

## Friends of the Raleigh (FOTR) Annual General Meeting (AGM)

Thursday 10 October 2024 from 20:00 – 21:00 via Zoom

### Attendees

	Name	Role	Committee Role
1	Kate Archer	Parent	Equipment lead
2	Marcy Dalton	Parent	N/A
3	Amanda Daniels	Parent	Comms lead
4	Jean Grace-Dix	Parent	N/A
5	Niall Haughey (Chair)	Parent	Chair
6	Jane Martin	Parent	N/A
7	Janice Matthews	Parent	Co-Treasurer
8	Rheanna Mitchell (Minutes)	Parent	Secretary
9	Becks	Parent	N/A
10	Belle	Parent	N/A
11	Mrs Chalk	Teacher	N/A
12	Mr Fitzgerald	Teacher	N/A

### Minutes of the last meeting

The previous meeting had been informal, at the end of the last term, and therefore there were no minutes to review or approve.

### Appointment of officers

Niall confirmed that there would be formal committee roles to fill for the academic year 24/25.

- a) Chair: Niall confirmed his intention to stand down as Chair. Rheanna was confirmed replace as Chair for 24/25.
- b) Co-Treasurer: Rosie (not present at the meeting) had confirmed her intention to step down as co-treasurer. No volunteer came forward to replace the role. Niall confirmed he had been talking to other parents and had another parent who may step into the role. This was TBC – the role would be re-advertised if necessary.

- c) Secretary: Having stepped into the Chair role, Rheanna confirmed that the Secretary role would become vacant. Kate would support on a short-term basis whilst an alternative officer was identified.

**ACTION: Further recruitment discussions to take place and confirmed appointments to be set up on the internet pages.**

### **Requests from the school**

Mrs Chalk acknowledged the work of the FOTR and thanked everyone on behalf of the school for their support, time and fundraising. The £8k received in Spring 2024 had been used for the early years area.

Mrs Chalk referenced the ongoing work to build a new Year 6 block and canopy area. The new block would ensure bigger classrooms, lockers and access to toilets without an outside walk. Mrs Chalk requested FOTR contributions to pay off the debt of c£50k.

The FOTR committee agreed to support repayment of the money borrowed to build the Year 6 block. However it was reflected that efforts to fund raise were easier for acquisition of future assets. This was because children and families could 'buy-in' to the sense of contributing to and saving up for something. In the future linking the FOTR in at the planning stage would be really helpful to motivate fund raising. Mrs Chalk agreed to take this idea back for the future.

**ACTION: Mrs Chalk agreed to share with colleagues the FOTR view that it is easier to raise money for future assets so that this could be considered in the future.**

### **Treasurer Update**

Janice provided an update on the 23/24 academic year, totalling £16.7k.

The events across each term are listed below:

- *Autumn Term*
  - Christmas Fair £1.1k
  - Christmas cards £1.1k
- *Spring Term*
  - Easter Fair £1.4k
- *Summer term*
  - Summer fair £9.3k
  - Summer party – did not take place in 23/24

Cake sales also took place across the academic year, one per year group, and contributed between £300 – 400 each time.

At the end of the term, £8k was transferred to the school to contribute to the KS1 play area. The current FOTR balance is £26k. The first event of the year – a year group cake sale – has added c£300 to the balance.

The FOTR needs to retain a buffer of c£10-15k for expenses and can therefore make an initial transfer of £15k towards the new Year 6 block. Mrs Chalk and Mr Fitzgerald expressed a thank you from school for this initial contribution and looked forward to welcoming parent visitors to the open-day, likely to take place during the Easter term.

Action: Janice would arrange the transfer of funds and Amanda would notify parents of this contribution via Comms and Social Media channels.

### Upcoming events

There was a discussion, with key updates, about the following events that will take place over the course of the year:

Dates / Term	Event	Notes
Monthly	Bake Sales	Jane leads on organising a monthly bake sale, which each year group leads on in turn. These will continue throughout the year and it is expected that each sale will raise £300-400.
Autumn	Christmas Fair	<p>Amanda will lead again and confirmed that the date will be 13 December. There are already two mufti days in diary to collect jolly jars and gifts.</p> <p>Amanda has written to Reps with instructions for class stalls and is working on messaging e.g., posters and adverts for the next newsletter.</p> <p>Amanda advised Reps to put a ‘save the date’ out for helpers for stalls and welcomed anyone else keen to be involved on the organising committee to volunteer.</p> <p>Access to the hall for set up will be from 1.30.</p> <p>House points will be used as a ‘prize’ on relevant stalls.</p>
Autmn	Christmas Cards and Tea Towels	Jane will lead on organising the Christmas Cards and Tea Towels for the last time this year and would appreciate a volunteer to pick up for future years so that she can hand over before leaving.

		Jane confirmed that sample cards would be sent out to parents sometime next week and that information on how to order would be circulated via Class reps.
Spring	Easter Fair	Whilst not discussed in the meeting, this is included in the table of future events for completeness.
Spring	Parents Party	Alicia Broadhurst had volunteered to lead the organising committee and had begun planning for an event in the Spring term, with the possibility for a further event in the Summer too.
Spring	Disco	It was not possible to fit a Disco in the school diary in the Autumn term. Early conversations would take place to get a date for the Spring and Summer terms. The team who arranged last year's event would be approached to facilitate this.
Summer	Disco	As above.
Summer	Summer Fair	Whilst not discussed in the meeting, this is included in the table of future events for completeness.

### **AOB**

As it was Niall's last meeting as Chair, the meeting acknowledged his support over the last few years and thanked for his time and efforts.

**Date for the next meeting:** TBC – Possibly around W/C 18 or 25 Nov

**Meeting close**