



**Friends of the Winchcombe School (FoWS)**  
**Registered Charity No. 1025405**  
**Annual General Meeting**  
**7pm Wednesday 12<sup>th</sup> February 2020**

## MINUTES

### Attendees

Jemma Culley (AGM Chair), Meurig Lloyd (FoWS Trustee), Vicki Jackson, Neil Pilsworth (Head Teacher), Roy Wood (Governor, Chair of the Finance and HR Committee), Sheilagh Peacock (School Business Manager), Sara Bennet (School Council), Magdalena Muryn, Paula Hutchinson, Rachel Redgwell (Chair of Governors), Haroon Qaiser, Veprim Krasniki, Christian Necula

### Apologies:

Emma Oliver

### Our Constitution

Meurig explained that it is a legal requirement for FoWS (as a registered charity) to set out its objectives and the structure by which it operates in a constitution. The current constitution has become out of date due to changes to charity and data protection law. He proposed that FoWS adopt the ParentKind model constitution, endorsed by the Charity Commission. The following motion was approved unanimously, with no abstentions:

*To adopt the ParentKind model constitution dated February 2018 with effect from 12<sup>th</sup> February 2020. For the avoidance of doubt this will replace any constitution or rules that may have preceded it.*

**Actions:** Meurig to arrange for the approved constitution to be signed and saved on the ParentKind website. Jemma to upload it to the FoWS section of the school website.

### Treasurers Report

Meurig explained that FoWS had been inactive for the past 18 months and as a consequence the last 2 years' annual accounts and annual return to the Charity Commission were outstanding. He undertook to bring the annual accounts up to date and submit the annual return by Easter 2020.

Meurig confirmed the following financial support had been committed to the school within past 12 months:

- £2,628.00 - Grant to subsidise school trip to the pantomime 2019
- £599.00 - Grant to purchase bookbags for all 2019 and 2020 new starters
- £599.50 - Grant to purchase Leavers Books for all 2019 leavers
- £783.80 - Grant to purchase a visualiser for each classroom\*
- £4,600.00 - Ring-fenced in reserves to underwrite a visit by the whole school to the pantomime 2020. Some of the cost will be recouped through parent donations, so it is unlikely that FoWS will pay the full amount.

**Actions:** Meurig to bring annual accounts up to date and submit FoWS annual return to the Charity Commission by Easter 2020. Meurig to confirm FoWS cash reserves for the AGM minutes\*\*.

\*A visualiser is a digital version of an overhead projector, it will allow teaching staff to project images and handouts on the smartboards in the classroom. As well being an excellent learning resource, the visualisers will save the school significant sums in photocopying costs and time spent preparing handouts.

\*\*Cash reserves at 12/02/20: £7,059.43 (£2,459.43 unallocated funds plus £4,600.00 ring-fenced for Pantomime 2020)

## **Events Calendar and Vision**

Jemma talked about the vision for FoWS – growing the community and working collaboratively with all groups within the community (staff, school council, families, governors), to provide social opportunities, raise the profile of FoWS by increasing our communications, be at the centre of all the fundraising for the school with our experience and matched funding opportunities, as well as being able to request support of volunteers.

Pre-Loved Uniform Sale to be held this Friday (14<sup>th</sup> February) with School Council Cake Sale – this is all in hand and all volunteers and donations of cakes have been requested.

There was discussion around a Community Market to be held at Easter and aimed at families of the school who have their own businesses, to run alongside and Easter Egg Hunt to draw families in.

Jemma and the Literacy Teacher have collaborated to organise a book sale after school on World Book Day selling books donated by parents. The letter is due to go out before half term so donations can be brought in after the holiday.

Summer Fete will be organised this year as long as there are enough volunteers to help organise and run the event – we discussed that providing enough notice gives us better opportunities for people to come forward and we need to have a clear idea of what we need so people understand what they are signing up to.

**Actions:** Jemma to check school diary to agree dates for Easter Event & Summer Fete. Jemma and Vicki to draft a letter for the 'Community Market & Easter Egg Hunt' to send by half-term. Vicki to advertise World Book Day & Easter events on Facebook by half-term. Jemma to draft an Events Calendar & Newsletter by end of first week after half-term holiday and publish 'save the date' with the school as applicable. Vicki to draft up Community Market Booking Form/Terms and Conditions. Vicki to respond to enquiries for Community Market.

## **Future Spending**

The school has requested that fundraising begins for a share of a replacement minibus along with Shaw-cum-Donnington and Robert Sandilands Schools. The approximate amount needed is £8,000, a share of the total amount.

## **Working Groups**

The differing abilities and commitments of volunteers was identified. Events will be broken into areas which can be worked on in small groups which may help those who can only meet at certain times of day. The emphasis is on flexible volunteering; as much or as little as desired at a time to suit the individual.

**Actions:** Jemma has a form which can be used to identify skills and areas of interest of the volunteers so we can learn more of our community. The form will be uploaded to the website and google drive to be used whenever anyone would like to sign up to help us.

## **School Council**

Sara Bennet outlined the responsibility of the school council. Representatives from years 1 to 6 were elected in November 2019 to give a voice to the pupils. They are taking great pride in the school and forming a school community. The children have many fundraising ideas including Discos, non-uniform days and messy hair days. The possibility of workshops was discussed so that parents could advise on how to chair meetings, and the children will be visiting Newbury Town council and the Mayor.

## **Election of Trustees (FoWS Committee)**

Trustees were elected unanimously:

Jemma Culley (Chair)  
Vicki Jackson (Vice Chair)  
Meurig Lloyd (Treasurer)  
Emma Oliver (Buyer)

All attendees were invited to put themselves forward but declined. The Committee can co-opt additional members during the year.

## **AOB**

New fundraising ideas were discussed:

- Printing Christmas cards for sale
- School tea towels
- Providing refreshments for sports day/ school plays/other school events
- Outdoor shelter
- Mobile bookshelf for outside

Attendees were invited to share their ideas for fundraising and encourage other parents to do the same.

The School Council will be consulted regarding new fundraising ideas; the possibility of allowing them to vote on spending a nominal amount (up to £500) was discussed.

Other potential activities (including non- fundraising) discussed:

- After school groups in sports/music/foreign languages etc utilising parents with skills in these areas.
- Newbury Carnival
- Christmas lantern procession
- Fun runs

Methods of communication discussed:

- Annual Events Calendar
- Newsletter
- Facebook
- Bi-Monthly Committee meetings to be held at different times to be inclusive.

**Actions:** Jemma to arrange Events Calendar and Newsletter. Vicki to continue with promotion on Facebook. All to further discuss clubs and social events. Vicki to arrange all contact details of attendees, plus any recently received from events, into our database

Minutes are to be sent out to members and published on the school website.