

Ivydale League of Friends

Minutes of AGM 2017/18

3rd October 2018 at Ivydale Primary School, Inverton Road

Attendees:

ILOF Team: Sarah Woolhouse (Co-Chair), Julia Gregory (Co-Chair), Mark Inglis (Treasurer), Laura Cannon (Secretary), Jasmin Nuttall, Marie-Pierre Avgeri, Hannah de Lasti, Joanna Harvey

Helen Ingham (Head Teacher), Judith Lambert (Deputy Head)

Parents: Hannah Mashford, Anni Vainio-Miles, Fiona Colley, Katy Coyte, Ralf Martin, Carol Frazier, Cathy Xuereb, Nicola Cosgrove, Caroline Crowther, Pamela Sharp, Katy Bo H - Palmer, Ai Lonsdale, Michelle Fisher, Emma Cairns, Jago Wadley, Damian Welch, Polly, Philippa Bosman-Savage, Kye Smith-Mackintosh, Zoe Attwell, Rob Mitchell, Molly Mackey

Apologies:

ILOF Team: Gudrun Lawyer, Katie Baliff, Emma Parsons, Dan Benjamins

1. **Welcome**
2. **Announcements, apologies and previous meeting minutes**
3. **Chair Report**
4. **Presentation of Accounts**
5. **Q&A on accounts**
6. **Motions and Vacancies**
7. **Any Other Business**
 - Launch of next annual plan of events**

Items 1 & 2 Welcome/ Announcements, apologies and previous meeting minutes

Welcome and thanks to attendees from Co-Chair Sarah Woolhouse and introduction to ILOF Team.

Apologies noted and minutes of previous ILOF AGM circulated to attendees.

Item 3 Chair Report

- Julia Gregory (Co-Chair) informed the meeting that ILOF raised record amounts in the last year, a positive particularly following Helen Ingham's (Head Teacher) discussion around funding cuts facing the school. There were both increased takings and attendance at most events.

- Julia and Sarah discussed how the introduction of ILOF Class Reps had been implemented with initial success and we now have a representative for every class. It is a very informal

communication channel using WhatsApp. It is proving to be a good way of increasing engagement and making people feel involved. This was highlighted at the summer fair.

- ILOF introduced a Fun Run team which worked extremely well, engaging more parents and pupils to make it the most successful year yet of the event. Julia mentioned that some of the current team will be stepping down from the role this year, so ILOF are now looking to recruit new parent volunteers to ensure the event continues to be a huge success.

- Dan Benjamins, Year 2 parent and owner of the Habit in Nunhead, has joined the ILOF team to assist with catering at events. He cooked up a great curry for 200 people at the annual Quiz night, provided lots of resources and contacts for various events, including the catering the BBQ at the summer fair.

- ILOF have been engaging pupils in various events, such as the Year 6 doing their own fundraising at events such as face painting at the school disco to raise money for their end of year trip. Julia commented that it would be great to roll this out across the school to further engage pupils in school fundraising. ILOF tried to do this with the summer fair hampers this year.

- There was a quick run through of annual events this past year, which are all working really well but this list is not restrictive and new ideas are welcomed.

Item 4 & 5 Presentation of Accounts and Q&A

Mark Inglis Treasurer presented the accounts for 2017/2018, highlighting the following points:

- In the previous reporting year there was a lot of spending on just a couple of items so to encourage a broader distribution of funds ILOF introduced a spending criteria. Mark ran through the slide to demonstrate how this works and how the final allocation of funds is approved – below a £1000 by the Trustees and above by the wider ILOF team.

- ILOF raised £17,137 this year which is almost 100% increase on 2 years ago. By far the biggest fundraiser is the Fun Run which this year raised £6500. This, along with the summer fair, the Christmas event and the quiz night are the biggest fundraisers.

- Dispersals this year have been more balanced across the school.

- Focus needs to now be on spending the balance. Helen told attendees about progress with the new library plans for Bellwood. Parents, Marie-Pierre Avgeri and Tom Wilson, with their architectural and design skills are working on this. Marie-Pierre spoke of ideas to get parents involved with a DIY weekend and, fundraising for items for the library, such as a shelf or cushion etc. Helen spoke of linking with Alistair, parent and owner of Rye books to fill the library with books purchased by parents.

No questions from attendees.

Item 5 Motions and Vacancies

- Woolhouse advised that Laura Cannon needs to be officially appointed ILOF Trustee and Secretary. No objections were made by attendees.

- ILOF are looking to appoint a Marketing and Communications team member who will be responsible for the ILOF newsletter. This will be circulated to parents shortly.
- ILOF are also looking for an Easy Fundraising Co-ordinator. This has huge potential for raising more money for ILOF but we have not been promoting its use. The co-ordinator would be responsible for publicising this and reminding people to use.
- ILOF need a new quiz master for our annual quiz night. This includes writing the quiz and hosting the quiz on the night. This does not have to be the same person, it could be a team task.
- Julia Gregory spoke to the success of this year's summer fair and fun run, demonstrated how delegating events or activities within an event, to different teams works well. ILOF would like to roll this out further this coming year so will be looking for volunteers to take on responsibility for different events. Teams will be fully supported by the ILOF team. If it works well, we can introduce more teams and more events for example bingo, a Halloween event, fireworks. These extra activities are just not possible with the current resources.
- Sarah advised that Julia and herself are in their third year of ILOF Chair and therefore they will be looking for new recruits for both this role and the wider team in the coming year. Having event teams in place now would be a help.

Item 7 Any other business

- Brief run through of the 2018/2019 events calendar.
- the Christmas event is scheduled for after school Thursday 6th December. Planning will start in November.
- Summer Fair will be in June this year so that it doesn't clash with International Evening.
- Thanks was made to various people that have taken part and assisted with events over the last year. This included:
 - Helen and Judith for their ongoing support and approval of requests from the ILOF team.
 - The office team at both sites for all the admin assistance they provide.
 - The premises team for set up/break downs often out of hours.
 - The Fun Run team for all their hard work in making the event a success.
 - The Quiz team, especially Jeremy Hayward, Amanda Dawson and Dan Benjamins.
 - Leigh Savage for her help selling event tickets at ASC.
 - The music teachers for their contribution at various ILOF events.
 - Dan Gregory and Lucie Clapp for their fantastic design work.
 - KFH for their continued sponsorship and support.
 - The Habit, The Proud Sow, The Nunhead Gardener and other local businesses who have donated raffle prizes and generous contributions to events.
 - All parents, grandparents, carers and school staff who have volunteered and/or donated at our events.

This extensive list shows the broad engagement by the school and local community and is a credit to Ivydale Primary School.

- The next ILOF meeting will be 6th November at 7.30pm

Item 8 Questions

Pamela (parent of Ghana child) When and how does it get decided what the money raised will be spent on.

Sarah Woolhouse advised that the ILOF Trustees meet termly with Helen Ingham to discuss how money will be spent. Helen will have ideas gathered from across the school, pupils, teachers and parents. Helen provided an example, of the pupils request to have picnic benches for the outside classrooms at Inverton. Some requests are informal but others might come from the school council. Pamela said that she has some suggestions and thinks promoting the inclusion of parents ideas would engage more people. ILOF team highlighted that ideas are welcome and that the spending criteria helps to filter such requests. It can be challenging if parents don't perceive their requests are being included. Judith Lambert (Deputy Head) advised that it is really important that everyone can have a voice but requests for things might not always be actioned immediately as there will be other priorities to also consider. Julia/Sarah advised that the ILOF newsletter provides feedback on what funds, from particular events, have been spent on. Discussion on whether the new school website could allow for a function to make suggestions.

Question from parent around whether the use of WhatsApp by ILOF is inclusive. Does everyone know about it, use it?

Sarah advised that it is a very informal method of communicating with parents but also proving to be very effective. ILOF acknowledge that not everyone will choose to use this form of communication. It is one of a number of channels of communication for ILOF. We also use Parentmail, the ILOF Facebook page and, the ILOF newsletter. Sarah suggested that we could put out a Parentmail with the name of each class rep so that those who don't use WhatsApp are aware of who their rep is.

- Final word from Helen Ingham to pass on her huge thanks to the ILOF team for all their hard work. She said they are fun to work with and she does say yes to most of their requests. ILOF is not about funding basics but it does a valuable job in providing all the extras for the children.