendees.</p>
2.	<p>Chair's Report In Jo Rowland and Michele Wright's absence, Fiona presented a summary of the main fundraising and social events of the year to the meeting. She passed on thanks to the core committee, extended committee, FAB class reps and everyone that helped with the many FAB events. Mrs Dormer was delighted with the events and funds provided by FAB, and commented on how much enjoyment this gives the children. A copy of Michele's Chair's Report slides is appended to these minutes.</p>
3.	<p>Financial Update Jane Thackstone gave a summary of the accounts for the previous year. The net income for the year before donations to the school was £8653 which included paying £972 towards the 2016 fireworks display and £464 on 2016 Presents for Parents stock. Jane noted that the £743 Manns sponsorship of the fair which is outstanding. A similar delay in payment means that Winkworth estate agent's £500 sponsorship for the 2015 summer fair is included in these accounts.</p> <p>The fundraising total included; £2699 from summer fair, £2512 from fireworks (£1327 once the deposit and insurance costs paid last year are allowed for), £1151 from discos, £545 from P4P, £689 from the fun run, £519 from Christmas hampers, £635 from quiz (including raffle), £8 from the barn dance, £86 from frosty Friday, £113 from Christmas cards, £294 from uniform and cake sales, £100 from Christmas refreshments, £89 from film night, £33 from ink cartridge recycling, £52 from harvest refreshments, £22 from year 4 assembly refreshments, £80 from music evening refreshments and £73 from sports day refreshments.</p> <p>FAB donations to the school included; £460 Christmas theatre production, £282 minibus running costs, £1644 digital cameras, £453 defibrillator, £870 playbark, £63 Christmas crackers, £145 Christmas play costumes and clothes rails, £120 staff hoodies, £560 Twinkl, £50 plants for front of school, £4975 Chromebooks, £1329 library books and storage, £5000 playground markings, £216 art supplies, £153 Year 6 leavers party and production refreshments.</p> <p>This leaves £22862 in FAB bank accounts. However this is before the £9385, for the 30 new laptops, has been taken out.</p> <p>Jane confirmed that FAB's income is below the limit requiring a statutory audit or independent examination. She does not propose to have them audited this year.</p> <p>Fiona thanked everyone involved in last year's FAB activities again, as together we have raised a substantial amount of money that the school has put to great use. Mrs Friend-Smith confirmed that the teachers have enjoyed using the equipment and supplies provided by FAB in their lessons.</p> <p>Funding Allocation Mrs Dormer thanked FAB for all of the funding last year, and confirmed that this year's funding focus will be on ICT and the outside environment. She hopes that funds might be provided both by FAB and a grant application. Outside the school would like to improve their allotment area, so that this can include growing produce, and smarten up the pond area. With the small existing sandpit being so well used, the school would also like to install another sandpit. Another Christmas theatre production in December will be funded by FAB. Action: Mrs Dormer to book the Christmas theatre.</p>

4.	<p>Insurance Update</p> <p>FAB has public liability insurance provided by our membership of PTA UK. Fiona explained how there have been some recent changes to the insurance policy; it still provides the same cover but the guidance on what we must and must not do has changed.</p> <p>A new requirement is that we should write a simple risk assessment for each event or activity FAB runs; the committee members and event volunteers should be aware of the risk assessment, its findings and recommendations. Mrs Friend-Smith said that the school is also required to risk assess activities, so will have several risk assessments on file for similar activities and which could easily be adapted by FAB.</p> <p>We should also have DBS checks where required. This should include committee members. The requirements for DBS checks were discussed. The requirement for checks and level of check is dependent on the activities required, so FAB activities need to be reviewed for this.</p> <p>The insurance cover provided also has limits on the amount of cash covered.</p> <p>Actions: Fiona to request copies of similar risk assessments from the school, and review typical FAB activities with Liz Vinal to identify which activities require standard/enhanced DBS checks. Event coordinators to prepare simple risk assessment for events and send copies to the committee and event volunteers. Jane to review the insurance policy requirements for cash to check FAB activities comply.</p>																																						
5.	<p>Positions Vacant/FAB Class Reps and Co-Ordinator Roles</p> <p>Fiona thanked people for the many offers received to continue with and take on the wider committee and as class reps. Details of the various roles, and where vacancies remain are shown below:</p> <table border="0" data-bbox="292 798 1266 1428"> <tr><td>Presents4Parents</td><td>Gaby Ottey</td></tr> <tr><td>Estate Agent Board</td><td>Katherine Roberts</td></tr> <tr><td>Licenses</td><td>Wendy Taylor</td></tr> <tr><td>Discos</td><td>Helen Dorkings</td></tr> <tr><td>Year 6 Leavers Team</td><td>Vacant</td></tr> <tr><td>Fireworks</td><td>Fiona Millard</td></tr> <tr><td>Harvest Refreshments</td><td>Wendy Taylor</td></tr> <tr><td>Harvest Hampers</td><td>Michele Wright</td></tr> <tr><td>Xmas Refreshments</td><td>Michele Wright</td></tr> <tr><td>Xmas Cards</td><td>Shelly Grainger</td></tr> <tr><td>Xmas Hampers</td><td>Michele Wright</td></tr> <tr><td>3D Class Reps</td><td>Julie Strocio & Helen Whitcombe</td></tr> <tr><td>3E Class Reps</td><td>Alexandra Mazur</td></tr> <tr><td>4K Class Reps</td><td>Jen Duke, Louisa Blundell, Louise Lenel & Sarah Nixon</td></tr> <tr><td>4S Class Reps</td><td>Vacant</td></tr> <tr><td>5S Class Rep</td><td>Tracy Parkes</td></tr> <tr><td>5H Class Reps</td><td>Katherine Roberts & Tracey Stanley</td></tr> <tr><td>6F Class Reps</td><td>Vacant</td></tr> <tr><td>6SB Class Reps</td><td>Jeannette Middleton</td></tr> </table> <p>Actions: Fiona to ask Jeannette to email Year 6 to find Year 6 Leavers Team. Helen to ask 4S for class rep volunteers.</p>	Presents4Parents	Gaby Ottey	Estate Agent Board	Katherine Roberts	Licenses	Wendy Taylor	Discos	Helen Dorkings	Year 6 Leavers Team	Vacant	Fireworks	Fiona Millard	Harvest Refreshments	Wendy Taylor	Harvest Hampers	Michele Wright	Xmas Refreshments	Michele Wright	Xmas Cards	Shelly Grainger	Xmas Hampers	Michele Wright	3D Class Reps	Julie Strocio & Helen Whitcombe	3E Class Reps	Alexandra Mazur	4K Class Reps	Jen Duke, Louisa Blundell, Louise Lenel & Sarah Nixon	4S Class Reps	Vacant	5S Class Rep	Tracy Parkes	5H Class Reps	Katherine Roberts & Tracey Stanley	6F Class Reps	Vacant	6SB Class Reps	Jeannette Middleton
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6.	<p>Elect Committee Members / Trustees</p> <p>The existing chair, deputy chair and treasurer have all been on the committee for two years and, as they stated when elected last year, do not wish to stand again this year. The secretary position was already vacant. There were no offers from anyone at the AGM to stand for the FAB committee roles.</p> <p>To ensure fresh ideas are brought into FAB the old committee felt that new committee members should be elected. A lot of support and experience is available as shown by the list of coordinators and class reps above, and the number of volunteers we have had with FAB events last year. Michele, Jane and Fiona are happy to provide handover support.</p> <p>It was agreed that further efforts are needed to recruit new committee members and an Extraordinary General Meeting was arranged for Thursday 20th October 7:30pm at the Horse & Groom.</p> <p>Actions: All to seek volunteers for secretary core committee member/trustee position. Mrs Damer to include in school newsletter.</p>																																						
7.	<p>Any Other Business</p> <p>No matters of AOB were raised. Fiona then closed the AGM.</p>																																						

Friends Association Bushy (FAB)

Bushy Hill Junior School PTA

Chair's Report
September 2016
Michele Wright, Vice Chair



Objectives of FAB

- We are a registered charity with the purpose of organising social and fundraising activities to bring the school community together, and to raise valued funds to benefit the school and its pupils
- All parents and carers are automatically members

Committee 2015- 2016

- Chair: Jo Rowland
- Vice Chair: Michele Wright
- Treasurer: Jane Thackstone and Sheena Cordery
- Secretary/Fireworks: Fiona Millard
- FAB Co-ordinators: Helen Dorkings (Disco), Tania Barnes (Raffle), Jeannette Middleton (P4P), Jo Blyth (P4P & Boards), Wendy Taylor (Licenses), Sonya Graham (Film), Shelly Grainger (Xmas Cards), Tracy Coates (Xmas Refreshments), Jemma Thomson (Printer Cartridges), Mrs Dormer (Head), Mrs Friend-Smith (School Rep)

Committee 2015- 2016

- **FAB class Reps:** Jennifer Duke, Louisa Blundell, Louise Lenel, Sarah Nixon, Laura Chesterfield, Gill Salmons, Caroline Downing, Katherine Roberts, Tracey Stanley, Tracey Parks, Shelly Grainger, Jeannette Middleton, Rachel Jansen, Jill Hunter, Sharon Harrison & Louise Perry.
- **Volunteers:** Over 100 parents have helped at FAB events this year. Some just at one, others at dozens. Much appreciated support from teachers and school staff.

Projects Funded in 2015/16

- £5000 playground repainting and benches update
- £5000 chromebooks
- £600 playbark for trim trail
- £1600 school cameras
- £1500 library books
- £450 defibrillator
- Funded Year 6 leavers refreshments & donated to leavers party
- Xmas crackers & play costumes
- Class funds
- Staff hoodies
- Art supplies
- £15000 added value to our children's school



FAB Events & Activities

- Discos
- Summer Fair
- Christmas Cards
- Inside Out Film Night
- Recycling Printer Cartridges
- Firework Extravaganza
- Christmas Presents for Parents
- Year 6 Leavers
- Fun Run
- Barn Dance
- Frosty Friday
- Cake Sales
- Quiz Night
- Christmas Hampers
- Refreshments: Harvest, Christmas, Music Night, Leavers & Sports Day



School Discos

- FAB lead: Helen Dorkings
- Termly discos for the children
- Thanks to Glynn our resident DJ
- Yr 3 & 4 Disco followed by Yr 5 & 6 Disco
- Well attended
- Tickets sold on WisePAY
- Sweets & drinks provided for the children



Fireworks Extravaganza

- FAB Lead: Fiona Millard
- Fireworks display for the Bushy Hill School Community
- Licensed bar and refreshments
- Sponsorship for boards
- Fun night for adults and children



Christmas Hampers

- Multi day in aid of Christmas hamper donations
- Used boards in school office to list class donations needed
- Volunteers to make up the hampers
- Raffle tickets sold and drawn on the last evening of the Christmas service



Presents for Parents

- Opportunity for children to buy Christmas presents for family members
- Presents bought, wrapped and sold to the children
- Event over 3 lunchtimes
- The children LOVE it!



Summer Fair

- Held on Friday 5.30-8pm
- Lots of profitable stalls – one per class
- BBQ & licensed bar
- Teachers choir!
- Open Evening to view our children's work
- Very well attended by many families and others in the community



Going forward – benefits and challenges

- Every penny raised and spent benefits our children
- Our time in FAB leaves a legacy too
- Sense of inclusion and camaraderie
- I'm proud to be a FAB member 😊

- We are all volunteers
- Communication
- Efficiencies

We need a new committee to continue our great work!

Coming Up soon...!

- Macmillan Coffee & Cake
Friday 30th September 9am
- The Average Chalky White Band
Saturday 1st October 7:30pm
- Fireworks Extravaganza!
Thursday 3rd November 6pm



Thank you...

- For your contributions in 2015/16
- For coming tonight
- For listening

ANY QUESTIONS?

Friends Association of Bushy Hill Junior School – Committee Roles

FAB Chair / Deputy Chair / Co-Chair

- Liaise with the Head to arrange FAB events, dates and spending ideas
- Arrange, set agenda and chair FAB meetings & AGM to generate ideas and support
- Lead discussions on where FAB funds are spent
- Central contact point for FAB communications
- Write regular FAB newsletters
- Produce posters and flyers for FAB events
- Plan and run FAB events and support and coordinate other parents who do so
- Ensure FAB events are risk assessed and have appropriate licenses and insurance
- Ensure accounts are audited each year and signatories are still valid (Treasurer to carry out)
- Ensure minutes are kept of meetings (Secretary to carry out)
- Clear approval of who is spending FAB money
- Monitor FAB equipment and stock in the FAB shed and FAB cupboard

As both co-chairs are stepping down, the new chair / deputy-chair / co-chairs will have the freedom to decide on their titles and how to split the responsibilities.

FAB Treasurer

- Maintain a cashbook to record income and costs against each event
- Update the bank mandates for changes in FAB committee members
- Ensure that copies of receipts for all costs are filed and matched to the bank account entries
- Prepare floats for each event and collect, count and bank cash and cheques
- Prepare a report for each of the 3 annual FAB meetings showing the profit made on each event during the term and the cash available for the school
- Prepare a summary report for the whole school year
- Complete forms for Guildford Borough Council on the income and costs for raffles
- Claim gift aid refunds from HMRC (this can be done once every 2 years)
- File accounts with the Charity commission each June (this is just a report of the income and costs for the previous year)

FAB Secretary

- Take minutes at FAB meetings – 3 to 6 per year. Distribute to parents via Parentmail/office.
- Provide details to Chair for FAB newsletters.
- Send out volunteer sheet each term for events - photocopy and get into class postboxes.
- Collate volunteer sheets and draw up rota.
- For events without a coordinator, create, photocopy and send out ticket request forms for events not sold on Wisepay (e.g. fireworks, quiz night). Create tickets – photocopy and guillotine.
- Type up other documents and letters as necessary.

(N.B. There is a FAB memory stick with all past documents from about the last 5 or more years, so most of the creation and designing is amending a previous version. There are also versions in a variety of formats e.g. Word, Excel, Publisher, PDF).