

FoSS AGM Meeting Minutes

Meeting Details:

Date 19/09/2023
Time 19:30 – 21:00
Location The School
Attending:

Committee Officers	Committee Members	School Representatives
Ali Plummer (AP), Emma Kelly (EK)	Suzy Barker, Colleen Harmer (CH), Katy Coles, Rachel Cashmore; Tina Robinson	James Bloomfield (JB), Laura Read, Lucy Kelly, Lisa Hampson, Chantal Roberts, Gail Coombs
Others In Person:	Parent governors: Lee Hillyard Parent members: Steve Liddle, Collette Andrewartha, Bethan Fanthorpe, Vicki Lamb, Des McGrath, Elizabeth Ebrey, Sarah O'Driscoll, Sarah West, Lauren Whittaker, Charlotte Holmes, Molly Cheeseman, Samantha Harmer (SH), Gemma Bryan, Dani Speddings, Nicola Cann, Ashley Knibb, Vicki Gunner, Kathy Laband.	

Notes: Emma Kelly
Apologies: Iris Millis, Rachel Wilson

Discussion Record:

1. Meeting Quorate

- As per the FoSS constitution the AGM must have a minimum number of members to attend (quorate).
- With 32 attending, the meeting was quorate and the AGM is confirmed to proceed.

2. Year End Accounts & FoSS Activity summary

- EK confirmed the end of year available FoSS balance as £14,641
- EK confirmed over £27,000 had been spent on the children of Silverstone CE Primary over the previous year.
- EK highlighted the importance of the volunteer light activities such as the School lottery, Rag Bag etc
- EK highlighted that the Colour Run, Christmas Raffle and the Discos are the most successful fundraisers.
- It was asked why GP Parking figures are not shown. EK confirmed that 2022 GP parking was already in the back before the start of the year and 2023 has yet to be received.

Opening Balance 01.09.2022	£27,340
FoSS Income	£20,655
Fundraising Events (inc. Colour Run, Discos etc)	£16,970
Additional Income (inc. Uniform Shop, Lottery, Rag Bag etc)	£3,685
FoSS Expenditure	£33,355
Fundraising Events	£4,518
School: Reserved Spend	£14,586
School: Wish List Spend	£7,120
Non-fundraising Event expenses (Welcome Morning, Xmas & easter gifts etc)	£2,699
Community Support	£140
FoSS General Expenses (inc. ticket tailor, insurance etc)	£1,432
GP Parking Reserve	£2,860
Closing Balance 31.08.2023	£14,641

3. Chair Report

AP ran through and confirmed what FoSS did in 2022/ 23?

- We continued with our volunteer light activities – Your School lottery, Rag Bag clothing bin, Online 2nd hand uniform shop - and the Team FoSS Facebook group.
- We supported School wide with fun events like the Elfridges, Mother Day & Father's Day Shops, the Skipping Workshop and last but not least the Colour Run.
- For the first time since the pandemic, we ran not 1, not 2 but 3 Discos!
- We ran Carols in the Courtyard, Milkshake & Cookie and the Rainbow Raffle fund raisers for the first time.
- Finally, we said hello to our new starters and goodbye to our leavers.

Thank you to all FoSS Committee members, volunteers, parents and staff for your support this year.

4. School Update and Wish List

- JB thanked everyone for their support of FoSS over the past year, it really is appreciated and makes the world of difference to the school team and which then supports our children to have the best quality of education.
- JB confirmed that school budgets are stretched more than ever.
- JB confirmed the main focus for fundraising this coming year would be to replace the 10 old student laptops, to continue the updating of Art resources and to purchase visualisers for use in the classrooms.

5. Foss School Reserve Spend

- EK explained the items requested by the school (as detailed below).
- All present were asked if there were any objections to the reserving of £12,010 of FoSS funds to provide the items listed.
- JB confirmed the importance of the Pupil Class room/Subject resources and what a difference it makes for the children.

2023 / 24 FoSS Reserved School Spend



Committed school reserve: Total FoSS MAXIMUM contribution		Est Budget
Term 2 Panto Day (All)		£1,550.00
Swimming coaches (Yr5 & 6)*	Match last year	£1,750.00
		£3,300.00

School Requested reserve funds: Total FoSS MAXIMUM contribution		Est Budget
2022/23 Yr6 ties & SAT books (Yr6)*	Assume £11 per child cost	£440.00
Class trip subsidy (All)*	Increased to £4.50 per child for 2 class trips	£2,250.00
Year 6 Residential trip top up	£5.50 per child	£220.00
Leavers hoodies (Yr6)*	£10 per Child - based on parent average contribution	£400.00
Reception new starters - bags and contents*	Match last year	£300.00
School app - Twinkl (All)*	Match last year	£1,000.00
School app - Grammasuarus (KS2)*	Match last year	£250.00
Summer Fun Day / End of year ice cream (All)*		£1,000.00
Sponne sports subsidy contribution (All)	Match last year	£600.00
Reading records (All)*	Match last year	£250.00
Pupil classroom / subject resources (All)	Match last year	£2,000.00
		£8,710.00

**Indicates items funded by FoSS in 2021 & 2022
All funding requests submitted by the school leadership team*

DECISION: No objections to the reserving £12,010 of FoSS funds to provide the items listed.

6. Committee Officers / Charity Trustee Nominations

- As per the constitution FoSS Committee Officers are also the charity's trustees.
- Elections for new Committee Officer / Charity Trustees recorded as below:

	Current	Re-election	Nomination(s) received	Seconders	Majority vote
Chair	Ali Plummer	✗	Katy Coles	Rachel	Confirmed
Secretary	None	✗	Dani Speddings	Vicki	Confirmed
Treasurer	Emma Kelly	✓	Emma Kelly	Bethan	Confirmed

- Katy & Dani have been appointed full Chair and full Secretary pending an EGM to be held in 21 days where the constitution can be agreed to be changed to allow the appointment of co roles. At the EGM further nominees can come forward to join Katy & Dani.
- The EGM is planned for Thursday 12th October, in the School hall @ 7.30pm

7. Nomination of Committee Members

- 2022 / 23 Committee members
 - Rachel Cashmore, Iris Millis, Suzy Barker, Colleen Harmer & Tina Robinson confirmed their intentions to remain on the committee for 2023/2024.
- New 2023 / 24 Committee members: Bethan Fanthorpe, Vicki Lamb, Lauren Whittaker, Charlotte Holmes, Nicola Cann, Sarah O'Driscoll, Gemma Bryan & Molly Cheeseman confirmed they would like to join.
- School Representatives for 2023/2024 confirmed as: Lisa Hampson, Gail Coombs, Lucy Kelly, Laura Read, Chantal Roberts & James Bloomfield.

8. AOB

Awareness of FoSS

- It was stated that communications could be easily missed which could then lead to less volunteers putting themselves forward.
- EK confirmed that currently all communications are sent out both via Facebook pages and Parent mail along with volunteer tick boxes for ticketed event.
- It was confirmed that the whiteboard notifications in the playground and the volunteer tick boxes for ticketed event were successful and to continue with this going forward.
- More involvement needed with posting in year group chats and groups. With the newly elected committee we now have at least 1 committee member from each year group.

Action: To be discussed further in the next committee meeting on how to improve communications

Colour Run 2024

- It was asked if the colour run would happen again next year.
- It was confirmed that yes it would with the exact date to be confirmed.

Bike Donations

- It was requested by the school if anyone had a spare bike, that they are looking to part with to consider donating them to the school.
- There are a number of children in KS2 that do not currently know how to ride a bike and this is something the school would like to support the children with alongside Bike ability.
- Bike donations to be suitable for Years 3, 4, 5 and 6.

Silverstone Schools Parking – GP Parking

- There were a number of questions raised with regards to GP Parking, **Both JB and the FoSS Trustees confirmed that the AGM was not for discussing GP Parking and that all questions should be directed to Silverstone Schools Parking CIC.**
- JB advised that there will be a meeting opportunity to discuss these questions in more detail.
- JB also advised for people to come forward now to help with the organisation, i.e. help with the website, ticket sales, emails etc.
- The questions asked by non-Ordinary committee members are as follows:
 - Is there a plan to have FoSS involvement in GP Parking? (This was confirmed as yes by the FoSS Trustees and Ordinary Committee Members)
 - Can we undo the GP parking separation? (it was confirmed by a non-Ordinary committee member that it was his understanding that the separation of GP parking was safeguard the operation and funds for the school if FoSS were ever to fold and equally if anything was to happen to GP parking that would also not have an affect on FoSS)
 - Why is the website wording misleading, i.e still states all funds still come to the school?
 - Can we see a clear breakdown of where all the money has gone?
 - Why does FoSS only have £7.3K allocated? (JB confirmed that the school are receiving £20k directly)
 - Can we look to bring on directors from the other charitable organisations?
 - SH asked why she had not received a reply to her email?
 - CH asked why she had not received a reply to her offer of help in the run up to the 2023 event?
 - How do we get involved, who do we contact? (JB confirmed to get in contact with himself)
- There was some misunderstanding with regards to Silverstone Schools Parking CIC being covered by the charity commission (EK confirm that a CIC is not involved with the Charity Commission and that its entirely run by another governing body)
 - This in turn raised more questions which JB confirmed can be covered at the separate meeting.

Action: JB to confirm when a meeting will take place with the directors of Silverstone Schools Parking CIC to address all these questions.