



**FRIENDS OF ORTON WISTOW  
PRIMARY SCHOOL**

**MINUTES**

<b>MEETING:</b>	Annual General Meeting
<b>DATE:</b>	22 <sup>nd</sup> September 2022
<b>TIME:</b>	7.00pm
<b>PRESENT:</b>	Rachel Francis (RF) Jo Piercy (JP) Nicola Morris (NM) Jo Watson (JW) Mark Tomlinson (MT) Hannah Bass (HB) Ben Cowles (BC) Michelle Owen (MO) Erin Kay (EK) Jemma Wilkins (JWi)
<b>APOLOGIES:</b>	Sophie Chambers (SC) Carly Pask (CP) Liz Machin (LM) Kerrie Barker (KB) Charis Wedgewood (CW)

ITEM:	DESCRIPTION	TO BE ACTIONED BY:
1.	<p><b>Chair Report – Rachel Francis</b></p> <p>It's been something of an interesting year from a FOWS perspective yet again! We started the year in September feeling as though we would be able to be back running a fairly 'normal' FOWS year. We had a successful new parents evening and had a good group of new members come along.</p> <p>For various reasons, the VC needed to take on the role of acting chair, and in doing so unfortunately meetings went by the way side as I felt my way through the list of things needed in the first term. We held some donation days which were very productive and restocked the shed ready for the sale and the Christmas fayre. We were all ready to go ahead with the first disco and at the 11<sup>th</sup> hour had to cancel yet again due to covid. We then had to make the difficult decision to cancel the Christmas fayre. It wasn't taken lightly but it was felt with the number of people in a space as small as the hall with little ventilation, the risk was too high. Generally parents were understanding however we had some kick back from some of the stall holders who were disappointed with this decision. On a positive note we were able to go ahead with the raffle – having already gathered the prizes and bought the tickets we didn't want to stop this. Parents bought tickets and it was a huge success. The raffle was pulled live on Twitter – a new experience for all of us! We were also able to run the Christmas sale – again, it was a great success, the children loved being able to choose their family some gifts once more.</p> <p>Finally for the Autumn Term, we used the sweets and chocolates from the donation day for a 'sweets and chocolate raffle' for the children. This made a huge amount and was very popular, so despite cancelling the fayre we had a busy and profitable Autumn Term.</p> <p>In the Spring Term I was determined to get the meetings going again, and to ensure that our new members were involved, as I was aware they hadn't been able to get as involved as normal with the lack of meetings we'd had.</p> <p>We had a great term, running our first Two's Day (22/2/22) which was a fun fundraiser, we didn't feel a disco was sensible at that time, but we did have another popular Break the Rules Day. As previously the kids loved it, even with less rules to ensure covid restrictions were respected. FOWS also bought every child in school an easter egg as a gift to say thank you for your ongoing support.</p> <p>Finally the summer term was more normal for us. We held a disco – the first one for a long time, which was the most profitable disco in at least the last 7 years (probably ever). Then we went on to hold the summer fayre, which made over £6000 when the matchfunding was</p>	

included. Everyone seemed to really enjoy the fayre – there were many positive comments and people seemed happy to be back at this event. We kept everything in house this year – the food, ice cream, and no external stalls. This gave us more space to use and seemed to contribute to the huge amount raised. The committee will need to discuss going forward whether we continue doing everything in house or whether we return to having external stalls again. Our very last event was the outside disco on the last day of term. This was very popular, and the children loved it. It didn't raise much money again but was enjoyed by all. The one thing we haven't made much progress with this year is the charity application. Perhaps next year someone could take this on, and assign themselves to this task to ensure it actually goes through!

So it's been an eventful year, but very successful. I'd like to say a huge thank you to everyone for your help and support throughout the year. It hasn't been easy but we've achieved so much with a small but dedicated team. It's hard to remember when you're in the midst of planning such big events, but the money we raise is so vital for the school – they are so grateful and it really does make a difference. Thank you to Holly for being our Teacher Rep for the last year. I'd also like to say an extra thank you to Jo P who has been the one to receive my panicked messages and to hear about my crazy fayre dreams – I think the first one was only about 4 weeks before the fayre so she had a lot to hear about.

I'd like to wish the incoming committee all the best, I will still be around to support events and I look forward to experiencing everything you do from the other side!

## 2. Treasurer's Report

JP talked the group through the financial report.

Events 2021/2022	Income (£)	Expenditure (£)	Profit (£)
Break the Rules	£1,200.00	£0.00	£1,200.00
Children's Christmas Sale	£1,272.00	£80.00	£1,192.00
Chocolate Raffle	£1,020.00	£35.00	£985.00
Christmas Raffle	£1,220.00	£101.12	£1,118.88
Disco - summer term	£967.85	£222.00	£745.85
Disco - last day of term	£150.50	£175.00	-£24.50
Lottery	£885.10		£885.10
Match Funding	£2,238.00		£2,238.00
Online Shopping	£78.99		£78.99
Summer Fete	£5,633.60	£1,589.13	£4,044.47
Twos Day Quiz	£326.00		£326.00
<b>TOTALS</b>	<b>£14,992.04</b>	<b>£2,202.25</b>	<b>£12,789.79</b>

Contributions	Income (£)	Expenditure (£)	Profit (£)
Bike Sheds		£4,000.00	
Books		£1,000.00	
Easter Eggs		£436.86	
Leavers Party 2021		£121.78	
Leavers Party 2022		£117.26	
Skip Hire		£100.00	
Summer Disco		£165.77	
<b>TOTALS</b>	<b>£0.00</b>	<b>£5,941.67</b>	<b>£6,848.12</b>

Miscellaneous Expense	Income (£)	Expenditure (£)
Lottery Licence		£40.00
Thank you gifts and Mr E leavers		£25.00
<b>TOTALS</b>	<b>£0.00</b>	<b>£65.00</b>

Bank Account	Balance as at 31/08/22
Current account	£8,977.07
Float	£168.99
<b>TOTALS</b>	<b>£9,146.06</b>

It was highlighted that the Chocolate Raffle was a huge success & the committee should look to do this again going forward.

### 3. Election of 2022/2023 committee

The new committee was elected as follows:

**Chair:** Jo Watson (RF nominated, JP seconded)

**Vice Chair:** Vacant at present

**Treasurer:** Jo Piercy/Mark Tomlinson (JW nominated, NM seconded) Mark will shadow Jo in this role for the next year, ahead of her departure in summer 2023.

**Secretary:** Hannah Bass (NM nominated, JP seconded)

**Teacher representative:** Ben Cowles (RF nominated, JW seconded)

**School representative:** Kate McLaughlin (TBC)

**Parent representatives:** Liz Machin, Kerrie Barker, Esther Al-Samirraie, Amber Lorimer, Michelle Owen, Erin Kay & Jemma Wilkins.

JW briefly discussed the idea of introducing other, less formal roles to the committee going forward, including:

- Year Reps
- Publicity officer
- Fundraising Partner coordinator
- Second-hand uniform coordinator
- Raffle/sponsorship coordinator
- Stores person

To be explored further in future meeting.

### 4. 2022/2023 Planner

Additional/changes of dates as per the school year planner for the Autumn term (to be agreed):

Donation days:

30.9.22 – Socks for gifts

14.10.22 – T-shirts for bottles

4.11.22 – Jumpers for sweets

Wrap night in school: 17.11.22

Christmas Fayre, change of date to 25.11.22 TBA

**BC to confirm dates with CM**

	<p>Christmas Sale: 9.12.22</p> <p>Cake sales TBA</p> <p>Bag2school – we have decided not to go forward with bag2school this year.</p> <p>School disco dates TBA</p> <p>Email/social media posts to remind parents/ask for volunteers for donation days and discos once arranged.</p>	
5.	<p><b>School wish list/FOWS objectives for 2022/2023</b></p> <ul style="list-style-type: none"> <li>✓ Mindful Garden – Jo Simmons has had 1 quote of £7.5K for this &amp; is in the process of obtaining 2 additional quotes.</li> <li>✓ £1000 for books</li> <li>✓ Reintroduction of the quiz night – this links in with the school’s well-being working group</li> <li>✓ BC to put forward a proposal to the OWN Trust CEO for a collaborative fundraising effort across all 3 schools for a Trust minibus.</li> <li>✓ JW suggested that FOWS look to pay for special guest to come into the school, similar to the science guy a few years ago.</li> <li>✓ A Panto in school? MO to investigate this via PCC.</li> </ul> <p>Other wish list items to be addressed over the course of the academic year.</p> <p>Permission to be sought from school to purchase the following items to replenish unusable FOWS stock:</p> <ul style="list-style-type: none"> <li>✓ Freezer</li> <li>✓ Trolley x3</li> <li>✓ Hot water flasks (to replace the urn) x3</li> </ul>	<p><b>JSimmons</b></p> <p><b>BC</b></p> <p><b>MO</b></p> <p><b>BC to seek permission from CM to use funds.</b></p>
6.	<p><b>Christmas Event planning</b></p> <p>We have agreed not to have any external stallholders at the Christmas Fayre this year.</p> <p>JW shared a list of local businesses to approach for raffle prizes.</p> <p>Stalls and organisation to be discussed at the next meeting.</p>	
7.	<p><b>AOB</b></p> <p>Thanks to outgoing committee members for all their service.</p>	
	<p><b>DATE OF NEXT MEETING:</b></p> <p>Next AGM – Autumn 2023, date TBA nearer the time.</p> <p>Next Committee meeting – To be held at Starbucks, date TBC, not a Thursday night, to be shared on social media nearer the time.</p>	<p><b>JW to confirm, HB to share.</b></p>