

# Friends of St Mary's School (FoSMS)

Registered Charity number: 277302

## Committee Meeting

Friday, 9<sup>th</sup> November 2018

1.00pm

Hudsons, Putney

### 1. Attendees and Apologies

Cheryl Payne (Chair) (CP), Ted Wainman (Vice Chair) (TW), Natasha Hume (Treasurer) (NH), Katie le Roux (Secretary) (KIR), Anne Burfitt (KS2 Rep) (AB), Bethan Deakins-Harvey (KS1 Rep) (BDH), Sarah Moss (EYFS Rep) (SM), Linda O'Riordan.

### 2. Declarations of Interest

The Committee Representatives were asked by the Vice Chair to declare any potential conflicts of interest. None were declared.

### 3. AGM and Approval of Minutes

Some minor amendments to the Treasurers Report and corrections to the minutes were identified. They were otherwise approved.

**Action:** NH to circulate updated Treasurers Report and KIR to update and circulate the final minutes.

### 4. Bicentenary Launch Party Feedback

Feedback from the event was overwhelmingly in the positive; the Committee agreed that it had been a great success and thanked TW.

### 5. Bicentenary Ball and Tickets Update

BDH confirmed that all but three tables were sold on the night of the launch but that there was potential to add another table if required. TW requested that it be an inclusive event and that people were sensitive to individuals who may want to attend but felt unable to put together a full table.

**Action:** Jane Farrell to be invited to future meetings when matters relating to the Ball may be discussed.

### 6. Constitution

The Vice Chair set out some proposed amendments to the constitution; namely in relation to responsibilities surrounding final decisions on spending and the addition of new roles. NH requested that the sports fund also be formally included as an interested party.

**Action:** TW to circulate his changes for review and comment.

## **7. FoSMS Committee Make Up**

The Vice Chair told the Committee of his suggestions to include some new formal roles, including membership secretary and an alumni rep.

**Action:** TW to circulate suggestions for review and comment.

## **8. FoSMS Committee Terms of Reference**

The Vice Chair requested that a formal terms of reference be drafted that clearly defined the roles of the Committee and the Class Reps.

**Action:** TW to circulate his draft for review and comment.

## **9. FoSMS Committee Job Descriptions**

Similarly, it was agreed that formal job descriptions should be drafted for each role in order to clarify individual responsibility and to ensure a smoother transition when the time arises.

**Action:** BDH to draft a description for class reps, KIR to draft the other Committee members (Treasurer, Secretary) and forward a template to the Vice Chair for consistency.

## **10. "RU-a-FoSM" Campaign – Introduction**

TW explained to the Committee his plan to formalise the membership of FoSMS. His intention is to mail all attendees at the launch party as well as all class lists confirming their membership. This email is to be sent via mail chimp with a clear unsubscribe option. Additionally, at the start of each year an additional FoSMS membership form is to be included in the pack of paperwork in order to obtain consent from parents and carers. This database can then be managed going forward by FoSMS and within the requirements of GDPR.

**Action:** LOR to confirm requirements for membership form.

**Action:** TW to design a 'FoSMS sign-up' form for inclusion in new starter pack.

**Action:** CP to arrange that children design a logo to encourage subscriptions.

## **11. Gift Aid**

SM explained that the process for registering for gift aid was almost complete; details of the bank account as well as information about the authorised person was required and it was agreed that this should be CP.

**Action:** NH to send SM a copy of a bank statement.

## **12. Christmas Tree**

TW confirmed that the school's Christmas tree is usually donated and that a second, smaller tree is purchased for the office. He requested someone take ownership of organising the trees, including pick up. AB agreed to manage this.

A further discussion was had in terms of how the Committee managed 'thank you's' and it was agreed a better process of displaying names should be put in place. Suggestions were made for a simple page on the website as the FoSMS current site is more of a document depository at present.

**Action:** TW to send AB tree details.

### **13. Fund Raising**

TW confirmed that Allan Fuller were no longer going to sponsor the Christmas fair, NH confirmed that they had historically been slow to make payment anyway. She explained that advertising revenue was critical to meet expenditure but confirmed that the baseline costs for FoSMS are covered.

Discussion ensued surrounding the management of the fund raising and it was agreed that someone should be appointed as fund raising coordinator. The role would be to ensure no conflicts and the individual should be notified about all potential conversations and meetings. LOR agreed to take on this role.

**Action:** NH to feedback re what is required from the Bicentennial Committee.

### **14. FoSMS Meeting Agenda Items**

TW told the Committee that Dorian Healy had made a suggestion for a limited edition sweatshirt to be made available and that would be an acceptable (and optional) item of uniform. The Committee agreed that – on the face of it – this was a good idea but general consensus was that it had to be a design that appealed to both children and adults for it to be a really worthwhile project. It was agreed that this project should sit with the Bicentennial Committee.

### **15. Date of Next Meeting**

NH confirmed she is unable to attend proposed date but it was agreed that spending decisions would be an important agenda item and therefore the meeting should be rescheduled.

**Action:** TW to propose a new date(s).

### **16. AOB**

There being no other business, the Vice Chair called the meeting to a close.