

1 – Reflections from Chair of the Friends of William Hogarth School – Isma Adams

Chair Isma Adams welcomed new and old parents at carers to the Friends of the William Hogarth School (FOWHS) (also known as the Parent Teachers Association or PTA for short) Annual General Meeting (AGM). Our AGM is an annual event held to bring together our members – all parents and carers who wish to be involved – to discuss the strategy and finances of our year ahead, as well as elect new Trustees. We were delighted to have parents and carers, and our Head Teacher attend.

Isma reviewed a successful year and thanked all parent volunteers for their time, talents and of course donations. The FOWHS achieved great results in line with our 2018/2019 Strategy.

- **We surpassed our fundraising target through memorable fundraising events:** We exceed our fundraising target and raised £11,800 to benefit our school at a time when school budgets are tight. We did this through great events that brought our community together – including an adult Quiz Night, family fun Bingo Night, Christmas and Summer Fairs, BBQ and Working Bee. Going forward, we want to continue to prioritise fundraising events that are lots of fun for our children and create great memories.
- **We strengthened our partnership with our school through a parent-school partnership, working in partnership with our school's administration:** With the help of your feedback, a parent-school partnership has been established and we will continue work hard to support this. We held termly meetings with the school to discuss events, spending aims and general matters to ensure smooth and effective running of activities. We confirmed an events calendar with our Head Teacher to ensure all have coordinated our events with the school to minimise clashes with school activities and avoid multiple requests and activities for parents and children. In particular, we are scheduling our events to coincide with the school's new half termly Celebrations of Learning.
- **We committed to our Head Teacher's vision of the greenest school in Chiswick.** The school set the specific aim of being one of the greenest school in Chiswick and we have worked hard to work towards this. This included: *A Working Bee* and clearing the dense overgrown space preparing for a new sensory garden; *Plants in Every Classroom* raised £400 and placed in every classroom. Through the campaign, Urban Planters – a corporate sponsor will donate plants and planters for our playground; we now have a partnership with *Chiswick House* and children visited and worked in their kitchen gardens; We have been working with *Abundance London* and children have been picking fruit; We've been linking with neighbouring *St. Mary's School* and their green wall campaign; Our *May Green BBQ* raised awareness and funds for the sensory garden; and we rounded the year off with just 1 bag of waste that went to landfill after the *Summer Fair*.
- **We strive to operate in a transparent and open way.** We continue to look at ways to ensure we are accountable to all parents and carers and our school, and welcome any feedback. We want to share details of our spending, fundraising, and governance. All our meeting minutes are available on the school's website and we will continue to disseminate other essential information – including proposed governance changes and election of new Trustees through parentmail, newsletter, the website, and disseminating key messages through our class reps and WhatsApp groups.
- **Recognising our volunteers.** We simply cannot do our work without our parent volunteers. A big thank you to all those that help in whatever way they could. We want to continue to encourage all those interested to be involved, and consider any way they want to be involved. It does not mean coming to meetings, with lots of tasks that can be completed at our events or in the comfort of your own home. A special mention to our wonderful Class Reps – who continue to be the reason for our success.

2. Financial Accounts

The accounts for the year ending 31st August 2019 were presented by our Treasurer Oliver Allen.

This year we raised our money from:

	Net income	% of net income
Cake sales	993.50	8.4%
Quiz night	389.31	3.3%
Xmas cards	306.73	2.6%
Winter fair	1,868.31	15.9%
Bingo	890.42	7.6%
BBQ	908.42	7.7%
Wonderful.org - Plant in Every Class	335.00	2.8%
Summer fair	5,097.07	43.3%
TOTAL	10,788.76	91.6%
OTHER INCOME		
Easyfundraising	35.12	0.3%
Donations	664.75	5.6%
Ongoing sponsorship (Cow & Co)	200.00	1.7%
Gift aid	91.75	0.8%
TOTAL	991.62	8.4%
GRAND TOTAL	11,780.38	100.0%

The grants we allocated to the school are as follows:

Cameras to document learning outcomes	-593.33
Writing stimulus books	-600.00
School lights for performances	-198.33
Nursery mud kitchen	-399.99
Visualisers (modern OHPs)	-900.00
Plants in every classroom	-425.01
Teachers' spending fund	-2,400.00
Environmental fund	-481.99
Outdoor space inc meadow and sensory garden fund	-6,965.38
TOTAL	-12,964.03

Discussion:

- Discussion with Head Teacher on how best to support the school's needs. £2,400 allocated to teacher fund and Head Teacher would like use to support curriculum for cooking. All agreed that the teacher fund will support the school's needs as the Head Teacher sees fit, as it helps the school to think strategically on the best approach.
- Discussion on Summer Fair as this is our largest fundraising event and makes up the majority of our income. It will be keep to have coordinators to help organise the event. We would like

to have an indication by January. If we do not have sufficient volunteers, we will need to either not host the Fair on the Green or cancel the event.

Action:

- Trustees will send letter to teachers outlining our work and encouraging them to get involved in our fundraising events. Teachers already do a huge amount at the school and we don't want them to feel pressured to help out so we will limit our ask of them to helping at the Summer Fair, which needs as much help as possible to run.
- In January, we will request interested coordinators for the Summer Fair. If there are no coordinators, the decision will be taken on how best to continue.

3. Constitution

Oliver presented the proposed changes for our Constitution. Following consultation, including discussion in the previous two general meetings about the changes, a Q&A on the proposed changes to the Constitution and the new version was posted via ParentMail earlier this week.

The Constitution has not been looked at since 2004, and lots of changes to Charity Law have been made since then. We want people to contribute as much as possible. Trustees manage but decisions are taken by parents, and we ensure the hub of our work is through our Class Reps. Our new constitution makes sure we simplify and reflect what we actually do. We want to make clear that Trustees are not the ones that run events. There are a lot of other things behind the scenes. A lot of mention of bringing Class Reps and relying on them for communication.

The new constitution has been developed based on Parentkind guidelines, and ensuring the power belongs to our members - the parents of the school. The main changes versus the Parentkind template are:

- that there is a general meeting each term at which members make decisions
- to require consensus decision making in the first instance at all meetings
- that the Trustees are aware of their duties and have to seek and be guided by views of all members

All agreed that the new Constitution should be adopted, subject to the following changes:

- Consensus decision making shall not apply to voting in elections, where each Member shall have one vote.
- Members who cannot attend general meetings shall be asked to forward their views on agenda items for discussion. Such views shall be taken into account in the consensus decision making process and, should a matter lead to a vote, have their view counted as a proxy vote in line with their view put forward.

4. Strategy for FY 2019 - 2020

Oliver continued with a proposed new strategy for the forthcoming year. This includes events we will be running and equipment the school has identified as being prioritise for the benefit of the school.

We reviewed the previously proposed events schedule, and agreed that each event has to have a coordinator! It is not incumbent to have Trustee run events, as our Chair cannot continue to coordinate all events and maintain responsibility for governance. We have a driving desire for our members to support the school, and we need to ensure that not all responsibility rests on a few.

In a formal role, Chair has been running all events and this is not sustainable. We want coordinators to share the love. We are encouraged that we already have Christmas Fair team of 16 people to help out. We need to continue to engage to support. But we want to emphasise that we need volunteers to join us.

So that we don't overload parents (or the school), we aim to spread events out – currently we have two events on consecutive Fridays in March

As discussed at a general meeting after the Summer Fair last year, having the Summer Fair on the common is a great experience for the children but it involves a lot of organisation. We will need to decide on the venue at the next meeting in January. There is a full plan to make it easier but we will need parents to commit to helping out, especially with setting up and packing up for several hours after.

Spending. The school has identified the following as priorities:

- Kitchen / catering equipment to support the science and design & technology curriculum.
 - o 6x mini ovens at £100-150 each = £600-900
 - o 6x catering utensil packs at £100-110 each = £600-660
 - o 6x trolleys for mini ovens at £500 each = £3,000
- ICT equipment. These items are expensive and the request is for Fair proceeds to be put towards them
 - o KS1 and KS2 tablet sets
 - o New AV system
 - o Laptop and TV screen for ad-hoc teaching spaces (music room and library)
- New front playground. Again, expensive so possible allocation of Fair proceeds

Discussion We agree that some activities may need to be slimmed down. For example, Year 2 Friday Fun will be merged with Bingo.

Action

- Trustees to design a Financial Plan that will support the school's needs and fundraising efforts through our events or mobilising resources from grants or corporate sponsorship or other schemes.

5. Elections

Elections were held for up to 5 Trustees as outlined in our new constitution. The following Trustees were nominated and elected: Oliver Allen as Treasurer. Erica Belanger as Secretary, and Andrea Visus, and Lisa de Laroy as Trustees.

We note that no nominations were made for Chair. Discussion was held on how we believe the current remit of this position is not sustainable due to reasons listed in above discussion. Without the election of a Chair, our Trustees will rotate the role of Chairing Meetings but will need to rely on Class Reps to support the coordination of events.

We want to thank Isma Adams for her dedication and hard work as Chair during the past few months. Thank you for your invaluable contribution and ability to bring many people together. We deeply appreciate all you've done Isma!

Action

New Trustees will meet and begin to work on advancing governance under our new constitution.

6. AOB

It was agreed that Easter celebrations will have a fundraising element and will not be a straight purchase. This Easter fundraising event could be combined with Year 1 Friday Fun.

We commit to providing £150 to support Year 6 hoodies as an important rite of passage, moving to a new school.

Next general meeting to be held in Spring term – likely January 2020.