



Summerseat Methodist Primary School

'Inspired by our faith in God, together we believe, explore, persevere and flourish'

**Friends of Summerseat Methodist Primary School**  
registered charity number 1108654

## **Minutes of the AGM of the Friends of Summerseat Methodist Primary School**

**Thursday 26<sup>th</sup> September 2019 – 6:30pm**

### **Attendees**

Grace Rothwell (GR)  
Alex Diggins (chair) (AD)  
Catherine Smith (vice chair) (CS)  
Wendy Wakelin (WW)  
Marcia Harvey (MH)  
Tom Pilkington (TP)  
Louise Hamilton (LH)  
Julie Whittaker (Headteacher) (JW)  
Clare Mariani (CM)

### **Apologies**

Jo Coggins  
Trusha Clarke  
Rachel Pitman

### **1. Welcome and Apologies**

AD opened the meeting and noted the apologies given.

### **2. Minutes from 2018 AGM**

Minutes of the 2018 AGM agreed as a correct record.

Outstanding items from 2018 AGM minutes :-

- The potential for community art project mentioned at this meeting had not been progressed by school.
- A balance had accrued in account due to limited spending requests being but forward from school in previous school year.
- Request forms from classes – to be covered under spending item discussion later in agenda.
- Confirmed that Friends would continue to fund Timetable Rockstars – JW confirmed that current subscription ended in March 2020.

### **3. Chairs Report**

AD presented chairs report for the previous school year. Key points outlined were :-

- Summary of events funded were listed and are included in treasurers report.
- Thanks noted to Martyn Barnes who has managed to achieve match funding for a number of fund-raising events.
- Noted that film night was popular but, presented some challenges to run – suggested that a 'play night' could be considered as an alternative moving forward.
- 'Break the Rules Day' – positive feedback and low maintenance to organise/run in school.
- Sponsored run and Race Night both noted as a success and had been major contributors to income achieved in year.



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#### **4. Treasurers Report**

GR presented the treasurers report for the previous school year. A list of net income from each event along with a list of outgoings was provided as part of this report.

Starting balance noted was £7,408.09 (cash float £200), closing balance £8,127.30 (cash float £200.)

GR noted that there had been an intention to limit contributions to coach costs to ensure equitable contribution for all students however, this was not achieved as this had not been communicated to all staff. It was agreed that a wider discussion on approach to be adopted in this area would be had later in agenda when future year spending plans were discussed.

#### **5. Election of Officers for the year 2019/20**

AD confirmed a willingness to continue the role as chair for another year – everyone thanked her for her efforts to date and for her offer to continue for forthcoming school year.

JW was appointed as election officer in the usual way and the following officers were elected for the coming year :-

- **Chair** Alex Diggins (Proposed – Grace Rothwell, Seconded – Catherine Smith)
- **Vice Chair** Catherine Smith (Proposed – Alex Diggins, Seconded – Clare Mariani)
- **Secretary** Grace Rothwell (Proposed – Clare Mariani, Seconded – Alex Diggins)
- **Treasurer** Clare Mariani (Proposed – Grace Rothwell, Seconded – Alex Diggins)

#### **6. File Management – GDPR**

AD confirmed that google drive had now been set up for all committee members to access and to enable paperless exchange of files where possible.

AD to move 6 year's worth of treasurer/finance reports to this drive.

Agreed that E'Mails should be blind copied moving forward in line with GDPR guidance and files password protected where appropriate.

JW confirmed that Friends items could be circulated via school mechanisms where required.

JW confirmed that she could include Friends items in the school Twitter account where required.

Gift Aid – CP agreed to look at applicability and send our proforma to parents.

**ACTION – CP to progress Gift Aid paperwork and proforma to parents.**



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## **7. New Member Recruitment – parent role options**

AD outlined the different ways in which parents could be involved with Friends. GR confirmed that a number of contact forms had been received from parents.

TP and LH were thanked for attending the meeting and agreed to be committee members moving forward.

MH attended as Chair of Governors therefore, declined option to be full committee member due to potential conflict of interest.

WW agreed to attend as Summerseat Cricket club link rather than full committee member.

## **8. Initial Plans for Activities/Spending 2019/20**

### a) Spending Plans

- Agreed that moving forward, an overall contribution per child would be agreed for coach trips to ensure equity (92 students currently.) Moving forward letters to parents relating to school trips would note minimum contribution to allow additional voluntary contribution to be provided by parents if they wanted to.
- It was agreed that circa £500 budget available for school library books related to the Race Night fundraising event. JW suggested an upgrade to class reading corners rather than central library approach.  
**ACTION** – JW to provide list of book titles to be purchased with these funds.  
**ACTION** – CM to cost list of books once titles available.
- Rather than budget for each class, it was agreed that a budget per subject list per provided. JW to provide list of subject leads and spend requests once subject leads identified.  
**ACTION** – JW to provide list of subject leads and spend requests once available.  
**ACTION** – CP to cost subject lead proposals once available.
- CP agreed to write up draft budget plan based on initial discussions at the meeting.  
**ACTION** – CP to draft budget plan for approval by committee.
- Easy fundraising – paperwork to be recirculated to parents.  
**ACTION** – GR to arrange for paperwork to go out to parents.
- Potential for school to bid for Pitch Funding from local authority – a suggestion made to consider developing mental health related proposal.  
**ACTION** – AD to confirm when next bidding round opens. TP and CM to work with JW to work up proposal.



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b) Events Planning

- WW confirmed that she was keen to work with school as Cricket Club link for future events.
- Agreed that Christmas Cards would be sold this year – artwork for inclusion on Christmas cards to be completed in classes by end of October 2019.  
**ACTION** - JW to arrange for artwork to be completed in class by end of October 2019 deadline.
- 'Break the Rules Day' – confirmed as Friday 18<sup>th</sup> October 2019  
**ACTION** – CP to draft letter for circulation to parents.
- Cake sale (Halloween Theme) – date confirmed as Tuesday 5<sup>th</sup> November 2019.
- Agreed to run 'Bags 4 School' event again this year.
- Autumn fancy dress disco to be run in conjunction with cricket club – Friday 1<sup>st</sup> November 2019 – 6pm onwards. £2 per tickets (adults and children).  
**ACTION** – AD to liaise with WW to print/circulate tickets for event.
- LH outlined suggestion to work with children and put on Musical Theatre type show. Everyone agreed that this sounded like an exciting opportunity. The potential for this to form part of an after-school club was also discussed.  
**ACTION** – CP to confirm which copyright laws may apply.  
**ACTION** - JW to consider how LH's skills/proposal could be utilised moving forward.
- Xmas Fair – Date confirmed Friday December 13<sup>th</sup> 2019. Grotto and food to be held at Cricket Club, stalls to run in school. Suggestion of teacher led craft stalls.
- TP suggests the school consider running a 'shoe box' appeal. JW agreed to look into which charities would accept any shoe boxes donated.  
**ACTION** – JW to look into charities to donate shoe boxes too.
- Christmas family film night – date confirmed Thursday 5<sup>th</sup> December 2019.
- Cheese and wine evening at cricket club to be run in spring.

**9 Any Other Business**

TP raised issue of potential upgrade to path down from cricket ground – Council had asked for another organisation to take on ongoing liability. It was confirmed that this was not a liability that Friends could take on moving forward.

**Date of Next Meeting – Wednesday 9<sup>th</sup> October 2019 - 6pm (Brooksbottom Cricket Club)**



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