

**Friends of St Mary's Ipswich
Parent and Teacher Association
Registered Charity Number 1036532**

Minutes of the AGM held 18th September 2024 at 19:00 at St Mary's Catholic Primary School

Attendees:

Marge Jessop – Chair
Miranda McLean – Vice Chair
David O'Driscoll- Treasurer
Tim Gornall – Secretary
Anna Dixon – Committee Member
Lucia Verona – Committee Member
Claire Turner
Ed Packard
Jordan Gallagher
Charlene Omari
Atoe Cheknube
Jo Berry – Headteacher
Glynn Bentley - Staff

Ordinary business:

1. Apologies for absence –Naomi Gornall, Victoria Leavett, Kat Curry, Charlotte Stevens, Vicky Langley

2. Minutes of the AGM held 28th September 2023

These are available on the school website to view.

3. Any matters arising from the minutes of the meeting held on 28th September 2023

Chair clarified that the school bids for funding ended up being slightly different from that detailed in the 2023 minutes following committee discussion post AGM. Funding for the new history wall was agreed post AGM meeting. And for the first time the School paid for items in advance of all funds being raised. Mrs Berry confirmed the Governors were happy with this. This arrangement seems to be working well and means children can enjoy items/experiences sooner than having to wait for all the money to be raised in advance by FOSM.

4. Chair's report for the year ending 31/07/24

See school website for full report. Chair ran through the report by way of summary.

We now have a good idea of how much each event will raise for the school. Play2Day event was a good fundraiser.

Many thanks to the McLean family for their time and effort to run the Christmas discos. The electronic 'pay forward' option worked well. Some discussion about the logistics of discos this year. Agreed that there won't be one for KS1 but another event will be organized in its place.

A lot of money comes from match funding where employers will match fund the money you have been able to raise for the school.

Inclusion continues to be a big theme for FOSM and unwanted second hand uniform was donated to Suffolk Refugees with grateful thanks received.

A big thank you to all the volunteers we've had this year.

We need to promote more of the School Lottery and our low-level fundraising activities such as Easy Fundraising, InkBin etc as opportunities for income outside of events. Asda Rewards donate 0.5% to a primary school of your choice and runs to 30 November 2024.

Christmas event will be Saturday 7 December 2024. Ipswich Town are playing at home this day so we will finish well before 3pm! Thanks to the Church for giving us the Parish Hall for free.

Fundraising for the school year was touched upon – see items 8 and 9.

Chair confirmed she would be standing down for 2024/25.

5. Treasurer's report for the year ending 31/07/24

See school website for full report.

The outdoor gym equipment was paid for and half of the History Wall. We have a remainder still to pay.

Lloyds continues to be the FOSM bank but Treasurer will investigate online platforms long term.

6. Appointment of an Independent Examiner of Accounts for the year ending 31/07/25

Anna Dixon and David O'Driscoll confirmed that Anne Gordon would review the accounts again this year.

7. Election of Officers and Trustees of the Committee - a) Chair b) Vice Chair c) Secretary d) Treasurer

a) Chair - Marge Jessop stood down. In the absence of any other willing volunteer and to avoid the Association folding, Glynn Bentley offered to be Chair as an interim measure and was duly voted in. Should another volunteer come forward in the school year we will arrange Special General Meeting to vote them in as soon as possible. The PTA continues to actively seek a permanent Chair replacement.

b) Vice Chair- Miranda McLean stood unopposed. She will continue in this role for one more final year.

c) Secretary- Tim Gornall stood unopposed. He will continue in this role for one more final year.

d) Treasurer- David O'Driscoll stood unopposed. He will continue in this role for another year.

Secretary will update a who's who including Class Reps in the next FOSM newsletter.

Special Business

8. PTA purpose for coming year and how we will run including fundraising plans

Purpose is to fundraise to support and enrich the children's education and facilities. Secondary function to develop relationships between parents, teachers and school community.

We will aim to run a Christmas Fair, a school disco, Play2Day, Summer Fair and non-uniform dates (Fridays best)

If anyone wants to be added to our Whatsapp group to let us know.

Non-uniform dates agreed at meeting with school:

25 October 2024;

7 February 2025;

23 May 2025.

School discos: 25 October 2024; 4 April 2025 (Vice Chair to confirm dates)

Christmas event will be Saturday 7 December 2024

Summer Fair will be Saturday 12 July 2025

Play2Day - dates tbc

9. School bids for funding for the coming year

We have agreed to part fund 32 iPads, a charging trolley, pens and keyboards – total (less vat) is £11,212. School would fund £6k and FOSM will meet balance of £5,212.

10. Confirm class reps, allocate tasks, agree approach going forward

Whatsapp groups to continue for each year group to relay messages from the Committee. Class reps for 2024/25 confirmed as follows:

Reception – Charlotte Stevens (Alice's mum)

Year 1 – Kat Curry (Oliver's mum)

Year 2 – Victoria Leavett (Sophie's mum)

Year 3 - Naomi Gornall (Anna's mum)

Year 4 - Anna Dixon (Grace's mum)

Year 5 - Lucia Verona (James' mum)

Year 6 - Marge Jessop (Hollie's mum)

Tasks:

- Glynn Bentley to be added to Core Group WhatsApp
- Jordan and Charlene to be added to Volunteers WhatsApp group
- Chair has typed up the Constitution of the FOSM charity welcoming thoughts from the committee on any changes we might want to consider particularly with regard to friends of St. Mary's rather than just parents.

Approach:

- The committee agreed that meeting face to face would be beneficial rather than a Zoom call.
- Secretary will look to get a newsletter out as soon as possible to relay information about key dates and events agreed at AGM and do a who's who of the committee and class reps.

- Potential for FOSM to have a folder on the school shared drives to save important files such as risk assessments. This will help with FOSM corporate memory, handovers and induction. Glynn Bentley to confirm.

11. Any other business

Charlene asked if we could consider celebrating the cultural diversity of the school - perhaps through everyone wearing different colours from their respective countries.

Jordan confirmed she was happy to be involved as a volunteer.

Flowers were presented to Marge Jessop from Tim Gornall on behalf of the Committee with thanks for all her time, hard work and dedication to St Mary's over the years.

Flowers were presented to Marge Jessop by Jo Berry on behalf of the School with thanks for all her hard work. She will be missed.

Meeting closed 20:34