



Minutes of the AGM

Wednesday 17th September 2014

Present: Mrs Munt, David Webster (Treasurer), Miriam Cates (Joint Chair), Kate Ashe (Joint Chair), Claire Hennessey, Simone Senior, Angela Galloway (Joint Secretary), Sarah Brooks (Joint Secretary).

1.0 Apologies:

1.1 Apologies received from Emma Jackson, Rebecca Dixon, Rebecca Burrell

2.0 Election of Committee Members

2.1 CA chaired the election of the new committee. No nominations had been received. CA asked the current post holders if they would continue for another year and all agreed and no-one present at the meeting objected.

2.2 The SOS Committee posts for the year 2014 - 15 will be held by:

- 1) Treasurer: David Webster
- 2) Secretary (Joint): Sarah Brooks and Angela Galloway
- 3) Chairperson (Joint): Kate Ashe and Mirriam Cates

3.0 Finance Audit - DW

3.1 DW confirmed that the accounts up to the year ending 31.08.2014 had been independently audited and were found to be satisfactory. The balance of account on the 31.8.14 stood at £3,408.17 (bank account £3,333.77, cash in hand £74.40).

3.2 Over the year there has been a decrease in income of approximately £500. This is in the context of receiving £1000 less from £4£ than the previous year, so it is effectively an increase of approx. £500 in other income.

3.3 There have been some problems with crediting the account with the correct amount when transactions have been carried out through the Post Office. DW has looked into this and confirmed that the sums have been credited eventually and that the account is OK.

3.4 The meeting discussed the pros and cons of using telebanking which SOS is registered for to track transactions.

3.5 The meeting discussed the signatories to the account and the need to amend these to reflect changes in peoples' availability and the composition of the committee since 2012. DW will organise and circulate the relevant forms.

4.0 Gala Support / Donation Request.

4.1 CA/MC reported the big thanks from the Gala Committee to all face painters who helped at the Gala this summer. £151 was raised. The Gala Committee would welcome any support SOS can provide in the future.

4.2 The Gala Committee will meet in October and will consider an application from SOS for funding.

5.0 Meet and Greet

5.1 SOS will hold a meet and greet session next Friday 26th September in the Coumes yard to raise the profile of the group and provide information to parents of FS and KS1 children. A further date of 3rd October may be held in the Don yard. Refreshments will be provided (biscuits and

squash, no hot drinks). Information will be put in this week's newsletter and on Facebook. The flyer for the session will include promotion of the £4£ funding, and ways of volunteering without having to attend SOS meetings.

5.2 PM confirmed the event would be promoted on the OPS Facebook page.

5.3 A competition will be held to name the teddy. AG, DW, MC, KA, CH will be present.

6.0 Pea and Pie Supper Friday and Quiz Night

6.1 The Pea and Pie supper is being held on the evening of 17th October. MC is liaising with Emma Jackson to organise the event and has drafted a letter to send home. The capacity of the hall is 60.

6.2 AG will order the food in advance based on the number of return slips. DW will manage the money and also be the Quizmaster for the event. CH will organise a raffle.

7.0 Tea towels

7.1 SS has drafted a letter to be sent home which will offer two designs for FS/KS1 and KS2.

7.2 Individual orders need to be returned by the 17th October for the whole order to be placed with the supplier by the 28th to benefit from a 5% discount. Delivery time for the finished tea towels is approximately 2-3 weeks. The minimum order is 50 for each design. Each order will be individually wrapped and can have an SOS sticker attached (SOS to organise the sticker).

7.3 The cost per towel will be £3.95 each, with 3 of any design, or mixed designs, for £10. The basic £3.95 charge includes a mark-up of approximately £1.50 -£2.00, representing potential for a good level of profit.

7.4 Portraits will be drawn in school on paper squares and arranged on the towel in classes. SS will liaise with Rebecca Burrell to organise.

8.0 Discos

8.1 CH and MC will organise both discos. The KS1 disco is on 23rd October, KS2 disco is the 6th November. The aim is to sell tickets for the KS2 disco before half term.

8.2 AG will organise the goody bags / tuck shop supplies, including specific bags for children with allergies if needed. The provision of a healthy option for the KS2 tuck shop will be considered, possibly using left over fruit from school or cereal bars etc. Drinks will be Calypsos and a water station will be provided.

9.0 Film Night

9.1 Film Night is planned for the 18h November. SB to organise. As discussed at previous meetings a change in format will be tried with the aim of showing two films, one for FS and one for the rest of the school. This will allow a more appropriate film to be shown to FS children and will also increase the number of tickets available overall.

9.2 Need to confirm arrangements for the FS cinema which will need to be a room with a whiteboard and projector, estimated number of children approx. 30.

9.3 Unless a suitable 'Christmas-ey' film for the KS1 and KS2 children is found a selection will be offered so that children can vote for which is shown.

10.0 AOB

10.1 KA and MC have met with Mrs Munt to discuss a future major project to be the focus for fundraising over the next couple of years. This is likely to be a shelter for the playing field, estimated to cost at approximately £8 - 10,000. A picture of the style of shelter proposed would be helpful in promoting the project. A target of 2 years is feasible to raise a large proportion of the cost of the shelter.

- 10.2 The 2015 Marathon Challenge will be dedicated to the project which will start to be publicised after Christmas. A 10-week sponsorship countdown to next year's Challenge may also help to increase awareness of the project, and incentives such as a DVD show could be used to reward the class which raises the most sponsorship. The second Film Night after Christmas will also be dedicated to the project. Small change collections could also contribute (KA to ask local shops for large empty plastic sweet jars for this if needed).
- 10.3 The meeting also discussed holding a uniform swap-shop using lost property.
- 10.4 The notice board and website are up to date.
- 10.5 The need for a new SOS logo will be discussed at the next meeting.
- 10.6 SOS T-shirts have been purchased and are available to helpers at events for £5.

11.0 Date of Next Meeting

- 11.1 Wednesday 12th November, 7pm, location to be confirmed.