

Ivydale League of Friends

Minutes of AGM

Held on Wednesday 11th October 2017 at Ivydale Primary School

Attendees:

ILOF Team: Sarah Woolhouse (Co-Chair), Julia Gregory (Co-Chair), Mark Inglis (Treasurer), Jasmin Nuttall (Events Co-ord), Katrina Pitts (Events Co-ord), Marie-Pierre (Events Co-ord), Sammy Linton (Fun Run Co-ord)

Marta Lewandowska (parent), Emmanuelle Mitchell (parent), Karla Pryce (parent), Jermaine Pryce (parent), Miriam Facey (parent)

Helen Ingham – Head Teacher

Apologies: Emma Parsons (Secretary), Katie Bailiff (Events Co-ord). Gudrun Lawyer (Events Co-ord), Talia Woollatt (Parent Governor & ILOF link)

AGM Agenda

- Welcome
- Announcements, apologies and previous meeting minutes
- Chair report
- Presentation of accounts
- Q&A on accounts
- Motion and vacancies
- Any other business
 - Launch of next annual plan of events
 - Introduction of class reps

Items 1&2 – Welcome & Previous Meeting Minutes

Sarah Woolhouse opened the meeting, gave a brief outline of ILOF for new members and clarified the set up of the PTA. Previous Minutes were circulated.

Item 3 – Chair Report

Sarah Woolhouse presented the Chair report from 2016/17 (a copy of the full report is available by request via ilofteam@gmail.com and will be available on the Ivydale Website shortly).

The main points were as follows:

1. Run through of the last year's events:
 - November: ILOFs school disco in affiliation with The Little Disco Co. An inclusive event that isn't a huge fundraiser, but makes it affordable and manageable for everyone. Due to capacity constraints, it always sells out. This event will be moved to Jan/Feb next year.
 - December: Christmas Card scheme. Administratively time consuming but worth it as ILOF profits from cards bought by parents. Some parents been asking for more merchandise eg keyrings, tea towels, mugs etc. Additional time required and would need a dedicated person to take it on.

- December: ILOF's Christmas fair was a fun, family orientated and jolly event. Last year brought the school community together during a particularly tough time.
 - March: Quiz night for parents only. Not the most inclusive event but raises a fair amount and is balanced out with events such as the school Disco.
 - May: Fun Run – another fantastic inclusive event open to the whole school community and was a great fundraiser this year.
 - June: Cake Sale (in conjunction with the Literacy Book Sale) – only cake sale we ran. Planning more cake sales and 2nd hand uniform sales next year as they raise £200+
 - July: Summer Fair – ILOF's big event of the year. It was hugely successful with people queueing to get in. The hamper raffle another great hit, raising above £1K alone.
2. We were informed of other areas ILOF has been working on:
- Easyfundraising: A cash back fundraising scheme. It's a minimal earner given the amount of children at the school and could earn ILOF/the school a lot of additional funds for minimal effort. It's on the ILOF agenda for 2016/17 to promote this scheme more.
 - Communication: ILOF communication has improved greatly in the last year. Termly newsletters informing parents and staff of events coming up, money raised and what funds are being allocated against. ILOF Facebook page is up, running and regularly updated thanks to Katie Bailiff who also manages other areas of social media. We also tap into class WhatsApp groups, send regular parentmails etc.
- Sarah noted Easyfundraising, Riverford, Micro Scooter etc are under-promoted and under-used and the communication aspect of ILOF is quite time consuming so we'd like to bring on board dedicated comms and fundraising roles to work solely on these areas. She also raised the importance of Class Rep roles and an updated, more user friendly school website would help to improve ILOF's presence.

Item 4 – Treasurer report for year ending July 2017

Mark Inglis presented the accounts for 2016/17

1. August last year we started with a healthy balance, as no dispersals from previous year. He went on to advise that 2016/17 has been a fantastic year reflected in the total raised last year of £13+K. The year before had raised £9K. He noted that it's a huge step up both in fundraising and quality of events, as follows:
 - The Christmas event increased from £129 in 2015 to £465 in 2016
 - Easyfundraising took £260, similar to last year.
 - The Disco is bought in and means it's a low earner despite tickets selling out.
 - Quiz night money was up from £1,052 to £1,492
 - Fun Run was hugely successful this year, raising £4,356 (up from £2565 the previous year). Mark noted this is the highest earning year for this event.
 - Summer fair – this was a huge earner. One of the notable reasons was we limited the money that was put into the event this year and this was reflected in the profits. Up from £2,932 to £5,199!

2. Spend

We spent £17,838 across 5 items

Lunchtime play looks like a big item spend but the invoice issued by the school is split across 3 separate payments; 2 payments (Sept 2015 – March 2016 £3300, April 2016 – March 2017 £8202) are for the Sport Coaches resource one of which was a back payment from the previous year, and the third cost of £1200 was for Comedy Workshops .

- Class trips - £1,706
- Author readings - £505
- Art project - £1,925

Mark went on to note that it looks like high dispersals but accumulative from previous year.

3. Mark finished by saying we have a healthy balance going into 2017/18. We're looking at profits of £10-13K each year.

Item 5 – Q&A on accounts

Question – What is lunchtime play?

Answer – Helen advised that the school (funded by ILOF) brought in sports coaches for more structured play activity during lunchtimes. It helped with pupil behaviour especially in previous years when 550 pupils were hemmed into Bellwood playgrounds. It has been very successful. The school is now taking over the funding, so going forward ILOF no longer required to assist funding it. It was noted the money raised by the Fun Run was allocated to this resource and all children benefitted from it.

Item 6 – Motions & Vacancies

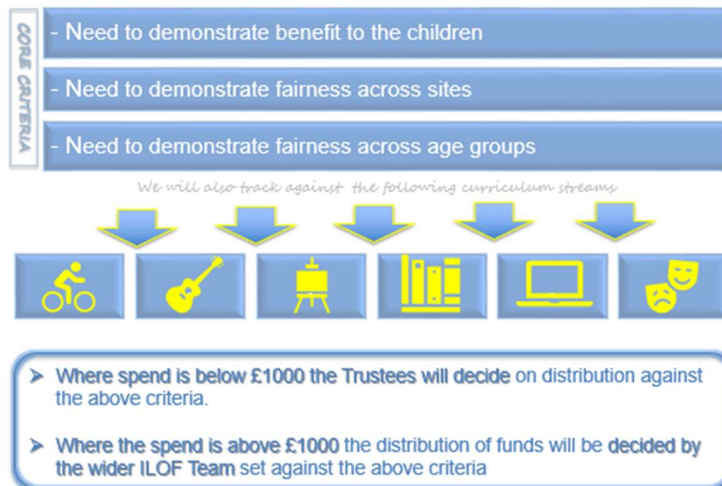
Sarah advised that there were no Trustee positions (ie, Chair, Treasurer, Secretary) required to be filled this year, however people could still join the ILOF 'Committee' and be Trustees. She went on to say that ILOF are asking parents to come and join the Team (ie those not in Trustee positions but who help organise events and help make decisions on higher spend). Sarah noted that ILOF did really well last year but there's always room for more. We are currently trying to raise awareness about ILOF. We have lots of volunteers but we would love more people to join the team.

1. Motions

Constitution: ILOF constitution is out of date. We have therefore adopted the most up to date standard constitution from PTA UK, which was available to view. There were no objections.

ILOF Criteria of Spend: Mark advised we have a big balance of funds and at a recent Trustee meeting (with SW, JG, MI & HI) it was agreed a 'criteria of spend' should be created to ensure spending is fair, balanced and transparent. The following model was created which Mark went on to explain;

ILOF Criteria for Spending



Spend should fall within the 3 main categories:

- benefit to the children
- fairness across sites (ie Bellwood and Inverton)
- fairness across age groups

The other way spend should be considered is across streams, ie:
Sport, music, art, education, design & technology, drama

Any items falling under £1k, spend can be agreed by the Trustees, however we would sound out bigger spend of £1K+ with the wider team.

Q&A re Criteria of Spending

How much is the average spend on an item?

Mark advised that big ticket items eg. sports coaches etc. fall within the Criteria. The piano requested by the music department for Inverton site will cost around £600 but will be of benefit to the school community and all children will eventually benefit.

Would larger spend mean consulting with all parents?

Sarah advised that we wouldn't consult with the whole parent group. It is why ILOF have a Committee, and the ILOF Team broadens out decision making. She pointed out that anyone can join but also anyone is within their rights to question it as in theory all parents of Ivydale School are automatically members of ILOF.

As a charity are you notifying parents each term what ILOF have raised and spent funds on?

Yes we provide termly newsletters that notify parents on both.

What do you do if you want to put forward a proposal for expenditure?

Proposals should come to the Trustees. We plan to have more monthly meetings open to everyone and at different times and venues to be more inclusive. The proposal should go through the school as they know where the deficits are.

Parents can come to us and we can look at it against the Criteria. SW suggested adding the option into the yearly parent surveys. HI said the 'pick up sticks' in the East Playground came as a result of lots of parents asking for it, as well as the school identifying it. Perhaps the way around it is to encourage more parents to join ILOF to give them a voice.

There were no objections to the 'Criteria of Spending' and it was co-opted in.

2. **ILOF Vacancies:** ILOF have space for more event team members. If we want to improve and put on more events, we need more people. There are areas we can improve but need extra help in order to achieve this.

- Social Media – Katie is doing a fantastic job but we can also do with more help to go broader
- Fundraising especially Easyfundraising, Riverford, Micro Scooters etc could do with a bigger push
- Xmas cards is a time-consuming exercise and more help would mean broader options of merchandise.

Where people come forward to help with a specific event, there would always be lots of support and people to help.

The message is clear if we want to put on more event we need more people. For example, we hoped to run a Bingo night next month but realistically we need more people on board to take this on especially with Christmas not too far behind it.

- Teacher reps – ILOF are looking for a couple of Teacher Reps to be a link between interests. HI said she's working on it.

Item 7 – Any other business

1. Sarah presented the 2017/18 events calendar. It was noted that specific dates were slotted in but we were yet to confirm with the school. Once approved the ILOF calendar would be sent out to parents. The calendar follows a similar pattern to last year, and is based on what the current team can take on. Sarah finally noted that more cake sales would be slotted through the spring and summer terms.
2. Class Reps: This is a role ILOF would like to try to introduce. Sarah noted that nearly all other big primary schools have them. It has been tried at Ivydale previously but not with much success. How do we get it up and running? It's kind of organically happened with the class Whatsapp groups. HI pointed out that the engagement fizzles out as your children move up the school but could work effectively if embedded at the bottom end of the school (*ie from EYFS*). It was agreed it's a good idea for ILOF and the school. Various suggestions were put forward re how to get the process going:
 - a. Book bag information to parents asking for contact details and a volunteer per class, One class start the process and get it up and running that way

Item 8 – Word of thanks

Sarah ran through a list of thanks to staff, parents, carers and businesses that assisted ILOF in the last year, with a special word of thanks for Sammy Linton who will be stepping down as Fun Run Co-ordinator this year.

A massive thank you to Sammy Linton (parent, staff member and ILOF Fun Run organiser extraordinaire)! Sammy is stepping down from organising the fun run much to the sadness of the ILOF team and wider Ivydale school community. It was noted that **Sammy's fun runs have raised a whopping £25K over 7 years!!!!** A fantastic achievement that has helped, amongst other things, to fund the successful lunchtime sports coach initiative!

1. **Helen & Judith** – helping make our lives easier by mostly saying 'yes' to most of our requests
2. **Sammy Linton** tirelessly organising and running the school fun run – don't ever leave! (oh, you did 😊)
3. **Office Team** for all our admin assistance
4. **Vic, Chris & Dave** for set ups / break downs, often out of office hours
5. **Jeremy Hayward** for Quiz writing and, with **Amanda Dawson & Katie Bailiff** doing a cracking job of comparing the raffle
6. **Leigh Savage** for her help selling tickets and letting ILOF utilise the after school club facilities
7. **Sarah Stokes** – for helping out and organising performances at our Christmas & summer fairs
8. **Dan Gregory & Lucie Clapp** for their fantastic design work
9. **KFH** for their continued support and sponsorship of our events
10. **The Proud Sow, The Habit, Ayres, Sailors fish and chips** and other businesses who have donated raffle prizes and given generous contributions.
11. **All parents, grandparents, carers and school staff who have Volunteered and/or donated something at our events**

Helen Ingham, Headteacher formally thanked ILOF, noting there are a number of things the school wouldn't have without their assistance.

Item 9 – Next Meeting

Our next Committee Meeting will take place on

Tues 7th November @ 7.30pm, Venue – The Ivy House, Stuart Road

Everyone welcome!