

Friends of Stanford School

Minutes of the Annual General Meeting Tuesday 17th November 2020 via Zoom

Present: Ali Viggars, Pippa Clark, Diane Kirkman, Emma Payne, Amy Bignell, Jessica Clark, Amanda Willis, Karin Williams-Cuss, Amanda Mathews, Linzi Esplin, Katie Tidy, Rachel Green, Jessica Smith, Jenna Forth, Gemma Hancock, Matthew Hinton, Elizabeth Hinton

Apologies: Lee Browning, Emma Dearlove, Emma Richardson

	Item / Action
1.	<p><u>Chair's Report</u></p> <p>FOSS Chair, Diane Kirkham welcome all to the meeting and thanked everyone for joining. DK discussed the past year and that since the pandemic and lockdown in March it had been a very unusual year. DK wanted to publicly thank Claire Selkirk Harris at Stanford Coffee Shop for her support in selling tickets and putting up posters for events through the year. Thanks also to the FOSS committee for helping to keep things going during the COVID -19 pandemic.</p> <p>It was noted that the donations for the Christmas Hampers in 2019 were down compared to the previous year, however, the tickets sold very well. Thanks to the volunteers who came into school to make up the hampers. Despite the COVID-19 restrictions, we were still able to run Bags to School which was very well supported in July 2020 due to donations from the wider community.</p> <p>Thanks go to Ali Viggars and Pippa Clark for the work and organisation that was put into the Circus but that could not go ahead.</p> <p>DK also took the opportunity to thank Amy Bignell who is stepping down this year as Treasurer.</p> <p>The full report is attached to these minutes.</p>
2.	<p><u>Treasurer's Report:</u></p> <p>This year has been unusual. We started the year as we normally would and had a successful Autumn Term and first half of the Spring Term.</p> <p>The FOSS committee would like to thank the parents, grandparents, staff, friends, and those in the wider Stanford in the Vale community who have helped us raise this money for the children's benefit.</p> <p>Amy Bignell as treasurer prepared a statement of accounts for 2019/2020 and a detailed treasurer's report was given for the academic year 2019/2020.</p> <p>At the start of the academic year 2019 there was a surplus of £17,290.14</p> <p>The income for the year was £6263.44 with an expenditure of £2849.22. There has been a net decrease of funds due to the COVID-19 pandemic. The balance as of 31 August 2020 was £13,694.27</p> <p>A total of £7,010.09 was spent on funded items.</p>

	<p>The disco in October did extremely well. Bags to School raised approximately the same as previous in October 2019 and February 2020. A total profit of £933.69 was raised from the Christmas Hampers in December 2019.</p> <p>There has been additional income from signing up to Easy Fundraising and Amazon Smile which generated £47.32 and £32.97, respectively.</p> <p>Bags to School in July raised the most money to date - £348.00</p> <p>The breakdown of spending is as follows:</p> <ul style="list-style-type: none"> • 70% expenditure went on funded items (£7010.09) • 29% on costs such as refreshments (£2849.22) • 1% on administrative costs such as the membership of the PTA association (£105) <p>AB thanked the committee for their support during her time as FOSS treasurer. AB also thanked Dan Watkin for his support and help in auditing the books.</p> <p>The detailed Treasurers report is attached to these minutes.</p>																																		
<p>3.</p>	<p><u>Election of Officers:</u></p> <p>Amy Bignell is stepping down as Treasurer of FOSS. Thank you to Amy for all the work and support over the last two years.</p> <table border="1" data-bbox="282 1039 1406 1482"> <thead> <tr> <th></th> <th>Elected Officer</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Diane Kirkham</td> <td>Amy Bignell</td> <td>Amanda Willis</td> </tr> <tr> <td>Vice Chair</td> <td>Karin Williams-Cuss</td> <td>Di Kirkham</td> <td>Pippa Clark</td> </tr> <tr> <td>Treasurer</td> <td>Rachel Green</td> <td>Amy Bignell</td> <td>Katie Tidy</td> </tr> <tr> <td>Secretary (shared role)</td> <td>Ali Viggars Pippa Clark</td> <td>Karin Williams-Cuss</td> <td>Linzi Esplin</td> </tr> <tr> <td>Committee Member</td> <td>Amanda Willis</td> <td colspan="2" rowspan="6" style="text-align: center; vertical-align: middle;">N/A</td> </tr> <tr> <td>Committee Member</td> <td>Katie Tidy</td> </tr> <tr> <td>Committee Member</td> <td>Jessica Clark</td> </tr> <tr> <td>Committee Member</td> <td>Emma Payne</td> </tr> <tr> <td>Committee Member</td> <td>Linzi Esplin</td> </tr> <tr> <td>Committee Member</td> <td>Amanda Mathews</td> </tr> </tbody> </table> <p>No voting was required as Officers were elected unopposed. 11 members were re-elected to the committee along with 1 new committee member, Emma Dearlove, who asked in advance to join. A number of other parents who were present at meeting offered help and support as and when required. FOSS is grateful for their assistance.</p> <p>The following committee members stepped down this year:</p> <ul style="list-style-type: none"> - Lee Browning – however Lee has kindly offered to continue to support FOSS, particularly with provision of catering for events. Thank you to Lee. - Amy Bignell 		Elected Officer	Proposed	Seconded	Chair	Diane Kirkham	Amy Bignell	Amanda Willis	Vice Chair	Karin Williams-Cuss	Di Kirkham	Pippa Clark	Treasurer	Rachel Green	Amy Bignell	Katie Tidy	Secretary (shared role)	Ali Viggars Pippa Clark	Karin Williams-Cuss	Linzi Esplin	Committee Member	Amanda Willis	N/A		Committee Member	Katie Tidy	Committee Member	Jessica Clark	Committee Member	Emma Payne	Committee Member	Linzi Esplin	Committee Member	Amanda Mathews
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<p>4.</p>	<p>AOB</p> <ul style="list-style-type: none"> • Katie Tidy has kindly raised £45 for FOSS by making a 10% donation from Escape and Enchantment. The FOSS committee would like to thank Katie for this. 																																		

	<ul style="list-style-type: none"> • Following AB stepping down as treasurer, AB had some suggestions for moving forward. <ul style="list-style-type: none"> ○ Due to the closure of the Witney HSBC counter service, the nearest branch is now Abingdon or Oxford. AB suggested moving the FOSS account to a bank in Wantage. This would make it easier to get floats and is more accessible. MH asked if the Post Office could be used in the village, however, as FOSS do not currently have a debit card, we are unable to obtain cash. ○ AB suggested that due to the reduction in funds, the commitment to the school IT budget is reviewed. MH asked what the money was spent on – AW confirmed interactive white boards and laptops. KWC asked AV/PC to add this as an agenda item for the next meeting. • Christmas Hampers – DK has purchased items on behalf of FOSS to make up a hamper. Tickets will be sold via Parentmail or cash in named envelopes sent into school. AV has created posters and a letter to be sent out. AM has contacted local businesses regarding ticket donations – many have said that they are not currently giving tickets at the moment but to reapply next year. To be discussed further at the next committee meeting. • KWC appealed for any new virtual fundraising ideas. JC has suggested a virtual balloon race. This will be added to the agenda for discussion at the next meeting. • GH suggested approaching local builders/developers for a contribution towards the IT budget. GH has kindly offered to make contact. • KWC suggested that we contact Ocado and Morrisons for hamper donations – AM volunteered to get in touch. • Suggestion that a reminder be sent via Parentmail for Amazon Smile and Easy Fundraising -PC has letters already written which can be sent to the school office again. • KWC raised a suggestion for a Bell trail over Christmas rather than Elf trail in conjunction with the church so that windows are decorated around the village. To be discussed further at next meeting.
7.	<p>Dates for next meetings</p> <p>The next FOSS committee will be held on Tuesday 24th November at 8pm via Zoom.</p>