



FOPS Annual General Meeting		
Date: 2 nd July 2019	Time: 1900	Location: Parsonage Farm
Chair	Hannah Brown	
Minute Taker	Stacie Dicker	
Attendees	Hannah Brown, Stacie Dicker, Miss Greenway, Katy Bateman, Lorelei Phillips, Zoe McGuinness, Francette Dusserre, Mike Field, Sarah Hawkins, Sam Miller, Kate Mansell, Paul Manlow, Alison Mann	
Apologies	Kirsty Annette Meadows	

1. General – Purpose of meeting, Election of new roles - Hannah	
Discussion	<p>Hannah opens meeting, no outstanding actions from last meeting.</p> <p>Hannah will present account figures within the treasurer's report later in the meeting.</p> <p>Main purpose of today's meeting is to assign a new secretary, chair and treasurer – due to parent's within those roles moving on and leaving FOPS.</p> <p>Discussion held over general responsibility of each role:</p> <p>Secretary: minute AGM/other meetings / create newsletters or any other adhoc comms to go out to parents, designing of flyers / posters etc.</p> <p>Chair – organise and chair AGM and FOPS group meetings, have regular meetings with school head, organise event dates, signing of invoices that need paying for, listen to all the panel to get good overview of events we want to run and goods to buy. Coordinate raffle and disco tickets (this has to be done at school due to recent changes with GDPR - This involves taking money out of the box that's in the office, Mrs Attwood has a folder, sign off tickets that have been paid for, collect money and give to treasurer.) Same for the raffle but need to divvy up the tickets. Lots of other responsibilities outside of these things. Hannah has created a long list of all the things this role entails which she will pass to the successful parent.</p> <p>Treasurer – Maintain FOPS accounts, issue payments / invoices etc., update log of transactions for up to date transparency of accounts and annual spends. Track items ordered etc. Provide floats for relevant events, count funds from events.</p> <p>All 3 roles link closely to each other.</p> <p>Following persons nominate themselves for these roles and all at AGM approve:</p> <p>Secretary – Anna Manlow Chair – Sarah Hawkins and Katy Bateman Treasurer role – Lorelei Philips</p> <p>All 4 people will now need to be named persons on the bank account / mandate to sign cheques.</p> <p>Only one name can be on the charity commission form/site so Sarah and Katy need to agree who this will be.</p>



	<p>Due to GDPR changes most of the admin for all events has to be done on school premises..</p> <p>Conversation held about how to get new parents on board and join FOPS or at least help out (summary of conversation and points raised).</p> <ul style="list-style-type: none"> - Possible consideration for later meetings and offsite. Then can avoid bedtimes etc. and school clubs and not needing school to be open. - Need better FOPS presence at other events for adults there to be able to speak to us. - Parents need to know who members are / for some the previous parents on the FOPS team weren't as friendly when they initially came along - Sarah suggests a 'beer and burgers' event, a thank you to all the parents and outgoing staff / children before end of term – due to late notice not going to be able to manifest a date for this - Could however do a cake or ice cream sale on last day of term (23/07) and use this to get parents interested in joining for next year - Have adult only events at school, Lorelei suggests an external company that come in and run an escape room style evening - Consider Reception and Daisies only event first / second week of school term to approach new parents - Hannah has been attending the Year R / daisy drop ins – this will need to continue next year - Rosebuds – consider attending this to increase FOPS awareness - Kate comments that we need to widen the group of FOPs, get out on the playground and talk about it with parents, easier face to face, not as intimidating. Before and after school, getting the word out about what we do and how people can help. - Comment made about the sometimes low presence of teachers that attend and help and also governors. Miss Greenway says it's always difficult and she will defend the staff that they do not have to attend the events, but many have done in the past and still do and will also willingly help. - Consider allocating stalls to a class and the funds they make they can keep to spend on resources <p>Have class reps for each year group, will be easier to communicate down to other parents then and they can break down the role more and share the responsibility.</p> <p>Class Reps:</p> <ul style="list-style-type: none"> - Kate / Katy for year R - Katy – class rep / year R - Need some for year 1 / 2
<p>Actions</p>	<p>ACTION 1 – Anna, Sarah, Katy, Lorelei arrange a date/time with Hannah to get added to the bank account, HSBC account in Farnborough</p> <p>ACTION 2 – Sarah / Katy – agree who will go on the charity commission form/site as the registered person and then action this</p>



2. Annual Treasurers Report - Hannah

FOPS Bank Account	
September 2018 Opening Balance	£ 9,871.56
Current 2019 Balance	£ 12,902.44

Money Raised from Events this school year	
Easy Fundraising	£ 23.96
Autumn Disco	£ 296.05
Christmas Market	£ 679.10
Christmas Fair	£ 3,473.45
March Disco	£ 262.50
Easter Competition	£ 55.00
May Disco	£ 290.00
Summer Fair	£ 3,066.10
Cake Sales	£ 46.40
Ice cream sales	£ 206.20
Sports Day refreshments	TBC
TOTAL	£ 8,398.76

Some of the items FOPS have funded this year include:

Items Purchased this school year
Christmas Books
Christmas Market Sign
Sand
School Projector
School Books
Paid for Christmas Panto
Adventure Playground repairs
Nursery water butt installation
Repairs to upper playground
End of term Panto
Flowers / Shrubs for school grounds

What will we be spending money on for the next year:

- The new landscape strategy – currently looking at the strategy for this and getting ideas, then we need to consider design and prices.
- ICT equipment

FOPS Facebook page will tell everyone what we've bought, how much we've raised etc. Admin rights will need to be amended to cover new chairs.

Again we need to have comms sent around the above that these events wouldn't happen without FOPS and that it's solely FOPS organised – some members of FOPS believe that parents don't know this.



Actions	Allocated to	Deadline
NONE		

3. AOB - All	
Discussion	<p data-bbox="384 490 999 519">Summary of general conversation and points raised</p> <p data-bbox="384 551 683 580">Summer Fair Feedback</p> <ul data-bbox="432 595 1382 958" style="list-style-type: none"> - Bouncy castle company and Magic Ponies would like to run again for next school summer fair. - Discussion around holding next year's summer fair on a Friday, however Miss Greenway points out it's even more difficult to set it up as it all has to be done in the day when children are all on site. - Comment made about the lack of diet drinks at the summer fair. - Could we have Pimms next year at summer fair – yes but remember you need to purchase the individual event alcohol license, you do this through Rushmoor Borough Council. - Guillemont have confirmed their summer event for 2020 will again be held on the last Friday of June – would be wise for FOPS to avoid following Saturday as their school fair. <p data-bbox="384 990 448 1019">Misc</p> <ul data-bbox="432 1034 1382 1733" style="list-style-type: none"> - Alcohol license needs applying for, for each event where you will sell it - Lottery license has to be applied for through the gambling license in November. - Send separate comms around Lottery and what it entails as it's an easy money maker - Creation of leaflet on what it is parents can do to help within FOPS, missed opportunity for this to go out in new parents pack this term but could go out in September or as a flyer when advertising possible September welcome event (as below) - Clothes bin is still doing well. - FOPS Facebook page currently has 93 members – will need to run update of this once all old parents leave in July and take these parents off the page. - Agree date for first meeting of next school year. To be held outside of the school – perhaps a local pub - Consideration for separate daisies and Year R event early in September, free cookie for the kids, come speak to FOPS etc. - Are any dates for events for the next school year already set? No this needs to be done with new chair and Miss Greenway. It does need to be arranged ASAP however, possible date of 23rd November was mentioned. - We would like for Discos to be more themed next year <p data-bbox="384 1765 979 1794">Welcome BBQ / Event to be hold in September</p> <ul data-bbox="432 1809 1382 1989" style="list-style-type: none"> - Consider welcome event / BBQ – will need to get a date and comms sent out for this before end of term. Pencil in roughly 27th September - With kids, straight after school – need to get this comms out to parents before the end of term. So need to think about timings ASAP. Consider 5pm – Consider film and pre order of tickets for BBQ. Consider asking SCL to help. New team to discuss and plan this.



Actions	Allocated to	Deadline
Plan for Welcome BBQ	New Chairs	-
Raise relevant Alcohol License request	New Chair	-
Obtain gambling license for Rushmoor Lottery	New Chair	-
Send communication about Lottery, how to do it, how easy it is and what benefit are	Hannah Brown to provide details to new chair	-
Creation of 'what FOPS entails' flyer	New Chair / New secretary	-