**Minutes of the Annual General Meeting of the Friends of St Margaret’s [FOSMs]**

**Thursday 19th September 2024 – 2pm, St Margaret’s School, Toppesfield**

**Attendees:** Mrs Newland [SN], Sarah Bassett [SB], Annie Clements [AC], Gill Page [GP], Laura Parker [LP], Naomi Hayward [NH], Belinda Littler [BL]

1. **Apologies for Absence**

Sarah Gardiner, Victoria, Katie Bishop, Lynn Collard, Hanna Pirrie

1. **Minutes of the last meeting**

Agreed

1. **Matters Arising**

The meeting reviewed the minutes of the last meeting, held on 2nd July 2024 and discussed matters arising which were not specifically addressed on the agenda

\**interaction with pre-school* - SN confirmed that she has met with Andrea Chinery and they have agreed to run some joint sports sessions, the pre-school will attend the school sports day and participate in a toddler race and are invited to join in with the community coffee afternoons. Agreed that covid had unsettle the previous relationship and both are now working together to foster this.

1. **Election of Officers**

BL confirmed that the officers in post had all offered to stand again but would be equally happy for someone else to take on the roles. There were no alternatives proposed so the following were elected:

* 1. Chairman – Belinda Littler proposed by NH, seconded by SB
  2. Vice-Chair – Katie Bishop – proposed by AC, seconded by SB.
  3. Treasurer – Sarah Gardiner – proposed by NH, seconded by AC
  4. Secretary – Laura Parker - proposed by AC, seconded by SB

The Chair thanked all the officers and committee members for their hard work during the year and for agreeing to continue.

1. **Presentation of 23/24 accounts**

In the absence of the Treasurer, the Chairman presented the attached accounts, confirming that in the 23/24 year (September to September), FOSMs had raised £4,633.47 and spent £2,053.47.

1. **Constitution**

SN advised that the constitution had not been reviewed for some time and BL ran through her comments on the document which is available on the St Margaret’s website. The meeting agreed the amendments as per the attached, mainly to reflect the current working of the group.

The revised constitution was adopted and will be uploaded to the website.

***BL to update copy on website***

1. **Website**

BL had prepared an update to the text on the FOSMs page of the website which was discussed and agreed.

***BL to make changes to website.***

1. **Fundraising targets 24/25**

BL advised that there was a meeting planned with SN, Mrs Meadows (both for the school), BL (FOSMs) and Steve Parker (Governors) to discuss targets and to ensure a joined-up approach.

SN confirmed that the school’s key priorities for this year are to improve social time for the children.

SN suggested that a key priority for FOSM could be helping with the cost of transport for trips and visits as it is often this element which makes them prohibitive.

GP suggested asking the shop about donations.

BL proposed that who and how funds are requested should be discussed at the meeting with the school & governors planned for the following week.

1. **Forthcoming Events**
   1. **Dates Confirmed:**
      1. 27th September – inaugural Community Coffee afternoon and then they are planned for every last Friday of the month (when at school)

The meeting discussed the best ways of publicising these and making the most of the opportunity to encourage the relationship between the community and the school. Suggested dropping some invitations into houses in the village. Not something that the school can organise but we could get FOSM’s help.

Suggested that those attending should be encouraged to bring a friend next time too, perhaps be given an invitation for themselves and one to pass on.

***BL to put out poll for help and cake for Friday***

***All to work to publicise the event***

* + 1. **4th October – Harvest Festival service**

FOSMs to provide refreshments

***BL to put out poll for help and cake at service***

* + 1. **12th October 3pm – choir concert with Hedingham Singers**

***SN to confirm if any refreshments are required.***

* + 1. **18th October – Quiz Night**

The meeting discussed the format of the quiz and determined the following:

Cost of tickets - £5 per person

Tables of 6

Bring your inside picnic

Raffle

Heads and tails

Paper rounds on the table

No phones

SN offered the school’s PA system

***LP agreed to ask Steve Parker to be quiz master***

***BL to write quiz questions***

***All to encourage people to attend***

***VW to make poster***

* + 1. **28th November – Panto trip**

We need to firm up numbers and check on payments received to date before requesting second instalment.

***LP to check when lolly/ice-cream choice is needed by?***

***BL to liaise with SN re numbers attending & identify any new children requiring tickets***

* + 1. **5th December – Nativity**

FOSMs to provide refreshments

* + 1. **20th December – Christmas service**

FOSMs to provide refreshments

* 1. **Dates/Events to be confirmed**
     1. **Halloween event (joint with pub/PC?)**

***BL to speak to Janet at the pub to check if anything planned that we can join in with***

* + 1. **Christmas tea-towel**

SB confirmed all in hand and will arrange a date for the artwork to be completed with SN.

Agreed that it will be an afternoon where each pupil is brought into the hall to produce their artwork, likely to be in house groups but for SN to determine. May need some FOSM helpers?

Discussed that individual art probably better than group as provides more options for sales.

***SB to confirm if any help required from FOSMs***

* + 1. **24th January – School Disco**

Date in the diary but need to confirm DJ.

***VW to confirm if Dave Hewlett has agreed to DJ?***

* + 1. **Non-uniform days**

Confirmed as 2nd Friday of every month

***SN to add to Dojo***

* + 1. **Beautify the School**

BL asked that the school produce an updated list of priorities. May need to wait until the spring when the weather is fair but would be usful to know what is required.

***BL to send spreadsheet to SN to review & update***

BL aware that shed remains outstanding.

* + 1. **Barn Dance (potentially a joint event with other village groups?)**

***BL to discuss with other village groups, may be a joint event.***

* + 1. **Easter Raffle days**

In the diary to do, NH reminded us to keep hold of unwanted Christmas gifts

***BL to send a reminder nearer Christmas***

* + 1. **Essex Schools Food & Farming Day**

Agreed to wait another year

1. **Ideas for 24/25 fundraising**

* **Colour run** 
  + **BL to look into what is involved**
* **Christmas Jumpers**
  + **VW to confirm stock – could run as per last year?**
* **Wreath making**
  + **VW to confirm if feasible with florist contact**
* **Christmas trail //Halloween** 
  + Charge for a map which people can complete at their leisure – discuss at next meeting
* **Beetle drive**
  + Could try at one of the coffee afternoons in the first instance? Pencil in for October event or adapt for Christmas eg snowman.
* **Mouse racing** 
  + We discussed that this was really popular when held in the past.
  + **BL to ask Andrea Chinery who provided mice etc**
* **Bring a date for lunch at school**
  + **NH commented that this had worked well in the past.**
  + **SN to confirm when, how this could work etc**

1. **Uniform Shop**

The meeting discussed that there is a lot of stock but the system could be improved as it is not being kept tidy enough. We are grateful to the PCC for allowing us to use the space and will work to improve its condition and operation.

***All to encourage people to use the resource***

1. **A.O.B**

We discussed that last year new parents received a note from FOSMs and whilst there are few new parents, we will repeat this.

***BL to send a note to SN to circulate***

1. **Date of next meeting**

**2pm 10th October**