

Friends of Whitegate School AGM



Date held: Thursday 19th September 2024

Location: Treetops room, Whitegate Primary School

1. Welcome and Introductions

Attendees:

In person:

Rachel Katie

Danielle Ben

Sarah Mr Thomas

Mrs Mackenzie Fraser

Zoom:

Mickie

Tabitha

All attendees introduced themselves and Mr Thomas gave thanks to FOWs for all the work and support they have given over the last year and that it has visibly and measurably made an impact on the Whitegate school children's lives.

2. Apologies:

Susan

Claire W

3. Annual Report from Chair

Rachel expressed her thanks for the hard work that the FOWs members put in last year and that it was a busy, but successful, year to make money for the new classrooms. Her highlights were the Wreath Making, Colour Run and Bonkers Bingo. It was recognised that the effort that went into gaining grants and sponsorship was highly successful.

4. Annual Report from Treasurer

Danielle shared the income and expenditure from the last year and thanked Rachel for her efforts to keep costs to a minimum. Her highlights were the Disco (£491), Wreath Making (£650) and Christmas Fair, incl. raffle (£2,374). Bonkers Bingo (£240) and Ceilidh (£176) were also a great success and profits raised to be shared across the 2 events as the food and drink supplies were shared across both.

Danielle shared the current difficulties she is facing around the banking where when we moved to online banking only Danielle was given access, and this requires a 3-month mandate request and we must reaffirm who we are every 3 months. To stop that process, we can add another named person. Proposal made that we assign a second person to the account, which will stop this timely process and supports us by having someone to take over from Danielle when Oliver leaves in 2026, Katie was recommended for this.

Danielle shared what she thought our challenges are:

Event planning: Some things were too close together and quick succession e.g. walkathon and raffle at same time. We know we must have continual events as we can't predict grant success but need to be cautious on financial ask from families. She recognised that Rachel and Hannah worked hard to

get sponsorship, so we do have to maximise events to be able to get this, but something to think about when planning the next year's events.

Grants: We aren't aware of any more grants that we can apply to go towards the new classrooms, as we have already applied for them all. Danielle proposed that this year we get a list of what resources are needed for the school (e.g. AstroTurf for around the new classrooms) and we can then apply for grants for those and use fundraising to go towards the remaining balance for the new classrooms.

Volunteers: Lack of volunteers is a concern and restricts what events we can put on and what the events can consist of. We need to look for ways on how we can recruit new members to help.

Fundraising: To look at new innovative ways of fundraising, however she also shared that it is good to repeat the successful ones, like Bonkers Bingo, especially where people fed back they were sorry to have missed them so know they will more likely do well again.

Action: Danielle to share Treasurers report to show income and expenditure

5. Election of Committee Members

Chair: Rachel

Proposer: Danielle

2nd: Katie

Treasurer: Danielle

Proposer: Rachel

2nd: Sarah

Deputy Treasurer: Katie

Proposer: Danielle

2nd: Rachel

Secretary: Sarah

Proposer: Rachel

2nd: Tabitha

Action: Danielle to add Katie to Charity Commission

Action: Rachel to add Sarah and Katie to Parent Kind, which gives FOWs its insurance and lots of resources

6. Fundraising objectives/targets for 2024/25:

£19k needed this year for the new build and £12k needed for next year. Although aim to fundraise for more than this to ensure that there is money to cover any repairs etc... as there isn't currently any school budget allocated to this.

7. Grants:

Danielle to continue to help complete and Katie to support. If any that Danielle cannot put her name too then Ben offered his help to complete these.

Current ones we are aware of and Ben to share any he gets for his other 2 committees:

Asda – changes every 3 months.

Morrisons – applied several times but stipulation was 3yrs of accounts so didn't qualify but we now have them so now eligible for charity commission.

Arnold Clark - reopened and were successful in the past.

Screwfix - we were unsuccessful but reopens every 6 months.

Duke of Westminster – we had but didn't fit criteria last time so to look again.

Duchess of Westminster - successful last time

Tesco – Hopefully will win the current one and is to go towards outdoor equipment, potentially for astroturf, but as soon spent it we can submit again.

Co Op - we weren't eligible this year as we didn't fit the criteria so need to check what this year's theme is and if eligible.

Gregg's foundation – not eligible so need to try again.

Warburtons

Action: Look for any with SEND or neuro diversity grants where we could use towards the new builds if had separate breakout areas for this purpose and Mrs Mackenzie would be able to share any stats on demographic or pupil premium %

Action: Ben to share any he finds out of through his other committees

8. Class list – update:

Discussed that we felt class list had been good and worked well and keen to keep using and look for other ways it can be utilised.

Ben shared one frustration in that it keeps logging you out.

Not many Acorns signed up but have 'Meet the Teacher' coming up so can add a slide and share in that forum to encourage sign up. Tabitha can also help to persuade the other Acorn parents to sign up and Mrs Mackenzie can add to Newsletter.

Discussed whether could move the class whatsapp/messenger chats to class list to have all in one place.

Rachel suggested we could add school trips on there for people who didn't have access to social media. Staff can be added as admin but then facility so they can't then be contacted on there.

Action: Mrs Mackenzie to add to newsletter and added to Meet the Teacher slides

Action: Rachel to send Class list training details to Mickie to arrange some online training on ways we can use it

Action: Mickie to investigate whether there is a way to stop it keep logging you out.

9. Team Roles:

Second Hand Uniform: Susan

Class list Admin: Mickie

External Donations Co-Ordinator: Fraser

Agreed that getting external donations and sponsorship is the hardest job and needs everyone's helping to achieve.

10. Events for this term:

Disco – 18th October

Action: Danielle, Sarah and Katie to organise

11. Events for the rest of the year:

- Christmas crafts – Rachel shared ideas and to look at further at next meeting.
- Christmas Fair – 6th December
 - Not to use new builds for Fair, so to use Hall, Rowan and Acorns
 - Grotto – Mr Ross to be Father Christmas and Ben volunteered to decorate.
 - Slots worked well last year so Katie to replicate on class list.
 - Gifts sorted thanks to Katie and are clay modelling kits.
- Wreath making – date tbc.
 - Will need help for foraging and Mrs Mackenzie suggested children helping (Helena, Emily, and Oliver) and Fraser also offered his help. Danielle recommended Teresa at Pettypool who does horticulture and suggested we contact them, and they might be able to help and put a taskforce on to collect what we needed.
 - We discussed it being a successful event, but concern was that it had become more popular with more events being run so would we get the turnout? Rachel to start advertising and asking for parents to help.
 - Feedback from last year was we should have charged more, so will increase to £30 early bird and £35 for normal sales. Class list can message people who attended the last event, so can offer to them first. Also open to residents and put posters up in church.
 - Drinks included last year – do we look to sell and get a license?
 - Add mini raffle just for those who attend?

Action: Rachel to share what we need and to ask same florist who donated last year.

Action: Rachel to get it added to village newsletter and share poster for Fraser to put up in church

- Bonkers Bingo – Spring term
- Colour Run – Summer term.
- Maypole – look to see if we go back to previous way of combining with church event.

We discussed the need to share the load of leading the organising of events as becoming a lot for Rachel to manage and needs some shared responsibility. Rachel agreed to lead on Christmas fair and wreath making but will need other committee members to volunteer to lead for the rest, and we suggested to arrange small working groups to separate off into and organise.

12. AOB

Ben to get us listed as a beneficiary for the sleigh collection with Northwich Rotary and will donate tickets to Charlie and Chocolate Factory production so they can be used as prizes for Autumn Fair

13. Date of next meeting: 11th November 6-7