

FODS AGM: Minutes
Monday 13th September 2021, 1:30pm at School
Davenham C of E Primary School

Present: Sharon Baker (via Zoom), Louise Comley, Joanne Hyslop, Anne-Marie Marshall, Beth Newby, Joanna Williams, Ruth Wood

Apologies: Alice Atherton, Claire Coates, Emilie Mercer, Fran Ogden

1. President's Welcome and Vote of Thanks (Joanne Hyslop)

Joanne thanked everyone for coming to the meeting. Sincere thanks was given to FODS for all the support they have given to school over the past year. Joanne recognised how lucky we are to have had the Christmas and Summer events still take place, albeit in a different format, when some schools have not held anything during the last challenging year. Often, the things that children highlighted in their surveys as their most special and fun memories, were the events organised by FODS. Thanks was also given for ensuring classes who missed out on the day due to bubble closures were then also provided with a similar experience on their return.

FODS has always made a real difference and this year has been no different. The amount raised has enabled all children to now have a school locker. The enjoyment they get from this is incredible and, from a safety perspective too, it has been a massive help. Thanks was given to all FODS committee members for their invaluable support, time and effort and recognition also given to Ruth Wood for her commitment over the last 6 years too.

2. Chair's Report (Anne-Marie Marshall)

Anne-Marie read out the Chair's Report providing a recap of the events held over the past year.

Thanks were given to all committee members, parents, carers, staff and local business for their continued time and effort over the last school year which has seen a year like no other with the continuing challenges of the pandemic.

In spite of this, FODS adapted to provide a Christmas Fun Afternoon and Summer Fun Fest which enabled the children to celebrate and have fun in their class bubbles with their teaches. This wouldn't have been possible without the continued dedication of FODS volunteers and staff alike.

A copy of the Chair Report can be found at the foot of these minutes.

3. Treasurer's Report (Louise Comley)

Louise provided an update on the funds raised throughout the year with a fantastic net profit of £6,400 in spite of COVID restrictions.

The 2 events provided comprised 96% of the net profit: Christmas Fun Afternoon (£4188.09) and Summer Fun Fest (£2011.29). The raffles alone raised £1500 and £850 respectively.

This profit has enabled us to make a real difference to the school with lockers now provided for Years 3-5. Additional funds can now be used to contribute to the cost of the Reception lockers too.

Deposits which have yet to be used (for previously cancelled or postponed events) include:

- £107.75 for hall hire and DJ for the Children's Discos.
- £102.50 for Party Casinos

Account balances now stand as follows:

Ball Account = £0.10 (historical account to allow for sundries)

Main Account = £4,156.28

School Council = £15.48

A copy of the Treasurer Report can be found at the foot of these minutes.

4. Election of Officers

Anne-Marie Marshall was re-elected as **Chair** and nominated by Joanna Williams and seconded by Louise Comley (with no other nominations).

Joanna Williams was re-elected as **Vice Chair** and nominated by Anne-Marie Marshall and seconded by Beth Newby (with no other nominations).

Louise Comley was re-elected as **Treasurer** and nominated by Beth Newby and seconded by Anne-Marie Marshall (with no other nominations).

Ruth Wood stepped down as Secretary with thanks given. **Sharon Baker** was elected as **Secretary** and nominated by Joanna Williams and seconded by Anne-Marie Marshall (with no other nominations).

ACTION (Ruth): Update admin external login contact details, issue handover note.

The above four Committee Members are Trustees of FODS, along with the President – Joanne Hyslop.

Sophie Killey has confirmed she is happy to continue as **Catering Officer** however an additional person is required for support. Due to work commitments, Sophie won't always be available on days where she works.

Additionally a **Health & Safety Officer** is required to conduct risk assessments for all FODS related events.

ACTION (Anne-Marie): Include request for volunteers in Welcome Note.

5. Any Other Business

Fashion Show (15/10/21)

Due to the uncertainty around dates and shortened time now available to sell tickets, Sarah Potts has confirmed with SOS Boutique that the event will now be deferred until 2022. A date of Friday 11 March 2022 has been proposed by SOS Boutique and agreed with school and FODS.

ACTION (Ruth): Confirm back to Sarah Potts agreed date.

Tea Towels

Nicola Williams has confirmed she is happy to continue with organising this in her final year.

ACTION (Ruth): Request brief handover note from NW for 2022/2023 continuation.

Meet New Parents

Each year, FODS hold a coffee morning for new reception parents to meet up, learn about FODS and get to know others in their year group. Discussed various options including zoom meetings but agreed in person would be best to facilitate introductions with the Forest School area identified as the most suitable location and the invite extended to all parents. Dates of Monday 27th September (2:30pm) and Thursday 30th September (9am) agreed.

ACTION (Joanna / Anne-Marie): Draw up details and communicate via Newsletter / Facebook.

Smarties

Ruth Wood confirmed she is happy to source the Smarties for school's annual Children in Need fundraising activity.

ACTION (Ruth): Source Smarties.

Christmas Cards

Beth Newby confirmed there are a number of companies with approximately a 6 week end-to-end lead time which will produce Christmas cards designed by the children. Donations generated from sales vary around the 20% mark. All agreed that it would be a nice thing to be re-introduced every two years.

ACTION (Beth): Organise Christmas card process with school.

Bags2School

Beth Newby raised the idea of re-introducing the Bags2School scheme whereby donations of clothes are bagged up and money raised based on the weight of the collection. All discussed and agreed this could be simply introduced and perhaps something a new volunteer could take on board.

ACTION (Sharon): Keep in view for next meeting.

Used Uniform

Joanne raised the idea of re-introducing the sale of second-hand uniform. This was always well received by parents and a nice fundraiser too. Beth suggested Parents evening as a potentially ideal time to do this with Anne-Marie suggesting the option of an online shop whereby sales could be generated with a suggested donation to FODS.

ACTION (Anne-Marie): Investigate online shop options for used uniform sales.

Christmas

All agreed that the enforced format change of the Christmas Fair was well-received by children, parents and school alike. The funds generated were comparable with previous years and importantly allowed all children to participate and have fun. Unanimous agreement to continue with this new format and tie in with the Christmas lunch. Dates of Tuesday 14th December (Reception and KS1) and Thursday 16th December (KS2) were agreed.

ACTION (Christmas Sub-Committee): Agree activities and confirm any additional support required.

6. **Date of next AGM Meeting**

Monday 12th September 2022, 1:30pm at Davenham C of E Primary School.

Date of first FODS Meeting of the year

Monday 8th November 2021, 7pm at Davenham C of E Primary School.

Chair Report: FODS AGM September 2021

Welcome and Overview

Welcome everyone and thank you for attending this AGM.

It's been a school year much like the second half of the previous one, shaped predominantly by the impact of the Covid pandemic; but despite the many challenges this posed for us all, the spirit of solidarity and community between the school, parents, carers and children held strong, and I'm sure that this will stand us in good stead as we move forward with hope that this school year will be a safer, more certain and enjoyable period for all of us.

The prevailing Covid restrictions on social interaction obviously necessitated a drastic curtailment of the range of fundraising activities FODS normally organises. This said, although its ability to organise events was curtailed, its enthusiasm for generating innovative alternatives certainly was not, and I'm incredibly grateful to our dedicated team of FODS volunteers for another year of outstanding effort and achievement, whilst juggling the personal, work and home-schooling demands posed by the pandemic. Thank you all!

On behalf of FODS I'd also like to extend a big heartfelt thank you to all parents, carers, school staff and local businesses for their continued support, particularly this past year when hearts, minds and lives were pulled in many competing directions.

I hope that with the worst of the pandemic behind us, and as we transition to a more normal mode of operation, FODS will fulfil its ambition of engaging ever more widely and relevantly with you, raising all important school funds for the direct benefit of our children in the process. This said, it can only do this with your help. As is the case with many school PTAs, FODS is currently running thanks to a very low number of extremely committed volunteers, but it urgently needs to reinvigorate and bolster its volunteer base in order to maintain, let alone exceed, pre-pandemic levels of fundraising activity. We have no shortage of exciting fundraising ideas and it's a great time to join us - there are so many ways to get involved, including committee roles, or helping on the organising sub-committees for events such as the Christmas Fair, School Circus Event and the biannual Fizz and Fashion Shows. We all have busy lives and any time contribution you can make will be greatly appreciated. So, I'm strongly encouraging as many of you as possible to please volunteer and thereby help us address our single biggest operational challenge. Thank you.

Fundraising Events Summary 2020/2021

Notwithstanding the limited scope for fundraising initiatives this year, FODS still managed to return a fantastic £6,430 (net profit) from two main events - most of which was gratefully received by the school for expenditure on lockers which the children are thrilled with.

- *Christmas Fun Afternoon* which was widely supported and provided much needed festive celebrations for the children. A big thank you to all parents and carers for supporting this, and particular thanks to the teachers and staff and the organising sub-committee who made it happen in such a successful way – Alice Atherton, Sadie Hopley, Gemma Laverty, Beth Newby, Anna Hutton, Charlotte Horan and Dawn Leyland. Thank you also Jo Williams for organising the wonderful Postcard to Santa initiative which went down a treat with our younger children.

- *Summer Fun Fest* which was a lovely way to end the school year and special thanks to Jo Williams and Louise Comley for organising this in such an imaginative and creative way, especially given the logistical challenges posed by class bubbles. Further thanks of course go to the school staff for their help on the day, as well as to all parents and carers for their fabulous support.

There is an accompanying Treasurer's Report providing a full financial breakdown of all fundraising and expenditure activity.

Goodbye to Ruth Wood

Goodbye and the biggest thank you to our committee secretary Ruth Wood. After six years of outstanding commitment in her role on FODS, Ruth has decided to step down. To say that we will miss her wisdom and dedication to all things FODS-related is an understatement. We wish her all the best, and I'm sure we'll seize any opportunity we can to grab her at the school gates to find out the answer to some thorny constitutional issue we have!

Closing Remarks

In conclusion, this year has been a year like no other, and as such, the time, effort and enthusiasm on the part of all our FODS volunteers, parents, carers, teachers, staff and generous sponsors are appreciated more than ever. I'm optimistic that FODS will go from strength to strength this coming year with an augmented volunteer base and the incredible support of all its stakeholder groups to raise money for much valued projects that our children will derive huge benefit from.

Wishing everyone a successful and healthy year!

Anne-Marie Marshall
FODS Chair

Treasurer Report: FODS AGM September 2021

Events summary:

- Fundraising events again sadly impacted by COVID-19
- Net profit of £6,430.00, **96% of which came from two events:**
 - Christmas Fun Afternoon (£4188.09/ 65%)
 - Summer Fun Fest (£2011.29/ 31%)

Other	Profit
Tea towels	£150.74
Easy Fundraising	£68.20
Amazon Smile	£68.84

- Deposits which have yet to be used:
 - Party Casinos £102.50
 - Cath Salt £50 DJ deposit/ £57.75 Hall hire

What the profits have been spent on:

- Year 5 Lockers (£1,425.00)
- Year 3/ 4 Lockers (£3,600.00)
- ParentKind Insurance (£111.00)
- Leavers Mugs (£72.00)

Starting balance (5/9/20):	£2,933.55
Add £6,430.64 profit for full year	
Less £5,208 expenditure of profits	
Ending balance (4/9/21):	<u>£4,156.28</u>

School Council

Starting balance (5/9/20):	£15.48
No activity during year 20/21	
Ending balance (4/9/21)	<u>£15.48</u>

Ball account

No activity on this account	
Ending balance (4/9/21)	<u>£0.10</u>