



Friends of St Mary's CE Primary School

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Meeting Minutes

Meeting Date:	Wednesday 8 th May 2019
Time:	7pm
Location:	Wetherspoons, Beverley

Attendees:	Apologies:
Kirsty Diane Sarah Dawn Georgina Nathan Suzanne Tim Barbie	Laura Wallis Zoe Alison Katy

Agenda:

- Art Exhibition
- Summer Fair
- Father's Day Shop
- AOB

Discussion:

Dates for upcoming events are as follows:

Thursday 13th June – Art Exhibition

Friday 14th June – Father's Day Shop

Friday 28th June – Summer Fair

Wednesday 3rd July – Year 6 Leavers event

Art Exhibition

- To take place on Thursday 13th June 3.30pm to 6.30pm.
- No artwork will go home on the day of the exhibition
- All artwork will be stickered with name & class. **Can stickers be loosely be put on the back of each canvas to make it easier to put out canvases on the day?**
- Canvases to be placed flat on tables due to difficulties of hanging. Sticker to be placed next to art work to identify it.
- Money for canvases to be take on the night.
- £4 for 1 canvas

£7 for 2 canvases
£10 for 3 canvases
£12 for 4 canvases

- Only paid for canvases will be sent home. Unpurchased canvases will be donated to local nursing homes or similar.
- Black table coverings required (Who is sorting this?)
- KS1 canvases all to be displayed in KS1 hall. KS2 canvases all to be displayed in KS2 hall (year groups all mixed within the display for variety, and to encourage parents to look at all art work)
- School will provide descriptions of artwork. We need to provide a "Purchase slip" to go on the bottom of this description – ACTION: Laura please confirm if school will do the slip, or if FOSM need to provide this?
- If parents unable to attend exhibition, can collect an order form from the office.
- ACTION: Dawn to do letter for parents informing them about the event. To stress that unpurchased art work will NOT be sent home. Thank school for their help in producing the artwork in school time.
- Prizes will be given for 1 child in KS1 & 1 child in KS2 (Art sets? Who will purchase these?). Parents vote on the night; 1 vote per person. Does some kind of voting slip need to be produced?
- Costs so far:
 - £23 paint
 - £425 canvases (£3.99 per pack of 4 canvases = £1 per canvas)
 - Total: **£448**
- Additional costs will be: Prizes & Table coverings
- It was suggested that hot drinks / biscuits / cakes be sold on the night. This was rejected on the basis of having enough volunteers & adequate space. Update: 9th May via What's App Group, Suzanne said this could go ahead, to be sold from the Cooking area, with a seating area in a Year 4 classroom.
- Raffle on the night was suggested as an additional fundraiser. Rejected on basis of volunteers.
- Discussed flow of traffic as being an issue on the night. Particularly through KS1 library & cloakroom. Various suggestions made regarding ways to enter / exit the building. No definite decisions made. ACTION: To be discussed with school.
- Helpers at Art Exhibition: Kirsty to check if she is able to help. Dawn can help set up approx. 1.30pm-3pm. Need confirmation of other helpers.

Year 6 leavers event

- This is organised by Year 6 parents with the support of FoSM.
- Meeting arranged for Thursday 23rd May 7pm (Please note that this is NOT a FoSM meeting) – ACTION: Kirsty to put details on the parent's What's App group, and to add Suzanne to the group.
- ACTION: Cheryl to do letter regarding Year 6 leavers event

Bank Accounts

- We now have a new NatWest bank account. This allows money to automatically be counted and paid directly into the bank account.
- HSBC account has current balance of approx. £5k
- HSBC account will remain open for the time being.
- Miss Townend's fundraiser match funding has been arranged to be paid into HSBC account for simplicity
- Won't move things over to NatWest until after the fundraiser
- Yorkshire Bank account needs to be closed

- HSBC account to remain open for when we set up school lottery – easier to have a separate account
- Yorkshire Bank account currently open. Out of date signatories on the account. Account still has money in it to cover annual insurance premium. Concerns raised over this being open with out of date signatories. Signatories are thought to be: Anne Payne, Lindsey Hartley (currently received bank statements), Lorraine Maunder & Suzanne Smith. **ACTION: Suzanne to arrange to get account closed.**

School staging, sound, lighting equipment

- Staging quote received. Queried if more than one quote has been received, to be able to judge if the quote is fair. **To confirm**
- Dawn suggested that as installation costs are £800, could see if David Wood, (parent who works in this field) might be able to install instead upon return to UK. Concerns over whether this would be allowed from a school safety / approved supplier point of view. Would need quote from him too. **ACTION: Laura, would this be possible if David was willing & able to install?**
- Dawn also suggested getting him to sense check the quote, seeing as though it's something he is familiar with. To see if anything obvious is missing or if unnecessary things are included. Dawn has taken a copy of the quote to run by him. **ACTION: Dawn to feed back to FoSM**

Father's Day Shop

- Suzanne requested that everyone be on the look out for reasonably priced gifts.
- 2 separate tables worked well for Mother's Day shop, therefore do that again
- Discussed difficulties in knowing how much has been made from this due to some gifts being left over from previous shops, and some gifts bought new. Suggested stock take to have an idea of what is remaining.
- Money from events is often grouped together for banking, so hard to know how much each event makes. Suggestion: Keep money from each event separate & bank separately (easier with automated pay in via NatWest)

Easter Egg Raffle Review

- Big success
- Income of around £260. Around £240 profit.
- Year 6 children weren't very effective with selling raffle tickets. Maybe too many of them taking turns? Might be easier to just sell the tickets ourselves next year?
- Lots of donations; FoSM egg probably not necessary next year
- Some children were told that they weren't allowed to take their raffle tickets into the hall for the draw. Taking them in enhances their understanding of how the raffle works – ie. Matching a number. **ACTION: Laura, can we ensure that next year all children are allowed and encouraged to take their raffle tickets with them for the draw?**
- Photos were taken at the raffle. **ACTION: Dawn to speak to Ali to see if we can get these for use on the website**

Summer Fair

- Another meeting needed to arrange.
- Meeting to be Tuesday 4th June at 7pm. Lairgate hotel suggested as a venue. **ACTION: Kirsty to contact them to try to arrange.**

Any Other Business

Website:

- Tim offered his services to set up a website www.friendsofstmarys.co.uk
- We will need to provide content
- A webshop can be set up. Would just be subject to Paypal fees. Could sell second hand uniform etc on there. Tim happy to sort out. Paypal fees appear to be 20p per transaction plus 1.4% - This would be 27p on a £5 transaction. ACTION: Georgina to look into setting up a FoSM Paypal account.
- All website content to be sent to Tim: tim.warwick@indicoll.com
- Need photos where possible ACTION: Dawn to speak to Ali to see what photos we have
- Possible content:
 - Who are we? What do we do?
 - List of committee members
 - Upcoming event (calendar)
 - Shop – Second hand uniform / Donate button
 - Meeting minutes
 - Link to school website (Tim will liaise with Debbie on this)
 - Photos of past events
 - Details of Amazon Smile, Easy Fundraising (This is currently linked to Nathan’s private email account. ACTION: Nathan to look into changing this to fosm.beverley@gmail.com), The Giving Tree (same as Easy Fundraising Nathan to change)
- Possibility of selling second hand uniform at settling in mornings for new intake (especially as the bulk of second hand uniform is smaller sizes, and often like new). Gives parents an opportunity to browse after they’ve dropped off their children. Could also offer hot drinks. ACTION: Laura to let us know if this is a possibility
- Diane suggested running a Jumble Sale – to be discussed further
- We discussed that minutes and financial information should be provided on the website for both transparency & accountability
- Georgina passed a copy of the constitution to Dawn to see if anything on there was relevant to what we might want to include on the website. This constitution appears to be old, and possibly outdated. This probably should be reviewed to see if it needs to be updated. Dawn asked if we are members of ParentKind? Remaining attendees didn’t know. ParentKind offer example constitutions that we could use if necessary. ParentKind also have some nice new starter magazines that we could order in future years for new Foundation Parents. ACTION: Suzanne to confirm. To discuss constitution at future meeting