

FRIENDS OF FAIRFIELD PRIMARY AGM

17th January 2024

Item
1. Welcome and Apologies In attendance: Mr Gale, Emma, Jess, Christina, Sarah, Ilke, Jane, Becca, Hillary Apologies: Val, Helen, Ali,
2. Minutes of last AGM - See Appendix A.
3. AGM Year Review - See Appendix B.
4. AGM Accounts Summary - See Appendix C.
5. Committee Roles Explanation
6. AGM Election Jane Goode nominated Becca for Chair, Ilke seconded Sarah nominated Jane Goode for Secretary, Christina seconded Jess nominated Emma Clark, Becca seconded All candidates were elected into the roles.
7. Sensory Room Update Ready for match funding from Jacobs, unsure about whether it will accept the grants as fundraising etc. New private donation coming in. Enquiries coming in about booking it. Hard to advertise it as unknown how long it was going to take. Going for a turnkey approach, three contractors providing quotes.
8. Reading Realm Update Almost 12k, Chris Steele to see if school funds could top up, some private donations.
9. Valentine's Disco Wed 7 th Feb. Usual slots. Jane to lead.
10. Bingo / Quiz night Christina and Ilke to lead this. 120-140 capacity in the hall. 2 sessions on a Friday, one family, one adult.

Item
<p>11. AOB</p> <p>Reading café, PTA in the past have helped out at each slot with tea and coffee. Will send message out to wider list of people.</p> <p>World book day swap.</p> <p>Next project – the school field, sports development, aim to store kit in the field permanently.</p> <p>12. Date of Next Meeting</p> <p>28th February 2024</p>

FRIENDS OF FAIRFIELD PRIMARY AGM

11th January 2023

Item
<p>1. Welcome and Apologies</p> <p>In attendance: Becca Dunlop (Chair), Chris Mathieson (Treasurer), Jane Goode (Secretary), Emma Clark, Jess McBride, Alison Shield, Sarah Gibson, Christina Jones, Sarah Stephens</p> <p>Apologies: Chris Steele, Jordan Gale, Sally Sapfsord, Mrs Tyres, Sandra Lister</p>
<p>2. Minutes of last AGM</p> <p>Becca gave an overview of the minutes of the previous AGM on 28 September 2021.</p>
<p>3. AGM Year Review</p> <p>Becca gave an overview of the previous year's activities.</p>
<p>4. AGM Accounts Summary</p> <p>Chris provided a summary of the previous year's accounts – shown at the end of these minutes.</p> <p>Gift aid application is underway.</p>
<p>5. AGM Election</p> <p>Committee members were nominated, seconded and elected to the following roles:</p> <p>Chair Becca Dunlop Treasurer Emma Clark Secretary Jane Goode</p>
<p>6. Bike Shelter Update</p> <p>This is something parents have asked for. Quotes took a long time. Local companies came in at a large cost. Ended up with 2 quotes which are workable. Got a separate quote for groundworks. Adding a ramp in front of Y3 classroom circa £3k.</p>
<p>7. Spring Activity – disco. Contact school for night of the week to hold this. Alison and Jess volunteered to lead this activity.</p>
<p>8. Tea Towels for Easter/Mother's Day</p> <p>Mrs winter to lead from school. Becca has samples and information already.</p>

Item**9. Reading Realm Plans**

Ask school to provide plans and a cost ready for the next meeting.

10. AOB

Suggested having a pot for topping up school trips – inclusion pot for families who may struggle to afford the cost.

Can't have it ringfenced in the PTA fund as PTA should be for the benefit of the whole school.

After half term for uniform swap and world book day costumes.

Preloved mail shot – some people still don't know how to access uniform.

Table top sale – rent a table, have uniform there too and instant games.

Prize for reading competition – use book vouchers already bought for carols.

Use of field – what are the barriers to use?

11. Date of next meeting

8th March 2023

Friends of Fairfield - Sept 22 to Sept 23 accounts as of 11/01/2023				
	In			Out
Interest	£0.00		Raffle licence	£ 20.00
Sumup	£78.00	2023 GASDS	Raffle tickets	£ 68.00
Allerdale lottery	£20.00		Xmas gifts	£ 379.86
Refund of wrong card used mistakenly for personal purchase at time of summer faye	£19.00		Xmas wrapping	£ 5.80
Uniform sales cash	£35.00		Tempoary Event Notice - Allerdale	£ 21.00
Amazon smile	£37.53		Event prizes (Toyshop+book shop + shills)	£ 80.00
Stripe (raffle tickets online)	£391.12		Parent kind (insurance)	£ 140.00
Raffle tickets cash	£1,457.00			
Xmas Buckets	£835.06	2023 GASDS		
Credit	£25.00			
Sellafield Ltd Match funding	£500.00			
Gift aid for FY 2022 and FY 2023	£1,370.09			
			Total Out	£ 714.66
Total In	£4,767.80			

Balance brought forward from previous year	£3,674.78			
Balance at 31st August 2022	£7,727.92			
Cash float	£35			
In account	£7,692.92			

Appendix B – Annual Summary

Overview:

Explain:

- We are a registered charity.
- Need to adhere to the law and keep account of the actions we take and things that we do.
- Each year we hold an annual general meeting where we review the past year, hear a summary of our accounts, and elect a charity committee, which consists of our chair, secretary, and treasurer.

Last Year's Minutes

- Read and confirmed.

2024:

In 2021– 2023 we had the challenge of working as a charity through the post-covid lockdown restrictions. For 2023-2024 we have had to balance the challenges of fundraising in a cost-of-living crisis and change our habits and develop plans in line with poverty proofing.

Through all of this I am pleased to say that we have been able to continue to support the school, through fundraising and volunteering.

Funding focus:

This year our funding focus has had two main aims.

- Sensory Hub – This project was started in spring by parents Jason and Helen, to develop a Sensory Hub in a vacant room in the school. Specifically designed safe space for children with sensory needs. We have been able to support this project in various ways with volunteers for the Christmas stall at the lights switch on, through promotion through social media, and with a funding application to the local council, which has granted £3029.
- Reading Realm – school lead funding for an outdoor classroom, which is dedicated to literacy, imagination, reading and storytelling. We are very close to our target for this project. Funding from our PTA lead projects have gone towards this target.

Donations:

We are pleased to have received donations from various locations over the course of the year:

- Private personal donations - towards both funding focus
- John Dalton Masonic Lodge – a donation has been given towards the Sensory Hub
- Cockermouth WI – the WI held a sale of haberdashery items. The proceeds of this sale will go towards the Sensory Hub.

Weekly / Regular

Each week Jess and Ilke have managed our uniform store. This tremendous effort has provided hundreds of items of uniform to Fairfield pupils. As well as this, excess had been donated to other local schools and charities in Cockermouth, Broughton, Whitehaven, Workington, Egremont, and via a charity, to Nigeria, Africa.

Thank you both for your hard work and dedication. It makes a huge difference to the school pupils and families.

Spring / Summer

We started the year on a high with the installation of 2 new Bike sheds with bike and scooter racks. These are well used on a daily basis and having secure storage available to all pupils has gone a long way to encouraging families to bike to school.

In spring, with the help of Mrs Winter, a tea towel design was produced for each year group in the school. These were printed and were well received by the school community. A full set was donated to school for their archives.

In Summer a children's disco was held. This is never a big earner for fundraising, but it is something that the children thoroughly enjoy. A great time was had by all.

Our Summer fayre took place at the end of June on one of the wettest days! We were grateful for the use of the council's stalls. Without these the event could not have taken place in such bad weather. The Summer fayre is always a popular event, and, in true Fairfield style, the families attended with umbrellas and wellies, and it was a hit, despite the weather.

Autumn

The 23-24 school year started with a school events survey. We created a survey to ask families to let us know what events they enjoy, and what new ones they would like to see. The results were very insightful and have steered our plans for events for this year.

We had a number of remaining tea towels from the spring. Families were able to buy them online at a reduced price.

In December we held our Big Christmas Raffle. For the first time this was held solely online, no tickets were sent home with children, in line with Poverty Proofing our events. We are very pleased with the response. We are thankful to the local businesses who supported this raffle by donating prizes.

In November an application for £3029 towards the Sensory Hub was submitted to Cumberland Council. We were delighted to hear in January that this application was successful.

Each year it is a privileged to be able to purchase Christmas presents for each class in the school. Once again this year we bought games and activities, which can be enjoyed by each class in free time or at wet playtimes. Thank you to Santa for delivering this for us at the end of term.

Support school events:

Throughout the year we have also supported a number of school. These have included:

- World Book Day – hosting dressing up costume sale and swap

- Reading café – providing volunteers to serve refreshments
- Kings Coronation – manage the cake and refreshments stall
- Halloween dress up – providing costumes through the uniform sale
- Halloween and Christmas face painting – hosting face painting sessions before school on dress up days, to provide a free alternative, or addition, to the children's costumes.

Summary:

Not a single one of these activities would have been able to take place without the dedication, and time commitment of our wonderful PTA volunteers. Thank you for everything that you do, seen and unseen, to keep this charity going, to make it profitable, and to support the school in so many additional ways.

Appendix C – Accounts Summary

Friends of Fairfield PTA Accounts 2023-2024 - Update 17/01/2024

Balance Brought Forward September 2023:	£9,152.24
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Income	
Item	Amount
Allerdale Lottery	£307.50
Town Trail Summer Holidays	£60.00
Uniform Sales	£172.00
Individual and Company Donations	£1,980.00
T Towel Sales	£96.28
Christmas Stall Sales	£607.03
Christmas Raffle Tickets	£1,669.74
Christmas Show Donations - Online and Cash	£410.00
Cauliflower Cards	£178.90
Cumberland Council Sensory Room Grant	£3,029.00
HMRC Gift Aid Reclaim	£345.39
Total Income	£8,855.84

Expenditure:	
Item	Amount
Raffle Licence Payment	£20.00
Christmas Class Presents	£384.08
Change Order Commission Fee (Floats)	£1.60
ParentKind Insurance Renewal	£153.00
Total Expenditure	£558.68

Balance	£17,449.40
Dedicated Sensory Room Funding	£4,191.03
PTA Available Funds	£13,258.37