

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

Registered Charity number: 277302

Friday, 11<sup>th</sup> January 2019

2.15pm

St Mary's School Hall, Putney

## 1. Welcome and Apologies

In attendance: Ted Wainman (TW), Maria Shaw, Amelia Iglesias (AI), Rebecca Locke (RL), Sophie Booth, Jim K, Dorian Healy, Charlotte Rettie (CR), Anne Burfitt, Loma-Ann Maks, Johanna Campbell, Lindsey Lillywhite (LL), Sarah Moss (SM), Jane Farrell (JF), Bethan Deakins (BD), Viera Ghods (VG), Mari-Clarie McClintock.

Apologies: Michelle McDermott (MM), Louisa Kim, Carrie Rose-Green, Catherine Kramer

## 2. Declarations of Interest

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

## 3. Approval of Previous Minutes (9<sup>th</sup> November 2018)

TW confirmed that the minutes had been approved and the final draft was available on the website.

## 4. "RU-a-FOSM?" Campaign – Next Step

TW confirmed that the campaign had been launched and the up to date database was complete. He explained that the intention was to introduce an annual membership fee of £5 once the Committee's Gift Aid registration was complete.

## 5. Christmas Fair Feedback

MM provided her feedback via email ahead of the meeting. The event raised just over £4,000 which is not the record but was a good achievement. The following 'wins' were identified:

- Secrets room – one way in/out worked much better as there were no stressed parents.
- With refreshments outside the hall felt more spacious and with the one way in/out to secrets room the early years playground felt more utilised.
- Adopt a teddy stall worked well.
- Asking parents/carers to sponsor a stall was successful and all costs were covered but she asked for a consensus re whether it would work again.

She explained that a discussion needed to be had in relation to Santa's grotto. The gifts were expensive as no local business had been willing to donate and the hire of the grotto/Santa was the largest expense of the fair. It was agreed that refreshments being inside and outside maximised sales.

**Action:** Each year group is to provide MM with some written feedback and tips in order to finalise the handover notes for next year.

## 6. Christmas Party Feedback

JF provided the feedback and explained that there was a fairly low turnout this year. The event had been a non-ticketed, lower key affair as there had already been the Bicentennial Launch party. For next year it was agreed the timing was important; not too early as it is a "Christmas" party but not

too late in the term as December is a very busy month for most people. It was agreed that the decision would be left to the next year group running the event.

#### **7. Quiz Night**

LL confirmed that there were five tables left for the quiz and requested a last push via the reps to sell them. TW suggested that the winning team, who traditionally become the quiz masters at the next event, could be offered the chance to buy themselves out of that responsibility. It was agreed that this could raise extra money and was a good idea. A 'per table' cost of £100 was suggested.

#### **8. Family Disco**

AI confirmed the email with the link to ticket sales had been sent and that within the first 24 hours over 100 tickets had been sold. Everything was on track and a reminder email would be sent after the quiz.

#### **9. Bicentenary Ball Update**

Tickets are now sold out but JF confirmed that there could be one or two individual tickets if people still wanted to attend. She also explained that there was limited profit margin on the ticket price (which covers the 3 course meal, wine and music) and that the expectation was to make the money with the silent auction. She requested any and all donations and gifts and asked that the reps send the message to their class lists.

**Action:** JF and RL to liaise re potential Parish Ball leftover decorations.

#### **10. Bicentenary Church Service**

TW confirmed the invitation had been sent to all parents/carers and it was now possible to order your tickets for the event.

#### **11. Class Reps Drinks**

TW confirmed the date for the drinks had been moved to 15<sup>th</sup> March. It is a way to say thank you to all class reps and event organisers.

#### **12. Sponsored Walk**

TW explained that the date for this had been pushed back to avoid the clash with Mother's Day. The 9<sup>th</sup> June is now confirmed.

#### **13. Summer BBQ**

VD confirmed that she is on an information gathering mission – any and all feedback from previous years re what did/did not work, expenses and so on is gratefully received. TW asked if there were any volunteers to run the BBQ on the day and LL said she thought there was.

**Action:** LL to speak to the fathers and confirm re BBQ

#### **14. Fund Raising – Big Sponsor**

TW explained that there were 'two prongs' of fundraising; the search for a 'large' sponsor and the smaller items for the silent auction. He reminded everyone that Linda O'Riordan was managing the oversight of the latter and asked everyone to notify her in advance of making contact with a potential sponsor.

CR explained that she had made a number of contacts without success as yet; estate agents either have no budget available or are already committed. She said she was waiting to hear back from Powder Byrne and Scott Dunn. JF suggested approaching local construction companies.

### **15. Gift Aid Update**

SM confirmed that FOSMS have now registered for gift aid. We have submitted the additional information and paperwork requested and are now waiting for confirmation that we can start to claim. She confirmed that by using the BT giving site people who donate will be asked whether they wish to claim gift aid and declarations will be recorded and kept electronically via the site admin. It was agreed this was the preferred option wherever possible for channelling donations as it limits the amount of additional admin time required. Where donations are cash (e.g., buckets in the playground) the financial gain may not justify the administrative efforts required. The Committee agreed to leave that decision to SM and accepted that gift aid would not always be claimed for offline cash amounts.

### **16. Giving Machine**

BDH explained that despite numerous reminders and requests over the years funds from this avenue had dwindled again. She confirmed that at its peak FoSMS was making £100 a month from the giving machine and there was a relaunch planned. There is to be a monthly draw for active users and a bottle of champagne provided.

**Action:** Formal communication from FoSMS would be circulated and class reps are to spread the message via their class lists too.

### **17. Succession Planning**

TW explained that the Committee was looking for additional people; that putting your hand up to take on the Treasurers position, for example, should not be viewed as a criticism on the incumbent. He said that people should be encouraged to volunteer and confirmed that the Committee were looking for two assistant Treasurers. The idea being that they could manage some of the more day to day tasks with the forthcoming events and would be in a good position to take over from Natasha. He also reminded everyone that he would not be Vice Chair next week and someone needed to take that role.

### **18. AOB**

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