

Friends of St Mary's Parent and Teacher Association
Registered Charity Number 1036532

Minutes of the AGM held 28th September 2020 at 19.30 via Zoom

Attendees

Marge Jessop – Chair	Naomi Gornall – Vice Chair
Lauren King – Treasurer	Barbara Pink – Secretary
Mrs Berry – Headteacher	Mrs McGhee-Wallace – Teacher
Anna Dixon	Elena Biondi
Emma Dowsing	Denise Lavender
Libby Griggs	Lizzy Redshaw
Lucia Smith	Rohit Wadhvani
Eva Yap Ramos	Sheila Chika
Deepika	BudgieF

Ordinary Business

- 1. Apologies for Absence** – Nicola Campbell
- 2. Minutes of the AGM held on 16th October 2019**
These are available on the school website should anyone wish to see these
- 3. Any matters arising from the minutes of the meeting held on 16th October 2019**
No matters arose; however, it is worth noting that we have not been able to do many of items originally planned due to COVID-19 and its restrictions.
- 4. Treasurer's Report for the year ending 31st July 2020**
See school website for full report
- 5. Chair's report for the year ending 31st July 2020**
See school website for full report. Highlights include the need for succession planning; without sufficient people in the roles the association will not survive and the risk of not being able to plan events for the remainder of this year and next.
- 6. Appointment of an independent Examiner of Accounts for the year ending 31st July 2020**
The treasurer did ask if anyone in the meeting could do this, but no one knew anyone, so she will arrange this.
- 7. Election of Officers and Trustees of the committee.**
 - Chair – Marge Jessop stood unopposed. She will continue in this role.
 - Vice Chair – Naomi Gornall stood unopposed. She will continue in this role.
 - Secretary – Barbara Pink expressed her wish to stand down. However, there was no one else willing to take on this role. Barbara therefore has said she will continue, as long as she has help.
 - Treasurer – Lauren King stood unopposed. She will continue with this role.

Special Business

8. Discuss Constitution and potential amendments.

The current association constitution is very old, and we would like to have this updated to a ParentKind version. There were no objections to this in the meeting; however, the chair will share both constitutions via school and await comments before formally updating this on the Charity Commission.

9. FOSM purpose for the coming year and how we will run including fundraising plans

Our main aim for the year will be to continue the re-design of the Willow Garden, school pond and outside classroom.

We have forged a relationship with Poundland in town and they have already been in touch this school year to advise that they have items for us. The chair has been in touch with Mrs D-N to see if the year 6 class can do an enterprise scheme for Christmas with stock we have in the shed.

It was decided that we will not be able to help with Christmas Cards this year, so this will not be done.

Due to not being able to plan any events we will push the following;

EasyFundraising – shop online via this website to raise money for the charity

SmileAmazon – shop online via this website to raise money for the charity

Your School Lottery – Seemed acceptable to the group. Cost is £1 per week, and the charity collects 40% of all ticket sales made. All supports get the chance to win a weekly cash prize as well as a jackpot prize. An email will go out to the parents to gauge enthusiasm.

Dress Down Days – the chair will contact Mrs Berry to arrange dates. Mrs McGhee-Wallace requested that this was inclusive and as accessible as possible so that no child was left out. If the children are due to wear PE Kits on the dress down days, then they will either be allowed to wear their own sports kit or their own jumper over the school PE Kit.

Santa Visit – It was noted that this will be difficult to achieve this year due to COVID-19. Therefore, it was suggested that there is a virtual Santa visit or perhaps a pre-recorded message from Santa. It is acceptable for the association to provide gifts as usual, however, these will need to be quarantined for 72 hours before being given to the children. Mrs Pink asked if it would be acceptable for her to bake individual cupcakes for each child in addition to gifts. Mrs Berry will look into this and advise if it is possible. Emma, Lizzy & Anna have said that they will be happy to lead this.

Second Hand School Uniform – We felt that this will be needed more than ever this year, due to parents wanting extra. There is a new way of donating uniform and requesting uniform, which was in the recent newsletter.

Bags2School – We don't know when we will be able to start this up again. The possibility of having a charity bin on site was raised so that the company do not need to come into the school, and we don't have to store bags anywhere. Marge will contact the church to see if it is possible to locate it over there.

10. School bids for funding for the coming year

Willow Garden – The bottom of the Willow Garden has now been cleared by landscapers Katie's Garden and they have helped with the design and layout of how the school would like it. It will not be an established garden but one that will grow with time.

The school would like help with planting and the future maintenance of the garden. It is planned that the garden will be ready for plants in March. Katie's Garden will run a stall with plants at cost price so that every family can come in and plant something or the family can bring in their own plants.

Mrs McGhee-Wallace is leading the planning committee for this project along with 2 TA's. She requested 2 parents also join the committee. Marge and Naomi volunteered for this.

The school ran a Grotto Design competition which should have been built during Art Week last June, however this will need to be added this year. It was also noted that we need to include a statue of Claudine in the garden as this was stipulated in previous donations for the Willow Garden.

Emma said that Axa might be able to provide a group to come in one weekend and help out for the day in the Willow Garden or Pond area. She will see if this is back up and running and advise. Naomi said her place of work do similar, so will also advise if this is possible.

Pond Area – It is thought that there are endangered Newts in the pond area, so this will need to stay as such. It is in need of some care.

Outside Classroom – the area next to the pond needs to be cleared and updated and made available for use.

Chrome Books – Mrs Berry would like a few in reserve, so that they can be given to children who do not have access to a laptop or computer should a class or the school go into lockdown.

Wifi Dongles – Mrs Berry would like some dongles so that they can be given to children who do not have access to the internet should a class or the school go into lockdown. Anna said she can help advise on this if needed.

The group voted in favour for all of this.

11. Confirm class reps, allocate tasks, agree approach going forward

Class Reps;

Reception – Anna Dixon

Yr 1 – Barbara Pink

Yr 2 – Naomi Gornall

Yr 3 – Anna Dixon

Yr 4 – Barbara Pink

Yr 5 – Lucia Smith

Yr 6 – Marge Jessop

Going forward;

We will in the future we will try to advertise roles in advance, so parents have a chance to consider standing for these roles.

A new Whatsapp Group for the year will be set up.

Sub-committees will be set up as needed.

Meetings will be set as and when required, dates and times will be published in the newsletter. It was noted that virtual meetings are easier to plan, and we had more people join due to this.

12. AOB

Parking – Mrs Berry talked about the rationale behind the staggered starts. The use of the Woodbridge Road entrance is unviable due to the busy road and Mrs Berry felt this was unsafe for all. Therefore, there are 3 available entrances. This keeps the children safe and separate. This will be reviewed as time goes on.

Masks – It was asked if parents will be requested to wear masks at drop off and pick up. The school are not planning to at the moment, but parents are free to wear them if they wish.