

Friends of Tottenhall and St. Michael at Bowes School Association – FOTSA
PARENT – TEACHER – ASSOCIATION
Registered Charity No. 1176088

ANNUAL GENERAL MEETING
6.30-8.30pm, Wednesday 30th October 2019
St. Michael at Bowes School Hall

Minutes

Attendees:

Amy, Caroline, Bozena, Jennifer, Kyria, Rebeka, Dawn, Ruth, Houzla, Sian, Maria

Ordinary Business	
1) Apologies for absence	Claire Vale and Johanna Levison, current Trustees noted as absent
2) Charity Commission Annual Submission confirmation <ul style="list-style-type: none"> • Submitted 17th May 2019 https://beta.charitycommission.gov.uk/charity-details/?regid=1176088&subid=0 	Amy noted this was the first year of being a registered Charity and provided a summary of why we registered as a charity; as we raise over £6,000 per year and because as a charity we can access additional grants, gift aid and company matched funding.
3) ParentKind Membership Renewal ParentKind annual membership (and our events insurance that covers the summer fair) was paid for in May 2019. Access is for all members of FOTSA (i.e. all parents) and includes significant resources for running PTA events. https://www.parentkind.org.uk/	Amy encouraged all to go onto the website and register to access the resources provided by the membership
4) Chair's Report for 2018/2019. Events held	Amy provided a summary of the successful events of last year including the quiz night and summer fair. It was noted that the quiz and summer fair was the best ever and mainly run by a very small team of volunteers. Sian and Maria extended their thanks to the FOTSA volunteers on behalf of the schools for the efforts.

5) Treasurer's Report for the year ending August 2019;

Bozena provided the figures for the finances for the year ending August 2019. Total fundraising income (less expenses incurred in running events) was **£9,360!** This is an amazing figure, the best ever.

Tottenhall spent £4472 and St. Michael spent £2404 on a variety of items to support the schools.

FOTSA Fundraising Net Income 2018/2019	Tottenhall	St Michael	Total
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2018/2019 Autumn Term	Tottenhall	St Michael	Total
Christmas Disco Tottenhall	309.18		309.18
Raffle and Toy Sale Tottenhall	314.18		314.18
Raffle SMAB		197.12	197.12
	623.36	197.12	820.48

2018/2019 Spring Term	Tottenhall	St Michael	Total
Valentine Disco SMAB		526.06	526.06
Quiz Night	501.30	501.3	1002.60
Quiz Night Castles boards	360.00	360	720.00

Happy bag collection	278.85		278.85
Easter Raffle	83.27	267.65	350.92
Defibrillator fundraising event	286.25		286.25
	1509.67	1655.01	3164.68

2018/2019 Summer Term	Tottenham	St Michael	Total
Uniform sale	15.05	15.05	30.1
Summer fair/Non uniform day	202.91	197.11	400.02
Summer Fair/Castle boards	2290.26	2290.26	4580.52
Cinema day	130.8		
Easyfundraising	182.42	182.42	364.84
Happy bag collection	144.95		
	2966.39	2684.84	5375.48

2018/2019 Totals for the year	5099.42	4536.97	9360.64
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	St Michael	Tottenham
Joint Events to be divided between the schools bank accounts	5330.62	364.84
	2665.31	182.42
Amount to be transferred to Tottenham	2482.89	

Schools spending	Tottenham	St Michael
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Autumn Term	Tottenham
Coaches to Millfield Theatre,cushions, rug	1000.00
Bookbags	400.00
Total	1400.00

Autumn Term	St Michael
Year 4 Chairs	1560.00
Christmas tree	49.95
Christmas Presents	720.00
Christmas Crackers	75.00
Total	2404.95

Spring Term	Tottenham
Coaches to Millfield Theatre and presents, Garden Clock	1496.54
Elmer books	10
Coaches childhood museum and maritime museum	347
Total	1853.54

Spring Term	St Michael
Total	0.00

Summer Term	Tottenham
Fish Tank	1168.17
Garden bits	51.25
Total	1219.42

Summer Term	St Michael
Total	0

Grand Total Spent Tottenham	4472.96
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Grand Total Spent St. Michael	2404.95
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<p>6) Election of Officers and Trustees of the Committee for 2019/2020;</p> <ul style="list-style-type: none"> • Chairperson - The Chair directs the FOTSA meetings, liaises with the schools and ensures that the FOTSA committee are working together to plan events and fundraising. The Chair is a signatory on the FOTSA bank accounts. • Treasurer - The Treasurer ensures financial records are kept, liaising with school offices and prepares reports on funds. The Treasurer assists to provide small change floats for events and to bag and deposit proceeds from events. The Treasurer is a signatory on the FOTSA bank accounts. • Vice Chair(s) – As per Chair or where split distributes the meeting agenda, takes minutes of meetings and distributes the minutes to schools and attendees. • Charity Trustees – Responsible for the Charity and listed on the Charity Commission record 	<ul style="list-style-type: none"> • Amy was nominated and seconded to the role of Chair again. • Bozena was nominated and seconded to the role of Treasurer again • Caroline, Houzla and Kyria were appointed as Vice Chairs • Charity trustees Amy and Sian to continue, with Claire and Johanna to be replaced by Caroline and Maria
<p>2019/2020 Planning</p>	
<p>7) Non-event activities</p> <ul style="list-style-type: none"> ➤ Community engagement <ul style="list-style-type: none"> • Classlist – A decision was made last year to close the Classlist site • Facebook – A page was created https://www.facebook.com/fotsapta • WhatsApp – encouraging class WhatsApp groups 	<p>The meeting discussed how to increase promotion of the Facebook page which will have information about FOTSA events.</p> <ul style="list-style-type: none"> • Schools to include on newsletters and to put something in classroom windows <p>The meeting discussed how to increase participation of parents on the WhatsApp groups.</p> <ul style="list-style-type: none"> • Some of the parents present shared what they use their class WhatsApp groups for – questions about PE kits, class trips, homework. Some WhatsApp groups are very active, some are silent. • Noted that there are currently WhatsApp groups running for Reception, year 1, year 2 and some classes of year 5 • Agreed that (assuming the admins of these groups are happy to do so) the mobile number of the group admin can be left with the school offices, and if parents would like to join a group they can then ask the offices for the number. <ul style="list-style-type: none"> ○ FOTSA will supply schools with a list of known group admins and their phone numbers ○ Schools will then encourage parent to sign up, sending out communication ○ A small poster to be put up in the classroom windows

<p>➤ Easyfundraising - https://www.easyfundraising.org.uk/causes/fotsa/ Since starting FOTSA has raised £510 with only 31 supporters.</p> <p>➤ Happy bags – dates tbc</p>	<p>Agreed that Easyfundraising is the easiest fundraising for FOTSA. Once you get in the habit of using it for every online shopping it is easy to raise money</p> <ul style="list-style-type: none"> • Schools will send out communication on EasyFundraising and include a small banner on every newsletter • A target board to be run with a sign up target – 100 supporters signed up by Christmas <p>Happy Bag dates were confirmed</p> <ul style="list-style-type: none"> • 8th Jan 2020 • 16th July 2020 • 12th Jan 2021 • 7th July 2021
<p>8) Potential events for 2019/2020 and volunteers required. Meeting to discuss and vote to confirm that FOTSA should run/ assist on the following proposed fundraising events on the proposed dates.</p>	
<p>1. Christmas Raffle – held during school day near end of term</p> <ul style="list-style-type: none"> • FOTSA assisting with prize donations from local businesses. 4-6 volunteers, evenings and weekends to contact companies 	<ul style="list-style-type: none"> • Agreed to prepare the same posters as last year (Ruth) <ul style="list-style-type: none"> ○ 10 posters and raffle flyer to go with tickets in bags • Agreed posters to be translated (Maria to arrange within St. Michael) • Parents to request local companies to donate prizes, but to hold off for big prizes for summer fair raffle <p>FOTSA Lead: Ruth</p>
<p>2. Christmas Disco – Year 1&2 – Friday 13th December</p> <ul style="list-style-type: none"> • FOTSA set up hall for disco, sell tickets on the door, manage entrance numbers, stock and sell popcorn, drinks and biscuits and play music, and clear away. Parents are required to stay with their children. 6+ volunteers on Friday 13th from 2.30-5pm 	<ul style="list-style-type: none"> • Agreed date – the children will be in Christmas Jumpers on this day • Agreed set up will be the same as last year • Sian will prepare a poster • Parents required to help set up and sell drinks/ popcorn/ biscuits. • Poster to note that parents that volunteer by emailing in advance can have free entry for their child • Houzla, Caroline, Kyria can all assist on the day <p>FOTSA Lead: Kyria</p>
<p>3. Parents Quiz Evening and Dinner – Friday 7th February 2020</p> <ul style="list-style-type: none"> • FOTSA design and put up advertising for the event, get parents to sign up to have an Estate agent board advertising the event, sell tickets, write the quiz, buy food, make the dinner, apply for alcohol event license, order drinks, receive delivery of drinks and food, set up, sell drinks and raffle tickets, clear away. In advance 6+ volunteers, on the night 12+ volunteers 	<ul style="list-style-type: none"> • Concern raised that all our cooks from previous years may not be available • Jenny volunteered her husband to cook in advance. Rebeka also volunteered to assist with cooking. Houzla volunteered to help co-ordinate cooks • Caroline has already asked Castles Estate Agent if they will sponsor the boards again. Parents will be needed to get sign ups • Planning for what to cook will be required soon <p>FOTSA Lead: Caroline</p>
<p>4. Valentines Disco – Thursday 13th February</p> <ul style="list-style-type: none"> • FOTSA run the tuck stall. In advance 2+ to buy sweets etc, on the day 3+ x 2 shifts 	<ul style="list-style-type: none"> • Maria noted that staff and TA's are asked to stay, so not a problem if parents cannot assist • Caroline offered to DJ to save the £100 on a DJ cost • Caroline to investigate getting a Costco card for

	the charity FOTSA
<p>5. Cake Sale/ Craft event (near to Mother's Day) after school 3.15-4.30,</p> <ul style="list-style-type: none"> This event was not run in March 2019 due to insufficient volunteers with time. FOTSA bake cakes, sell cakes, set up craft activities for a small fee (50p/£1) such as card making/ colouring in/ paper flowers/cake decorating. 	<ul style="list-style-type: none"> Agreed this event should be run again. Recent cake sales have gone down well. Date agreed Thursday 19th March Maria suggested that Year 6 to be asked to run the craft tables if items and guidance provided <p>FOTSA Lead: Bozena</p>
<p>6. Summer Fair – Saturday 20th June 2020</p> <ul style="list-style-type: none"> FOTSA organise all of the Summer Fair. 10+ Volunteers needed evenings/ weekends planning and preparation, contacting advertisers and getting sponsorships/ raffle and auction prizes. In the 2 weeks leading up to the fair 20+ volunteers are required. On the day 50+ volunteers needed. 	<ul style="list-style-type: none"> Date confirmed, hope for good weather Planning will need to start a long way in advance – parents who did last years fair noted that they have ideas for improvements <p>FOTSA Lead: Amy</p>
<p>7. Nearly New Sale (new event) – Saturday in November 2020?</p> <ul style="list-style-type: none"> This event has not been run by FOTSA before but is popular with other PTA's. Parents pay for a table / space (£20-£30) and sell their own items. FOTSA would need to advertise, rganize in advance and run on the day. Cake, tea and coffee would be sold. 	<ul style="list-style-type: none"> This was raised as a potential and agreed would be worthwhile to run Maria noted that St. Michael's are doing a Winter Wonderland this year where children will sell items they have made within their entrepreneurs scheme of work. It was considered whether next year these events could be merged, which would increase attendance. Saturday towards the end of November 2020 1-3pm was provisionally agreed. Action: To investigate Bounds Green school nearly new sale
<p>8. 2nd hand uniform sales at Parents Evening (March - dates tbc)</p> <ul style="list-style-type: none"> This was attempted last year. A good amount of 2nd hand uniform was donated, but there were insufficient volunteers to run the stall from 3-7pm 	<ul style="list-style-type: none"> Schools agreed to communicate to request uniform – good response received last time There were not enough parent volunteers to run the stalls last time Parents' evenings are 10th March – Tottenham, 26th March St. Michael. Sian will put up clothes rails and uniform at Tottenham parents evening Maria will look into staff volunteers for St. Michael
<p>9. Film nights (no dates proposed)</p> <ul style="list-style-type: none"> A number of these were successfully run by Tottenham afterschool mid-week. Ticketed with limited numbers of children and staffed by teachers 	<ul style="list-style-type: none"> Sian confirmed the school council will be organizing these again. Small events run by staff
<p>10. Sponsorship activity event – British Heart</p>	<ul style="list-style-type: none"> Amy noted that a request had been sent to British

<p>Foundation fundraiser (no date proposed)</p> <ul style="list-style-type: none"> Adults and children request to be sponsored by their friends and families for completing a challenge. British Heart Foundation was suggested, with funds going towards the target to buy a community access defibrillator 	<p>Heart Foundation for a fundraising pack, as we were looking to purchase a community access defibrillator from them. For the new parents it was explained the reason for this effort, that a member of Tottenham staff had suffered and survived a heart attack.</p> <ul style="list-style-type: none"> Sian noted that Tottenham have arranged for a Sports4Schools event for the defibrillator where the children will be completing sponsorship forms and we can assess how successful this is after the event Proposed that the skipping sponsorship event could be run as an activity during the summer fair
<p>9) Potential other events/ activities for the year. Members to put forward any other suggestions for events/ activities and nominate volunteers for further actions.</p>	<ul style="list-style-type: none"> Maria raised the Winter Wonderland Monday 16th December 2.30-4pm, where the children will be selling items they have made. Can FOTSA organize a cake sale – donated cakes Houzla confirmed she can assist on this date
<p><u>2019/2020 Spending</u></p>	
<p>10) Potential spending for the year. Additional suggestions invited from attendees. Meeting to agree main spending priorities. Suggestions received in advance are;</p> <ul style="list-style-type: none"> Tottenham <ul style="list-style-type: none"> Book bags, coach trips and the fish tank as normal Large flower pots and plants to go outside main entrance door to Tottenham School St. Michael at Bowes <ul style="list-style-type: none"> Year 6 leavers books, Christmas tree and gifts as normal 	<ul style="list-style-type: none"> Agreed to fund the usual as last year Primary funding target is the community access defibrillator, which will be sited on the wall outside Tottenham entrance and paid for out of FOTSA funds from both schools Tottenham would also like to have a scooter/bike store
<p><u>Any Other Business</u></p>	
<p>11) Other business</p>	<ul style="list-style-type: none"> Signatories to the bank accounts. <ul style="list-style-type: none"> Claire to be removed and Bozena added. For Tottenham Jan also to be removed and Soulla added
<p>12) Next ordinary FOTSA meeting</p>	<ul style="list-style-type: none"> Monday 18th November as a conference call – call details to be circulated in advance