

**Greenfields Community Primary School
Parent Teacher Association
Registered Charity No. 1196981**

ANNUAL GENERAL MEETING

3rd October 2023

To be held in the School Hall at 2.30pm

AGENDA

Ordinary Business

- 1] Apologies for absence
- 2] Chair's Verbal Report for 2022/2023
- 3] Treasurer's Report for the year ending 1/9/2022
- 4] Election of Officers and Trustees of the Committee

Chair
Secretary
Treasurer
Other Officer(s)
Ordinary Committee members

Special Business

- 5] Other items – agree Parent Kind Model Constitution

Any Other Business

- 6] Other business - up and coming dates

Present at Meeting:

Emily Cackett (EC)
Kelsie Gibson (KG)
Charlotte Fanning (CF)
Steph Mack (SMK)
Julie Cole (JC)
Anna Stopes (AS)
Joanna West (JW)

Dan Andrews (DA)
Sarah Jones (SJ)
Sam Marshall (SML)
Kelly Gash (KG)
Cleo Janur (CJ)
Naomi Lawrence (NL)

Minutes of Meeting

1. Miss Boddy -Unable to attend due to Class commitments, but would like to remain an active member of the FOGS
2. Our current Chair, EC highlighted the events that had been organized by the FOGS since she was made Chair:

Sports Tournaments – FOGS have sold refreshments and helped staff the event/assist our visiting schools and parents. These have been very successful with good feedback from other schools/parents. Having the FOGS staffing the gate on the field and the schools parking in the carpark next door has helped with foot traffic through the main entrance and also parking problems on Oxford Road. JW said thank you on behalf of the Office Team. FOGS would like to continue with these events going forward.

Family Fun Fridays – FOGS have sold refreshments and organized activities for the families. These have been very successful especially in the warmer months. Numbers have reduced now the weather is getting cold – as expected. These will stop for winter, finishing on a campfire event and then restart in the spring.

Discos – Organised, decorated, staffed and supplied refreshments/snacks for the children. These are always popular with the children and will continue for the foreseeable future.

Summer Fayre – Organised, staffed and run by the FOGS. This year the day was changed to Friday after school, this was a success, with parents saying that it was better on a Friday, as they were at school anyway collecting their children. Staff also felt it was better, as they were more willing to help on a Friday, so they still have the weekend for their family time. CF said it was also good to have the Year 6's to run some stalls and assist some younger children in playing the games etc. EC said that her child loved helping out.

Stars in their eyes – cancelled this year, due to time pressures. FOGS considering if to reinstate next year.

DA stated that as school budgets get tighter, the school will rely on the fund raising of the FOGS to ensure that the enrichment of the pupils continues and that school trips can remain free or highly reduced for parents. DA, CF and SJ felt that the FOGS should try to make parents more aware of what the money raised is used for in school, such as the Year 6 Leavers Jumpers, Free Santa visit for every child and Free School Dinner for every child. It was suggested that maybe a Termly FOGS newsletter could be sent out to parents advising them of what events have taken place and what the money has been spent on – SML agreed to assist with the newsletter.

Several parents at the meeting said that their child/ren had a sense of pride that their mum was working in school and helping at events. It was discussed that the FOGS should recruit more members, as it is always easier to organize/staff events when you have more people to help.

3. JW has been caretaker of the role Treasurer since Gary Morley resigned. All passwords for accounts have been reset, GM has been removed from the bank account and his FOGS bank card has been shredded.

DA confirmed the following finance figures, ending 1 September 2023, as submitted to the Charity Commission in September:

Income: £17,662

Expenditure: £12,271

Regrettably, due to problems getting the FOGS Bank Account details changed, JW cannot currently access the bank account in order to confirm the total amount within. Once the bank account access has been resolved, JW will update FOGS on the bank account balance.

4. Emily Cackett was nominated to continue as Chair – this was voted and agreed by the FOGS members present.
Kelly Gash was nominated as Secretary – this was voted and agreed by the FOGS members present.
Sarah Jones was nominated as Treasurer – this was voted and agreed by the FOGS members present.
Kelsie Gibson was nominated by DA as FOGS Community Officer – this was voted and agreed by the FOGS members present.
Ordinary Committee members were agreed as DA, SML, SMK, CF, JC, AS, CJ, and NL who were present at the meeting. EB who was unable to make the meeting (see apologies for absence).
5. DA suggested that the FOGS should continue to adopt the Parentkind Model Constitution for this year – it was agreed and EC signed the Constitution and it was witnessed by JC.
6. Countdown to Christmas events were discussed and agreed. These events are:
Christmas Decoration – House Competition
Non-Uniform Day – Chocolate donation
Christmas Performances with refreshment sales
Santa Trail
Pantomime provided by Valley Park School – Cost agreed to be covered by FOGS
Campfire with Hot Chocolate and Marshmallows
Parent Christmas Shop
Staff Pantomime
Christmas Disco
Christmas Fair
Xmas Jumper days

AS suggested a Halloween event, maybe a disco or dress up day. AC, KG and JC agreed that the children would love a Halloween Disco. After discussion, DA agreed that the Christmas Disco could be changed to a Christmas film night and then a Halloween Disco could be arranged. It was decided that the Halloween Disco would be on Monday 30th October. Arrangements would need to start immediately, as tickets would need to be purchased before we break up for Half Term holiday, to give time for refreshments/snacks to be purchased.

Next FOGS Meeting would be Term 2 – date to be confirmed