

**Friends of St Mary's CE Primary School, Putney**  
**Minutes of Annual General Meeting – 19 September 2023**

**Attendees:** Ruth Allen; Rochelle Pearson; Sarah Moss; Camilla Hoenich; Katrina Howard; Sue Abraham; Cheryl Payne; Fariba Rad; Uzma [*surname unknown*]; Francesca Lowe; Louise Mills; Sophie Campbell; Faustina Ama; Ionna Kougia; Karen Todd; Heidi Wales; Katey Long; [KryzM]; Joey Jameson; Dave Jameson; Deirdre Ni Mheachair; Alexander Ahari; Zoe Godfrey; Grace [*surname unknown*]; Luciana Ferreira; Julio Mota.

**Apologies:** Nikki Cornfield; Libbit Osborne; Rachael Matthes

The Annual General Meeting (AGM) was held online via Zoom, at 6.00pm.

## **1. WELCOME**

- Ruth Allen (RA) thanked everyone for joining and briefly ran through the agenda for the AGM. She provided an overview of FoSMS activities in 2022-2023, noting that it was a fantastic year for FoSMS fundraising with around £23,000 raised across a host of well-supported events.
- RA highlighted in particular the return of the Quiz Night, the Christmas Fair and Raffle (with particular thanks to Heidi Wales for co-ordinating the raffle prizes), the School Disco, the Summer Fair, the return of the Art Fair (with particular thanks to Heidi Wales and Mrs Adams) and the very successful Promises Auction (with particular thanks to Nikki Cornfield and Clara Lee).
- RA thanked parents for supporting all of these events, and briefly summarised some of the things that FoSMS funds have been spent on over the last year, including for example workshops for Anti-Bullying Day, Numbers Day, Christmas pantomime performances, Y3 swimming lessons, a key learning resources subscription and various new playground and sports equipment.
- FoSMS funds have of course also made a substantial contribution to Phase 1 of the Playground Project, which everyone was very excited to see completed over the course of the summer holidays.

## **2. TREASURER'S REPORT**

- Camilla Hoenich (CH) provided an overview of funds raised and amounts paid out in 2022-2023, noting that RA had already noted that it has been an excellent year for fundraising and explained what FoSMS funding had been spent on.
- Total funds raised amounted to around £23,000 (after expenses), and FoSMS funded costs of around £9,000.
- The remaining "surplus" of around £14,000 will be used to help ensure a "buffer" for future years and can also potentially go towards the playground project.
- CH highlighted that the amount raised in 2022-23 was significantly higher than the last couple of years which were affected by the Covid-19 pandemic, when we raised around £10-11,000 per year. In the bi-centennial year (2018/2019) we raised significantly more, around £45,000, but prior to that FoSMS generally raised around £20,000 per year, so it is great to see that fundraising has returned to and even exceeded previous average levels.

- CH highlighted events which had been particularly successful in terms of funds raised, including:
  - Christmas Fair and Raffle – just under £6,000 total (of which around half from the raffle)
  - Art Fair - £2,500
  - Summer Fair - £3,000
  - Promises Auction - £4,500
- CH commented that one thing that stands out from the fundraising figures from 2022-23 is the importance of keeping costs low to maximise profit.
- The Promises Auction was an excellent example of this, with the only expenses being a small amount on platform fees.
- Similarly, for events such as the Christmas and Summer Fairs, a real effort was made to keep expenses claims as low as possible, with many parents donating items and this was very much appreciated as it makes a real difference to the amount raised.
- CH explained that the financial report will be finalised in October and will be available to anyone who wishes to see it to review the figures in more detail.

### **3. CONFIRMATION OF CLASS REPRESENTATIVES 2022-2023**

- RA thanked all those who have volunteered to be class representatives this year.
- She ran through the list of class representatives for 2023-24 as follows:
  - YN: Francesca Lowe, Deirdre Ni Mheachair and Helena Green
  - YR: Gabbi Davenport and Sophie Campbell
  - Y1: Amber Shuker-Bright and Cigdem Akgul Barsoum
  - Y2: Rosie Fletcher and Katey Long
  - Y3: Karen Todd, with ad hoc event support from Heidi Wales
  - Y4: Luciana Ferreira, Tash Clark and Vanessa Gibson (each taking the lead for one term, with support from Oonagh Bates)
  - Y5: Kimberley Wise, Raquel Lopez, Lucia Romano and Victoria Vysotkaya
  - Y6: Daniela Severino, Fariba Rad, Verity Gerrish, Fautina Ama Frempong, Angela Mullan-Kolver

### **4. ELECTION OF FOSMS COMMITTEE MEMBERS FOR 2023-2024**

- RA referred to the table included in the AGM Agenda setting out details of the Members who have put themselves forward for (re-)election to the FoSMS Committee for 2023-2024. She explained that some roles will be taken by two parents to share the workload.
- RA also confirmed that no other Members had put themselves forward since the agenda was circulated to Members, and that all of the Committee roles were therefore uncontested.
- RA explained that a number of the Committee Members from 2022-23 are stepping down this year, and she thanked them for all their hard work: Sarah Moss, Camilla Hoenich, Libbit Osborne, Lauren Fleett and Clara Lee.
- RA invited those standing for election at the meeting to briefly introduce themselves.

- Each of the proposed Committee Members was proposed and seconded by a Member present at the AGM. The FoSMS Committee for 2023-2024 was duly confirmed as follows:

<b>Role</b>	<b>Name</b>
Chair	Ruth Allen and Rochelle Pearson
Treasurer	Karen Todd
Secretary	Rachael Matthes
Early Years Representative	Sophie Campbell
KS1 Representative	Francesca Lowe and Julio Mota
KS2 Representative	Heidi Wales and Nikki Cornfield
Parent Governor	Louise Mills
Elected Governor	Katrina Howard

## **5. PLAYGROUND PROJECT UPDATE**

- Cheryl Payne (CP) expressed her thanks to the FoSMS Committee, the class representatives, and all parents for their fundraising efforts, which are greatly valued by the school and by the Governors.
- CP provided a brief update on the playground project, explaining that Phase 1 was completed over the summer holidays, with the children able to enjoy the new area since the first day of term. The children are loving the new space and it is a very exciting time.
- CP noted that the contractors have been very good, and have returned to complete various snagging, which is still ongoing but should be completed soon.
- CP explained that the area of the playground which formed Phase 1 of the project has historically always been the "KS2 end" of the playground, and this will continue, although KS1 will have access for PE. She noted that the trim trail is suitable only for ages 7+ and the basketball hoops are set rather high, so the area is also better suited to KS2. All current pupils will benefit from this area as they move through the school.
- CP highlighted that the works have also included an adventure climbing wall and a new polymeric MUGA pitch to compliment the existing MUGA pitch.
- There are plans to hire out the pitches to increase revenues for the school, and Sue Abraham is exploring this.
- CP will now firm up plans for Phase 2 and Phase 3 with the surveyor, and this should be done before Christmas.
- Phase 2 includes an eco-classroom which will involve applying for planning permission, so this will need to be factored into timing.
- CP explained that the inclusion of an eco-classroom will mean that we can also use £15,000 of Devolved Formula Capital funding which is ear-marked for sustainability projects.

## **6. PROPOSED CALENDAR OF FOSMS EVENTS 2023-2024**

- Rochelle Pearson (RP) outlined the proposed calendar of events for 2023-2024, including confirmed/provisional dates where available.
- She explained that an "overview" calendar is in the process of being finalised which will allow parents to clearly see FoSMS and school events side-by-side, including for example fundraising events, bake sales, clubs, school trips etc.
- RP shared her screen to show parents attending the AGM two different layouts – chart and list view – and explained that this will be shared with parents shortly so that everyone can note key dates in their diaries.
- RP briefly summarised key events planned for this term, including:
  - Playground Tour and Drinks event - Thursday 5<sup>th</sup> October at 6pm
  - Quiz Night - provisionally scheduled for Thursday 2<sup>nd</sup> November
  - Christmas Movie Night in early December – this will replace the Christmas Fair.
- RA explained the reasoning behind not running the Christmas Fair, highlighting in particular that it places huge demands on volunteers in terms of the time taken to organise and run it, and now that it takes place in the playground it is very similar to the Summer Fair. We are therefore planning to try something a bit different this year – a Christmas Movie Night – with more details to follow.
- RA confirmed that we still intend to have a Christmas Raffle, and the very popular School Disco event will return in the Spring Term as usual.
- Bake sales will also continue on Fridays after school, and the calendar for these will be circulated to class representatives shortly. Funds raised from bake sales go directly to the class organising the sale.

## **7. AOB**

- No other items were raised for discussion, so RA thanked everyone for attending and ended the meeting at approximately 6.30pm.