

Friends of Morley Meadow Annual General Meeting Minutes

November 2021

Time: 1800-1930

Venue: Morley Meadow Primary School Hall

In attendance:

Laura Ide

Kelly Holborow

Leanne Kiesling

Gemma Matthews

Jo Mathews

Jo Coles

Emma Smith

Apologies from Julie Hawtin, Tom Jones, Helen Purdy and Sally Geary

Agenda:

1. Summary of the year from Laura Ide
2. Treasurer summary
3. Nominations
4. Playground and staging
5. 2022 fundraising goals
6. 2022 events
7. Charity commission details
8. Any other business

1. Summary of the year from Laura Ide

“At the last AGM we lost several members of our charity. Anna stepped down from the secretary role due to increased work commitments. Amy stepped down as co-chair due to increased work commitments. Danielle also stepped down from her role as treasurer due to study and work commitments. Kelly stepped up to the secretary role from Anna, Gemma took over the treasurer role from Danielle in June / July.

Its been such a difficult year for us as a charity that solely rely on fundraising to provide the help we do to the children at Morley Meadow. Due to covid restrictions we weren't able to hold our usual Christmas fayre so we had to come up with other ideas to try to still raise something for our charity.

We decided to make sweet stockings using left over socks previously left by old Christmas events. These seemed to sell well. We did make a small profit with these. We also ran a raffle. We were able to get a few donations from local businesses but nowhere near as good as the pre-covid raffles we used to run. We purchased food items to make hampers which looked fantastic and gave our raffle a bit more substance. We didn't make as much on the raffle as we had previously but still a profit.

We didn't do any events then until April due to ongoing covid restrictions and lockdowns.

We ran a quick event in April where we sold 100 squares for £1 each and we had 3 cash prizes and 10 easter egg prizes. We did make a profit on this but we didn't manage to sell all the squares.

In the new term Mrs Duncan asked us if we would be willing to help towards the cost of funding the new library at Morley Meadow when we moved in September. We took it back to the committee and parents on our Facebook group and all agreed if we decided to turn all our efforts to trying to raise as much as we could to put towards that. Throughout the summer term we sold lollies every Wednesday and ran a tuck shop of pre-wrapped sweets sold by teachers. This seemed successful.

We also did a sponsored fun run through paper and money forms and a JustGiving page. This event was so successful and helped us to reach our fundraising goal.

Plan for the year ahead is to spend previous funds raised for playground equipment on playground markings, wild tribe and cooking equipment as voted by the parents in the recent survey. We also plan to raise funds to buy a stage in the new year, if our donations as discussed with Kelly and Mrs Duncan have been accepted.

With the new school year we plan on being able to actively fund raise this year, to carry on being able to support the children and school as best we can.

We plan on running a coffee/play morning fortnightly in January. We would like to arrange a movie night, discos, easter events, Valentine's event, summer fayre, monthly tuck shop, break the rules day and another sponsored run.

This year we need to try to raise funds to replace all the monies spent.

Due to the Westcountry schools trust previously putting restrictions in place stopping us from hosting events, our plans could change.”

2. Treasurer Summary

“Started the year with a balance of £13,057.97, total income for the year was £4681.46 with a large amount being raised by the fun run. Total expenditure was £3476.69 with £2000.00 of that being donated to the school for the classes to use. we made more money than it appears from the sweets as we still have some candy floss that was purchased and rainbow drops / some sweets carried over to this year and used at Halloween. However, lollies were definitely more profitable than sweets.

Finishing the year with a closing balance of £14262.74. One cheque outstanding for £18 for the raffle tickets which will show on the following years accounts. £5000 has been paid to the school for the donations towards the school library” - This cheque was handed over during the AGM.

We have discussed while in the meeting that although the closing balance is high, we have a £5000 cheque to be processed, £4000 budget for the playground equipment, £150 to be processed for the pantomime, £1000 to be used upon food technology and wild tribe. Once all full amounts are known, we anticipate being at minimum balance within our accounts and will need to largely fundraise to meet any 2022 requests from school or parents.

3. Nominations

Every year each member must be nominated and seconded by another member at the meeting to formally enlist them as a role within Friends of Morley Meadow.

Kelly Holborow nominated Laura Ide for chairperson. This was seconded by Jo Coles.

Laura Ide nominated Gemma Matthews as treasurer. This was seconded by Leanne Kiesling.

Gemma Matthews nominated Jo Coles as co-chairperson. This was seconded by Laura Ide.

Gemma Matthews nominated Kelly Holborow as secretary. This was seconded by Emma Smith.

4. Playground and staging

Following the survey sent out to parents it was agreed that money initially fundraised for the playground would be spent on: playground marking, wild tribe, food technology and staging. While the other two options on the survey did receive some votes and can be purchased later in the school year, the above is where as a charity we feel best to spend our funding currently.

Uni-Play have been consulted and come highly recommended from other schools across the country. Pricings and designs have been sent into the school – a £3500-4000 budget was given to the children. This has been distributed between the school council members for decisions to be made within classes. We have also looked at some smaller equipment such as bridges, tunnels and general play equipment which we can fund also over time. We are also approaching local companies to try and get funding for a 6x4m shed to store playground equipment in.

5. 2022 fundraising goals

It was asked by Kelly Holborow if there were any larger equipment or funding needs required for the school looking into 2022. While there is no firm decision, it was loosely discussed that we may be able to fundraise towards tablets for the school children. To fundraise for this, we have discussed the below events.

6. 2022 events

Laura presented a 2022 plan to Mrs Duncan with some suggestions led by other committee members for how to best fundraise for the coming year, given funds have been allocated out from the closing budget of 2021.

Events to look at in 2022 included (but are not limited to):

Monthly:	Coffee mornings School lottery	
Month	Event	Provisional date
January	Disco	20th
February	Movie night	11th
March	Ticketed easter event	TBC
April	Break the rules day	8th
May	Disco	TBC
June	TBC	TBC
July	Summer fayre Health week sponsored run	TBC Week beginning 4th
September	Welcome meeting	TBC
October onwards	TBC early 2022	TBC early 2022

7. Charity Commission

Discussion about change of name took place ready for charity commission submission. It was discussed and agreed by all members that Friends of Morley Meadow Primary is the name to be submitted to the charity commission.

It was also at this point we adopted the Parentkind constitution, given that ours has not been updated since 2005. A copy can be found on the parentkind website or can be made available on request to friends@morleymeadowprimary.org.uk

8. Any other business

Match funding was discussed – Mrs Duncan is going to approach a parent who contacted us with regards to a £500 donation towards a product.

Leanne Kiesling has agreed to being a committee member

Wild tribe opportunities discussed – KS1 are doing sessions weekly, KS2 are doing these once or twice per term.

Discussed christmas crackers and lollies with regards to end of term. Eco / recyclable crackers to be purchased and lollies to be eaten during the christmas pantomime video (funded both by Friends of Morley Meadow Primary). We need to chase the cheque request for the pantomime.

Secrets room date has been discussed as last week of term – contactless payments preferred – bank details to be provided by school in newsletter / email.