

FoSET Annual General Meeting (AGM) Minutes

Tuesday 19th November 2024

6.30pm

Somer Dining, The Chocolate Quarter, Trajectus Way, BS31 2GJ

Item Ref	Description
1.0	APOLOGIES FOR ABSENCE
1.1	All members of the 2023-24 committee were in attendance, so no apologies for absence were received.
2.0	MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 26TH SEPTEMBER 2023
2.1	There were no actions from the previous AGM. The minutes were accepted by all and are now finalised.
3.0	CHAIR'S REPORT FOR ACADEMIC YEAR 2023-2024
3.1	<p>Rebecca Munro, the Chair of FoSET for 2023-24, gave a presentation showing what FoSET has achieved over the previous year.</p> <p>A summary of the report is as follows:</p> <ul style="list-style-type: none">• The Chair described the role of FoSET, which is to make the school a better place for our children to learn, by raising funds for the school and organising events to involve the children, parents/carers and the wider Keynsham community.• As a registered charity, FoSET is governed by rules set out by The Charity Commission; all committee members are automatically trustees of the charity and must follow these rules. FoSET's constitution sets out objectives and the ways in which we are governed.• The Chair introduced the rest of the current committee: Laura Gerrish (Secretary), Lynette Clapp (Treasurer), Amy Hughes (Grants Lead), Caroline Jewell, Lisa Garasto, Annemarie Strong and Margaret Woigo (Ordinary Committee Members).• The allocation of funds is governed by the school. This is requested by the Head or Deputy Head at our committee meetings and voted upon by the committee, alongside any other major decisions. The children are also given their voice through the committees in school which are then fed back to us through the teachers.• Events and Initiatives: for the 23-24 academic year these included:<ul style="list-style-type: none">○ the popular Halloween Disco○ Christmas Cards designed by the pupils, providing handmade gifts for parents to order whilst raising much-needed funds○ the "Books for Somerdale" initiative, whereby the school community purchases books for the school library, which has been very successful this year○ the after-school Christmas Fair○ the Spring Tabletop Sale, which was well-attended despite the snow○ the St Patrick's Day Quiz, which was an evening of fun for parents and carers

Item Ref	Description
	<ul style="list-style-type: none"> ○ the Easter Disco, which included an easter egg hunt, disco, craft and a present for each child to take home ○ the Easter Trail, which was extremely popular in the holidays with a trail around Somerdale ○ our main fundraising event of the year, the Summer Fair with games for the children, tombola, refreshments and live music ○ coffee mornings have been a lovely way for parents to gather and build relationships ○ Stikins and Easy Fundraising: long-running commission based initiatives ○ Rags to Riches generated additional funds for the school whilst offering families an opportunity to donate and recycle good quality clothes, shoes and linens. ○ refreshments were provided by FoSET at various school events <p>the Chair emphasised that these events take a lot of planning, organising, and running and we need lots of help with these. Should you like to get involved or have any fundraising ideas of your own please speak to any committee member or email us at friendsofsomerdale@hotmail.com</p> <ul style="list-style-type: none"> ● Grants Awarded: the following grants have been awarded this year: <ul style="list-style-type: none"> ○ Bristol Pride – Pride Books ○ Keynsham Town Council and Tesco – contribution of funding for the stage ○ Blue Spark Foundation – Visualisers ○ Mac Mic Group - KS2 Playground Development ● Funding: this year FoSET has been able to fund the following for Somerdale Educate Together: the stage; the pond wildlife area; visualisers for classrooms; year 6 leavers' gifts; new ocean sensory room; playground improvements for KS2; library books via "Books for Somerdale"). ● The Chair thanked the committee, volunteers, teachers, parents, pupils, local businesses and the wider Somerdale community for their commitment and support in the last year, helping to raise funds to ensure Somerdale Educate Together Primary have the resources and experience needed to help make the school the best possible environment for our children. <p>Amy Hughes (Grants Lead) expressed thanks on behalf of the committee to the Chair for all of her hard work and commitment over the previous three years. Sam O'Regan (Deputy Headteacher) and Chris Thomas-Unsworth (Headteacher) thanked the Chair and the committee for their contributions and efforts.</p>
4.0	TREASURER'S REPORT FOR YEAR ENDING 31ST AUGUST 2024

4.1	<p>Lynette Clapp (Treasurer) presented the draft Financial Report for the academic year 2023-24 and a graphic showing the initiatives, grants and activities that contributed to fundraising. These are made of some key events and smaller activities and Lynette noted that a large number of people within the school community have contributed to their success. These included:</p> <ul style="list-style-type: none"> • Grants and donations were hugely successful and Lynette thanked Amy Hughes (Grants Lead) for her hard work on this. Grants/ donations from Tesco, Bristol Pride, Mac Mic Group, Blue Spark Foundation and Keynsham Town Council raised a total of £8,123. • Events and initiatives: <ul style="list-style-type: none"> ○ The Christmas Fair raised £327 ○ Christmas cards and gifts raised £288 ○ The Tabletop Sale raised £338 ○ The Quiz Night raised £662 ○ The Easter Trail raised £127 ○ The Summer Fair raised £1,518 and the raffle £872 ○ The Rags to Riches clothing collection raised £175 ○ Discos raised £714 ○ Refreshments at the outdoor learning day, sports day and Jungle Book performances raised £360 ○ EasyFundraising and Stikins raised £302 ○ The Newspaper Club and school petty cash takings totalled £31 ○ Coffee mornings raised £42 ○ The Eco Party Company commission raised £5 • In total these initiatives, events, grants and donations raised £13,800 in the academic year 2023-24. • FoSET made/ facilitated the following donations to the school in the academic year 2023-24, totalling £16,681: <ul style="list-style-type: none"> ○ £6,545 towards the stage (Lynette noted that much of this was the result of the work of the 2022-23 committee) ○ £2,204 towards the pond & wildlife area ○ £972 towards the Ocean Sensory Room ○ £5,000 towards phase 1 of the playground improvements ○ £240 for Pride books ○ £1,220 for visualisers ○ £500 towards the Year 6 leavers' gifts • Facilitated by FoSET, the school community donated £365 of books to the school library. • Amy Hughes emphasised that help with grants/ grant opportunities from the wider community was very much encouraged. • Sam O'Regan (Deputy Headteacher) thanked Lynette for all of her help with cataloguing the new library books. • After the meeting, Lynette identified some inaccuracies and omissions in the information presented as follows: <ul style="list-style-type: none"> ○ The Quiz Night raised £670 rather than £662 ○ The Tabletop Sale raised £316 rather than £338 ○ Discos raised £771 rather than £714 ○ BUPA should have been included in the lists of grants and donations in the first bullet point in this section 4.1 ○ The total raised for the Academic Year was £13,843 rather than £13,800
-----	---

Item Ref	Description
	<ul style="list-style-type: none"> ○ As an additional point, RED Construction Group donated resources and materials for the new Intervention Room to a value of £3,000
5.0	ELECTION OF OFFICERS AND COMMITTEE MEMBERS
5.1	<p>Laura Gerrish, Secretary of FoSET for 2023-24, confirmed that she, Lynette Clapp and Amy Hughes intended to restand in their roles as Secretary, Treasurer and Grants Lead respectively. Laura confirmed that no further nominations for these roles had been received prior to the AGM.</p> <p>Laura confirmed that Rebecca Munro was not restanding as Chair but was restanding as an Ordinary Committee Member alongside Caroline Jewell, Annemarie Strong and Lisa Garasto.</p> <p>Laura asked for volunteers/ committee members intending to restand. All of the seven 2023-24 committee members identified in paragraphs 1 and 2 of this section 5.1 put themselves forward, alongside Rosie Hunt, Alice Brook and Natalie Sanders. All 10 were elected to the Committee.</p>
5.2	Laura confirmed that the Treasurer Lynette Clapp would like to continue in this role and asked the attendees if anyone objected to this and if anyone would like to nominate themselves for this position. No objections were received and no further nominations, so it was agreed for Lynette Clapp to continue as FoSET's Treasurer.
5.3	Laura confirmed that the she (Laura Gerrish) would like to continue in the role of Secretary and asked the attendees if anyone objected to this and if anyone would like to nominate themselves for this position. No objections were received and no further nominations, so it was agreed for Laura Gerrish to continue as FoSET's Secretary.
5.4	Laura confirmed that the Grants Lead Amy Hughes would like to continue in this role and asked the attendees if anyone objected to this and if anyone would like to nominate themselves for this position. No objections were received and no nominations, so it was agreed for Amy Hughes to continue as FoSET's Grants Lead.
5.5	Laura asked for volunteers for the Chair role and Caroline Jewell indicated that she was happy to stand as Chair in the absence of other volunteers. No further nominations were forthcoming so Caroline nominated herself and this was accepted by all.
5.6	The remaining Ordinary Members of the committee are: Annemarie Strong, Lisa Garasto, Rosie Hunt, Alice Brook and Natalie Sanders.
6.0	ANY OTHER BUSINESS
6.1	Sam O'Regan (Deputy Headteacher) presented details of Phases 2, 3 and 4 of the plan for the playground/ outdoor space. This includes a teepee on the hill, a pergola by the large boulders and an extension of the rock climbing wall. A supplier has been selected for the further work.