

# **Friends of St Mary's School (FoSMS) Meeting Minutes**

Registered Charity number: 277302

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

2.15pm

St Mary's School Hall, Putney

## **1. Welcome and Apologies**

In attendance: Cheryl Payne, Ted Wainman, Maria Shaw, Amelia Iglesias, Katie le Roux, Lisa Lowe, Catherine Rockey, Bethan Deakins-Harvey, Michelle McDermott, Jane Farrell, Angela Mullan-Kolver, Lynda Donlon, Natasha Hume, Anne Burfitt, Charlotte Rettie, Sarah Moss, Sophie Booth, Dorian Healy and Lindsey Lillywhite.

Apologies: Louisa Kim, Carrie Rose-Green, Claire Watts and Joanna Kofler.

## **2. Declarations of Interest**

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

## **3. AGM and Approval of Minutes**

TW confirmed that the minutes had been approved and would be circulated in due course.

## **4. Bicentenary Launch Party Feedback**

It was agreed that the event had been fantastic, and most of the feedback was extremely positive. Everyone thanked TW and all who had worked so hard behind the scenes and on the evening itself to make it such a success.

## **5. Bicentenary Ball and Tickets Update**

TW asked for an update re ticket sales and LL confirmed that the event was now sold out. JF explained that there was potential to add three more tables 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.

## **6. Dad's Football**

TW informed everyone that YN had been the winners at the recent event. He also explained that for the first time ever year 2 had not been represented at the tournament. It was agreed that this was a disappointment but that it is likely many dad's are simply not receiving the relevant communications. He explained the plan to collate a FoSMS database (see below also) and the hope is that all interested parents and carers would be subscribed and be well informed of FoSMS events.

Other feedback from the Committee Meeting suggested that the event next year should be for all and be renamed "Adults' football".

## **7. Class Rep Communications – Feedback**

TW asked if anyone had any issues in relation to communication and there were no issues raised.

## **8. "RU-a-FOSM?" Campaign – Introduction**

TW explained 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 mailchimp 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.

## **9. Christmas Cards**

A notice has already been sent out via parentmail but TW explained that the person who normally organises the Christmas cards will not be able to continue next year. CR volunteered to manage this next year.

## **10. Christmas Fayre**

MM gave an update of plans for the fayre and of progress so far. For the most part, the format would be as last year with a few minor exceptions; the deli stall is to change to a simple cake/treats stall, the secrets room entrance and exit will be moved to centre around the YN classroom to avoid children being too close to the exit and refreshments will be sold outside YN and from the hatch in the hall for parents/carers who might be waiting for their children. A new 'adopt a teddy' stall has been planned and she asked that a request be sent out that via year groups for unwanted teddies. She confirmed that Santa and the grotto had been booked and asked when access to the hall would be possible; CP confirmed that 1.30 would be fine. She also asked if the teachers were going to do a calendar and CP confirmed that they were. Finally, she asked if there were any other requirements in order to sell alcohol and it was agreed that a TEN licence should be obtained.

**Action:** Class reps to request donations for teddies.

**Action:** TEN licence to be arranged, AB agreed to sort this out.

**Action:** TW to forward MM full class rep contact details in order for future communication to be easier.

## **11. Gift Aid**

SM explained that the process for registering for gift aid was almost complete and that there were some rules about how and when it could be claimed. She explained that we could potentially also claim retrospectively and she would provide some more information in due course.

**Action:** SM to circulate a summary note.

## **12. Christmas Party**

JF confirmed that the date had been agreed and initial notice had already been sent via parentmail about the event. It is to be a low-key drinks at the Spencer pub on Friday 30<sup>th</sup> November. Further communications are to be managed by the class reps.

**Action:** JF to book an area at the Spencer.

**Action:** Class reps to communicate the event to their year groups.

### **13. Quiz night**

TW asked if the quiz night is normally a sell out and AB confirmed it was. She also confirmed that Polly Fox was in the process of organising the quizmasters.

### **14. Family Disco**

AI confirmed that the leisure centre had been booked. She asked if FoSMS was a foundation as a discount would be applicable, SM confirmed that it is a charity. AB confirmed that the TEN licence for the event had already been arranged. In addition, FoSMS now has the ability to accept card payments. AB explained that the device is registered in her name and it was agreed that it should remain at school.

### **15. Sponsored Walk**

For the sponsored walk it is a requirement to 'book' Richmond Park to ensure no clashes with other events.

**Action:** CR to speak to the relevant authorities and arrange.

### **16. Summer BBQ**

It was noted that the summer BBQ was one of the largest events of the school year in terms of planning and fund raising but TW asked if anyone would be willing to take ownership of the event. BDH confirmed that Viera Ghods had previously agreed to project manage this.

### **17. Fundraising - Little Voices/Allan Fuller**

TW told everyone that Allan Fuller were no longer going to sponsor the Christmas fair but that they had historically been slow to make payment anyway. He also explained that Linda O'Riordan had agreed to act as fund raising coordinator at the earlier Committee meeting and asked that she be notified prior to any conversation or meeting regarding sponsorship so she could ensure no conflicts.

LL confirmed that Allan Fuller had also historically sponsored Santa's grotto and that without additional sponsorship there would be an extra cost to purchase the gifts.

JF asked if anyone was tasked with actively sourcing sponsorships and grants and TW confirmed there was no one currently. Helen Phipps had expressed an interest in taking something like this on.

**Action:** TW to liaise with HP to confirm

### **18. Website update**

It was suggested that a simple page on the school's website should be used for FoSMS notices and information.

**Action:** TW to liaise with CP.

## **19. AOB**

DH proposed that for the bicentennial an additional school uniform item should be introduced. He suggested a sweatshirt that could be worn – voluntarily – instead of the usual jumper and that at the point of purchase an additional donation could be collected. Feedback was that this could be expensive and that perhaps t-shirts could be an alternative. In addition, the design had to appeal to both children and adults.

**Action:** DH to research costs and possibilities and liaise with the Head Teacher.

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