

Friends of St. Mary's CE Primary School, Putney

Annual General Meeting

19:00, 15th October 2025

Agenda

1. Welcome (Rochelle Pearson and Danielle Sinniah)
2. Overview of FoSMS activities in 2024-2025 (Ruth Allen)
3. Election of FoSMS Committee Members for 2025-2026 (Rochelle Pearson and Danielle Sinniah) ([see note 1](#))
4. Treasurer's Report (Karen Todd)
5. Confirmation of Class Reps 2025-2026 (Rochelle Pearson and Danielle Sinniah)
6. Update from Miss Payne
7. Provisional calendar of FoSMS events for 2025-2026 (Rochelle Pearson and Danielle Sinniah)
8. Any Other Business ([see note 2](#))

The AGM will take place online, via Teams Please use the following joining details:

[Join the meeting now](#)

Meeting ID: 390 892 789 124 7

Passcode: Ya9X3vh7

Notes

1) Election of FoSMS Committee Members for 2025-2026

The following table shows elected members who served on the FoSMS Committee in 2024-2025:

Role	Name
Chair	Ruth Allen
Treasurer	Karen Todd
Secretary	Rachel Matthes
Early Years Representative	Chess Maughan and Francesca Lowe
KS1 Representative	Georgina Ingram and Sophie Campbell

KS2 Representative	Nikki Cornfield and Heidi Wales
Governor Representative	Katrina Howard and Ioanna Kougia

The following table shows Members who have put themselves forward for election for 2025-26. This should not discourage any other eligible Member (i.e. a parent/carer or guardian with a child at St. Mary's School) from standing for election.

If you are interested in standing for election to the FoSMS Committee and would like to know more about any specific role, please feel free to contact the person who held that position in 2024-2025 or the Chair. We actively encourage new Members to join the Committee or offer to help in other ways e.g. organising a particular event.

Role	Name
Co-Chairs	Rochelle Pearson & Danielle Sinniah
Treasurer	Katerina de Klerk
Secretary	Michelle Loynes
Early Years Representative	Chess Maughan
KS1 Representative	Georgina Ingram
KS2 Representative	Francesca Lowe
Parent Governor	Ioanna Kougia

2) **Any Other Business (AOB)**

Items for inclusion under Any Other Business must be received in writing to Michelle Loynes, michellestoneuk@yahoo.co.uk, before the AGM begins.

FoSMS AGM Minutes Summary – 2025/2026

Date: 15 October 2025

Time: 19:00

Location: Online via Microsoft Teams

Chaired by: Rochelle Pearson & Danielle Sinniah

Confirmed Attendees: Rochelle Pearson – Co-Chair (elected); Danielle Sinniah – Co-Chair (elected); Karen Todd – Outgoing Treasurer; Katerina de Klerk – Treasurer (elected); Chess Maughan – Early Years Rep (elected); Georgina Ingram – KS1 Rep (elected); Francesca Lowe – KS2 Rep (elected); Ioanna Kougia – Parent Governor (elected); Michelle Loynes – Secretary (elected); Cheryl Payne; Sarah Ashwell; Sue Abraham; Ruth Allen; Philip Lyons; Jessica; Rana Mezher Imad, Tracey Cameron-Dickinson.

1. Welcome

- Rochelle and Danielle welcomed attendees and shared their enthusiasm for building community spirit.
- Acknowledged Ruth Allen and the previous committee for their contributions, especially the playground project.

2. Overview of FoSMS Activities (2024–2025)

- Ruth Allen highlighted key achievements:
 - Completion of Phase 2 of the playground.
 - Successful events: quiz night, Christmas movie night, wreath making, Summer Fair.

3. Election of Committee Members (2025–2026)

All roles were proposed and seconded during the meeting:

- **Co-Chairs:** Rochelle Pearson & Danielle Sinniah
- **Treasurer:** Katerina de Klerk
- **Secretary:** Michelle Loynes
- **Early Years Rep:** Chess Maughan
- **KS1 Rep:** Georgina Ingram
- **KS2 Rep:** Francesca Lowe

- **Parent Governor:** Ioanna Kougia
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4. Treasurer's Report (Karen Todd)

- Total raised: approx. £28,000 through events and donations.
 - Major fundraising events:
 - Gladiator Challenge: £12,000
 - Christmas Movie Night: £4,369
 - Quiz Night: £2,109
 - Summer Fair: £2,200
 - Gift Aid: £3,236
 - Playground Phase 2 funding: £114,572 pledged; £45,274 paid; £46,797 remaining.
 - Remaining funds after commitments: approx. £6,600.
 - Emphasis on continued fundraising to support annual expenses (~£7,000).
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5. Confirmation of Class Reps (2025–2026)

- Names recorded for each year group.
 - Minor updates noted (e.g., removal of Richard from Year 1).
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6. Update from Miss Payne

- Expressed gratitude for playground efforts and fundraising.
 - Shared a **core funding wish list** (~£8,500) and ideas for community-focused events.
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7. Provisional Calendar of Events (2025–2026)

- **Christmas Fair:** 5 December 2025 (with fireworks, Santa's Grotto, gift room).
- **Quiz Night:** 5 or 12 February 2026 (TBC with Winchester House).
- **School Disco:** 14 March 2026.
- **Summer Fair:** 27 June or 4 July 2026 (TBC based on sports day).

- **Wreath Workshop:** 27 November 2025.
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8. Any Other Business

- Ideas discussed:
 - Improving communication and onboarding for new parents.
 - Creating event handbooks/playbooks.
 - Promoting volunteering and DBS checks.
 - Enhancing visibility of fundraising impact (e.g., notice board updates).
 - Exploring inter-school idea sharing
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9. Actions

Actions for Michelle Loynes (Secretary)

- Distribute updated committee and class rep lists to school staff (as requested by Miss Payne).
- Coordinate communication improvements (e.g. parent volunteering, DBS checks, event info clarity).
- Propose a regular meeting schedule for the committee (monthly or termly).
- Support creation of a communication “playbook” for class reps and new parents.

Actions for Katerina de Klerk (Treasurer)

- Take over financial records and accounts from Karen Todd.
- Maintain visibility of Gift Aid impact and encourage its use.
- Explore donation landing page options for targeted giving (e.g. wish list items).

Actions for Danielle Sinniah (Co-Chair)

- Lead planning for upcoming events, starting with the Christmas Fair.
- Coordinate with Winchester House to confirm quiz night date.
- Update and circulate class rep handbook to clarify roles and expectations.
- Support communication committee and onboarding improvements.

Actions for Rochelle Pearson (Co-Chair)

- Support event planning and logistics, especially for Christmas Fair and quiz night.
- Liaise with Barn Elms for summer fair and sports day scheduling.
- Promote visibility of fundraising outcomes (e.g. notice board updates).
- Encourage parent volunteering and community engagement.