

AGM Meeting Minutes

Meeting start Date | Time 9/11/2022 7:30 PM | Location Via Zoom

Attendees

Mrs Beth Billington	Darren Black	Tracey Brown
Mrs Bridget Turner	Nic Donno	Kirsten Stay
Anne Jenkins	Elizabeth Brereton	Jade Upton
Kim James	Lindsay Mann	Natasha Price
Natalie Sanchez	Toby Mann	Nikki Eatson

Apologies

Apologies for absence :...

Harriet Sullivan	Jess Brett
Anna Hyde	Sarah Garrett
Sam Babbage	Karen Eastman
Hayley Walker	Dawn Grieves
Kassi Gray	

Apologies for format :

AGM meetings are typically conducted face to face, however the overall consensus when planning the meeting was that a greater audience would be achieved virtually.

Constitution does not stipulate a preference.

Welcome

Thank you for attending... It goes without saying that we, as a team/school, truly appreciate everyone's contribution and efforts of support. None of what we do would be achievable without each and every one of you!

NB: An AGM is required on a yearly basis in order for the meeting minutes to be submitted to the Charities Commission as part of the yearly report so that FOJ can maintain their charity status.

- Review of the year 2021 / 2022 from Jenyns School & Friends of Jenyns (FOJ)
 - Fundraising events & finances
 - President, Treasurer & Chair Reports
- Allocation of monies

- Prospective Fundraising Events
- Upcoming events

Presidents Report

- The headteacher of Jenyns becomes honorary President of the Friends of Jenyns charity when joining the school.

NB. As a reminder our charity number is: 1124390

Mrs Beth Billington presented...

I would like to start by welcoming those parents who have joined the Friends of Jenyns this year. All roles, no matter how big or small, are vital in making it a successful organisation and we appreciate the time given to the school and our children.

I can see how the Friends of Jenyns has been going from strength to strength and I want to thank you all for your hard work and dedication over the past year. We have had some fantastic events, activities and fundraisers that not only raise money for the school but also bring us together as a school community. From Christmas markets, pantomimes to residential/trips and the Braughing Wheelbarrow Race. It's incredible how much we do as a small school. The funds raised are essential, especially in this current climate, and enable us to plan larger projects such as purchasing outdoor equipment or organising enrichment activities and trips. The staff and pupils will be consulted on future projects with the help of the Friends of Jenyns.

A big thank you once again, we really do appreciate all that you do for the school. I look forward to the year ahead.

Treasurer's Report

Kim James presented...

It goes without saying that Nichola Game did a great job as our previous treasurer. She will be sadly missed and we wish her and her family well in their new chapter.

In light of the vacancy for this position, I was happy to give it a shot and volunteered to take on the role.

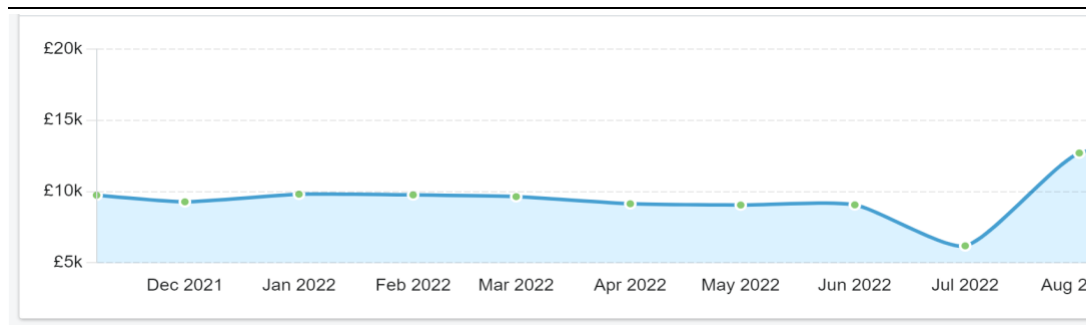
I have since been working on the handover with Nichola, and the invaluable shadowed support of Anne Jenkins, where we intend to get up to speed and continue with the fluency of controlling and allocating funds.

To ease us in (LOL) we have gained access and compiled the following report of the costs for the financial year 1st September 2021 to 31st August 2022.

The approximate starting balance as at September 2021 was around the £10k mark which in reflection allows us to see how well the FOJ team are doing, and obviously this is already excluding this years' Halloween trail and Christmas Fair funds so we are very much in good stead.

2021 - 2022 Profits and Losses

MONTH EVENT	INCOMINGS	OUTGOINGS	PROFIT
Approximate starting balance as of Sept-21			£10,000
Sep-21			
Oct-21 Wheelbarrow Race Raffle & Bags2School	£1,002.42	£80.60	£921.82
Panto 21 Deposit		£180.00	-£180.00
Nov-21 Halloween Trail 21 JustGiving	£185.75		£185.75
Christmas Fundraising (tea towels/sweets/tiger)	£38.07		£38.07
Panto 21 Final Payment		£534.00	-£534.00
Dec-21 Christmas Fundraising (tea towels/sweets/tiger)	£410.89	£306.00	£104.89
Xmas Fair	£576.36	£147.87	£428.49
Jan-22 Christmas Fundraising (tea towels/sweets/tiger)	£23.01		£23.01
ParentKind Insurance for FOJ		£72.00	-£72.00
Feb-22 Campfire Hot Choc		£33.68	-£33.68
Sensory Garden Planting		£86.97	-£86.97
Mar-22 Sensory Garden Planting		£86.97	-£86.97
Pop UP Market Stall		£10.00	-£10.00
Stansted Mountfichet Coach Travel Class 2		£335.00	-£335.00
Easter Eggs		£67.45	-£67.45
Apr-22 Cash Deposit	£212.55		£212.55
Wheelbarrow Race: Bar - Thorns Catering Furniture		£301.51	-£301.51
May-22 Amazon Smile	£11.78		£11.78
Jun-22 Wheelbarrow Race Raffle & Events License	£97.00	£111.00	-£14.00
Wheelbarrow Race Bar		£3,019.17	-£3,019.17
The Giving Machine	£28.79		£28.79
Jubilee		£20.81	-£20.81
Sports Day	£80.50	£41.25	£39.25
Jul-22 Sports Day		£38.65	-£38.65
Wheelbarrow Race	£6,918.61	£321.13	£6,597.48
Year 4 Leavers		£47.32	-£47.32
Aug-22 Amazon Smile Income	£14.27		£14.27
TOTAL	£9,600.00	£5,841.38	£3,758.62



2022 – 2023 Budget

FOJ's current standing in the bank account is at the £15,000 mark.

Taking into account that an approximate £6,000 reserve for the Wheelbarrow Race is required, we are left with an approximate £9,000 balance. This is clearly apparent that FOJ has been making profit continually as well as generating a lot of income from events such as the wheelbarrow race.

It is therefore proposed that FOJ make a £5,000 donation of excess funds to the school, which still allows for a generous reserve of £4,000 to cover the cost of planned expenditure such as leavers celebrations and the upcoming pantomime trip and for experimental events such as the cinema event and possible summer festival event, and of course for any reason the committee were unable to fundraise or the school needed urgent support.

The proposal will be put to the FOJ committee for approval and actioned if passed.

School will ask children / values ambassadors involved in process to see if/what would bring value to the school.

Committee Report

Anne Jenkins presented...

It feels like the last year has flown by! The world has opened up again after COVID, and everyone has been enjoying the freedoms which were so greatly missed during the lockdowns.

This has meant that our sterling group of volunteers at Friends of Jenyns have been able to fundraise again! Events & schemes such as the Halloween Trail, Christmas Carols in the Playground, The Braughing Pop Up Market, Sports Day, Bags2School, Amazon Smile and not to mention Two wheelbarrow races in one year! A fantastic achievement considering everyone is giving up their precious spare time, outside of both work, and home life commitments.

The Braughing Wheelbarrow Race this year saw the biggest crowds to date, attend a little field by the Braughing Ford to enjoy all the races, stalls, games, food & drink that was on offer. Friends of Jenyns ran both the bar and raffle and it was great to see so many parents (both present and past) come together to help out. Whilst we wildly underestimated how thirsty people can get, we still managed to raise the largest amount ever at this event (£6.5k)! I have to stop myself from thinking, if only we ordered more beer... hindsight is a wonderful thing!

Thank you to everyone that helped out both on the day and the all-important preparation in the run up to Jenyns' biggest fundraiser of the year. Special thanks to Natalie Sanchez & Jess Brett for organising & running the raffle and to Karen Eastman, her husband, Matt, Kim James, Nichola Game, Darren Black and Natasha Price for all their hard work over the whole weekend. It would not have happened without you.

Through our volunteers' hard work and commitment, Friends of Jenyns have been able to support the school in many ways over the last year (£1,400):

- The whole school Christmas Panto in the village hall with popcorn and drinks in Dec 21
- Funding towards the Reading Campfire evening (2021) & the Sensory Garden planting
- Subsidised Class 2 trip to Stansted Mountfichet Castle
- Gifted Easter Eggs to all children & held a Jubilee Street Party in the playground in honour of Queen Elizabeth II
- Funding for Year 4 Leavers Celebrations and their leaving gifts

All this wouldn't have been possible without the fundraising which the volunteers do – thank you!

I wanted to take this opportunity to recap on how fundraising monies are allocated.

- Proposals can be put forward by the both the school or representatives from FOJ (all school parents/guardians automatically become members of FOJ)
- Proposals are discussed at face to face meetings or via email depending on the proposal
- If proposal is agreed by both the School Head and FOJ committee, a vote to spend the money takes place with the wider FOJ community
- The FOJ community has a WhatsApp group. The proposal is summarised in this group and to agree a funding proposal, needs over a 50% 'yes' vote.
- NB. The WhatsApp group is updated regularly to ensure that members are still active parents at the school

This leads me on to... the proposal for £5k be donated to the school. I'm sure the children will have great fun coming up with ideas as to what to spend it on!

Friends of Jenyns are obviously more than happy to support in implementing the school investment when it has been confirmed.

Whilst we have invested monies into the school, we have also invested in the Friends of Jenyns charity as well. We have recently purchased 3 Sum Up Card Readers (£140) which allows cashless payments for parents. Whilst there is a small fee associated with using the Sum Up readers (2%), the ease of use and reduced reliance on cash, far outweighs the downside of this as people tend to spend more on cards! These machines will be used for future fundraising events (already test driven a borrowed device at the wheelbarrow race and Sports day),

as well as using the Just Giving Site for people to donate (Halloween Walk, Xmas Disco), making the move away from cash.

Finally, on a personal note, this last year has been both an enjoyable challenge and steep learning curve, yet that being said, its been a real privilege to work with both the school and the lovely parents to directly support our children's education at Jenyns. I hope that 2023 brings us lots more opportunities to develop friendships, fundraise, and most of all have a bit of fun along the way!

Review Constitution

The constitution was reviewed, and no changes were recommended.

There were also no outstanding actions to be reviewed.

Constitution was signed and dated by Chair and President and this will be made available to the Treasurer for inclusion in the annual charity return as per its requirements.

Minutes from previous AGM

The minutes from the last AGM (3rd November 2021) were reviewed and no outstanding actions were identified.

Voting of Committee

As per constitution requirements, all committee offices were vacated, and new nominees presented.

ROLE	NOMINEE	NOMINATED BY	SECONDED BY
Chair	Anne Jenkins	Kim James	Natasha Price
Treasurer	Kim James	Anne Jenkins	Darren Black
Secretary	Elizabeth Brereton	Natalie Sanchez	Darren Black
PR & Marketing	Nic Donno	Tracey Brown	Darren Black
Class 1 Reps	Natalie Sanchez	Elizabeth Brereton	Darren Black
Class 2 Reps	Tracey Brown / Nic Donno	Anne Jenkins	Kim James
Class 3 Reps	Darren Black	Kim James	Natasha Price
Bags2school Coordinator	Sarah Garrett	Anne Jenkins	Natasha Price

Pre meeting note: Kim James volunteered to take on the role as committee Treasurer.

The nomination was proposed by Anne Jenkins and seconded by Karen Eastman.

AOB

Upcoming Events Christmas Fair (1st Dec 16.30-18.00)
School Pantomime Shows (Thursday 8th Dec & Friday 9th December)

We looked into the possibility of getting donkey's / reindeer at the Christmas Fair for the children to be able to pet / feed, but sadly this path has been duped due to safeguarding and insurance purposes so will not be possible on this occasion.

- Donation of funds to school – FOJ have a proposed £5,000 available funds to be released as a donation to the school to be used for valued improvements / amenities. FOJ will liaise with the school on spending **Anne Jenkins** to put to committee to vote via WhatsApp for approval and action if passed
- Santa – we are currently struggling for a volunteer as the usual santa is not available. **Natalie Sanchez** offered to follow up with possibilities within the Parish Council / Governors
- Donations for tombola stall – bottles, soaps, biscuits, chocolates or anything re-giffable **Anne Jenkins** will organise posters for school and leaflets to be dropped into bookbags detailing donations required. Details also to be included in weekly journal
- Donations for Class 1 fancy dress stall – any unwanted costume **Anne Jenkins** will organise posters for school and leaflets to be dropped into bookbags detailing donations required. Details also to be included in weekly journal
- Decorate a Jar competition / tombola – each child has the opportunity to decorate a jar and be entered into the competition where internal prizes are awarded. Jars are then placed into tombola **Anne Jenkins** will organise posters for school and leaflets to be dropped into bookbags. Details also to be included in weekly journal
- Guess the name of the Teddy – Jess Brett will donate a teddy to be used for Class 3 to parade and sell tickets in the playground. Name will be revealed when all sold and winner gets to take home! **Anne Jenkins** will organise posters for school and leaflets to be dropped into bookbags. Details also to be included in weekly journal
- Christmas Decoration Donations on loan – inflatable / light-up decoration donations would be greatly appreciated for use at the fair to add to the magic. All of which would be returned after the event **Kim James** to spread the word through all WhatsApp groups and arrange collection / return
- Christmas Cards – packs have been received at school and passed to each year group to be able to get the children to design their own. These are to be completed and passed back to Nic Donno who will arrange production and packaging to hand out **Nic Donno** to spread the word through all WhatsApp groups to ensure all parents are aware children are making cards to purchase this year, and will arrange distribution
- School Pantomime Shows – Volunteers are needed to help serve refreshments **Anne Jenkins** to put the feelers out through all WhatsApp groups and create spreadsheet of shifts. **Natalie Sanchez** to make enquiries as to donations of mince pies and yule log
- School Disco – Tickets are selling well through just giving. Volunteers are needed to help supervise / assist. Mrs Billington confirmed 2 members of staff would be on hand to cover safeguarding / insurance **Anne Jenkins / Tracey Brown** to put the feelers out through all WhatsApp groups and create spreadsheet of shifts
- Christingle Service – Anne Jenkins has managed to liaise with the manager of the Co-op who as agreed to donate as many oranges and sweets as possible. Looking to require 75 Christingles in total. Working party needed for this

Anne Jenkins to put the feelers out through all WhatsApp groups for volunteers to make up the Christingle oranges.

- Calendars – possible fund raising opportunity to sell a yearly calendar where children and staff could decorate with drawn self portraits based on birthday month.
Kim James to investigate possibilities and costings. Idea to then be put out for proposal
- Proposition Book – Kim suggested it would maybe be a good idea to have an open book available in reception to allow everyone to have a voice and propose fund raising ideas and opportunities.
Kim James to source and implement and announce through WhatsApp groups when live

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