



# Ravenstone Primary School

## Friends of Ravenstone (FoR)

### AGM - Minutes

<b>Meeting Date:</b>	27 September 2018
<b>Time:</b>	7pm
<b>Location:</b>	Lower Ground Hall
<b>Attendees:</b>	Lucy Thacker, Wendy Mulligan, Joyce Grigorey, Kate Haigh, Penny Roughton, Rebecca de Boehmler, Julie Clayton, Kristina Knuska, Em Cooper, Dilara Bibi, Delphine Hartmann, Catherine Dowler, Amber Burlinson
<b>Apologies:</b>	Coleen Rojas, Irene Almeida, Diana Souza, Dorrie Gibson

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#### 1. Welcome & Apologies

Welcome to all new and returning parents and for taking the time to attend the meeting. We would like to thank everyone for all their support over the past year in both organising and attending our events – we couldn't do it without you!

#### 2. Chair's Report – Lucy Thacker

##### Introduction

The Friends of Ravenstone is a registered charity and the fundraising arm of Ravenstone Primary School.

As a Parent or Carer of a child in the school you automatically become a 'Friend of Ravenstone'. This involves as much participation as you wish – to organising an event, attending events or nothing at all, it's totally up to you!

The principle aim of FoR is to raise funds for the school for expenses not currently covered by the school budget. The funds are used to buy equipment and provide extra facilities for the school to support our children's learning and their enjoyment of the school experience (e.g. school trips, Athletics, musical instruments, playground equipment).

##### General

This year, FoR provided in excess of **£46,000** to the school. The majority of this donation was allocated to assist with the major project of the **new playground**.

It was noted that in Mary's absence, FoR would be taking over the Shekniah fundraising events, including Snowman night.

During this reporting year, FoR has also focussed on **administrative processes**, including:

- Gift Aid registration – we are now registered with Gift Aid so we can start claiming back approximately 20% tax. This will not only apply to small cash donations (like 50p on the toy stall) but also wrapping paper, Christmas trees and Mr Croft marathons! The FoR would like to give special thanks to Rebecca Paling for all her work in preparing and assisting with the registration.
- Online banking – We now have online banking which has made paying monies in and out a more efficient and smoother process. We have systems in place to ensure this isn't taken advantage of and we are also looking at having a card machine for events. The FoR would like to give special thanks to Joyce for her tireless efforts in getting online banking up and running..
- First Aid Kit – the FoR now has a First Aid Kit for events.

### 3. Finance Report - Income and Future Spending Plans

#### Income for 2017-18

We have had an amazing year raising **£28,337 nett**. Ravenstock and the Christmas Fair were stand out fundraisers in 2017-18. Thanks to Kate Haigh for leading the Coffee Morning stall, a new initiative this year.

Fund Raising Activities	Total
Ravenstock	£8,219
Christmas Fair	£6,250
Christmas Shopping Night	£2,041
Christmas Trees	£792
Christmas Cards	£122
Estate Agent Boards	£4,000
Mr Croft's Marathon Run	£3,315
Vitality Night	£783
Quiz Night	£579
Disco	£438
Bake Sale	£271
Ads	£270
Micro Scooter	£237
London Farmers' Market	£200
Give As You Live	£172
Donations - Y6	£239
Donations - Other	£119
Uniform	£143
Coffee Mornings	£80
Ice Lolly	£67
	<b>£28,337</b>

## Expenditure 2017-18

Expenditure for 2017-18 focussed on assisting with the upgrade to the playground.

Expenses	Total
Playground	£41,316
Robotics	£2,289
Trip Subsidy	£802
Y6 Hoodies	£636
Easter Eggs	£359
Gardening Supplies	£157
Summer Show (Costumes)	£135
FoR General Expense	£167
Sports Day	£85
Christmas Books	£57
	£46,002

### Budget planned for the year ahead

Expenditure for the year ahead, as agreed with Joe Croft and the leadership team) includes:

- An additional £3,000 to increase the reserve account to £15,000
- £2,000 for arts (with additional £1,000 donated at play)
- £1,500 for new shed and astro turf (school matching £1,500)
- £5,000 music lessons
- £500 trip support (this may need to go up)
- £1,000 school journey
- £10,000 – ring fenced and already included above for back playground inc nursery playground.

We reviewed the following spends:

- Easter Eggs – it was agreed we would discontinue
- Christmas Gifts – for further discussion
- Year 6 leavers sweat tops – for further discussion
- School Trips – all agreed that support of school trips should be a priority

## 4. Upcoming Events & Jobs

### Events

Events for the coming term include:

- Autumn / Halloween Bake Sale – 31 October TBC

- Christmas Shopping Night – Thursday, 22 November – Julie Clayton / Fiona Benson
- Christmas Fair – Saturday, 8 December – Penny Roughton
- Christmas Tree Orders – Julie Clayton
- Cauliflower Cards / Christmas Wrapping TBC

Any other new ideas for Events are welcome!

***If anybody would like to volunteer to organise an Event, or has a new idea for an Event, please email [friends@ravenstone.wandsworth.sch.uk](mailto:friends@ravenstone.wandsworth.sch.uk)***

### **Jobs for the coming term**

- Empty existing cupboard into the new shed – Friday, 12 October.
- Follow up on Farmers Market – Joyce Grigorey

## **5. Nomination and Voting for Executive Committee Roles**

### **Vacant FoR Roles**

The following vacant roles were nominated and voted in:

- Chair – Wendy Mulligan
- Deputy Chair – Lucy Thacker
- Accounts – Dorrie Gibson

The following roles are still vacant:

- Lead Treasurer - recommended Becky Paling
- Secretary – recommended Em Cooper
- Graphic Design

### **New Roles**

There are a number of new sub-committee roles. More information on these roles will follow and be discussed at the next FoR General Meeting.

***Any volunteers for any vacant role, please email [friends@ravenstone.wandsworth.sch.uk](mailto:friends@ravenstone.wandsworth.sch.uk)***

## **6. Reminder of ways you can help to raise funds**

**Give as you live:** This brilliant scheme allows you to raise funds for the school with no extra cost to yourself whilst simply shopping! A huge range of stores, from Amazon which will donate 0.5% of what you spend, to Groupon which will donate up to 7%! You simply sign up online, you can set the link in your tool bar or download the App, they also have many fantastic flash offers and discounts. To sign up please click on this link <https://www.giveasyoulive.com/join/friends-of-ravenstone>

**Micro Scooters:** When quoting the code **URN:101017** a commission will be paid, we have so far raised a brilliant £237 using this scheme.

**Pennies for the Playground:** A jar kept in a handy place for pennies and loose change soon adds up! These jars are then collected at school near the end of term, the pennies banked and the jars re-used in the sweet tombola, at the summer fair!

**Estate agent boards:** By agreeing to host an estate agent board outside your home, We are sponsored by local estate agents who pay for the temporary board advertising our events (it's only up for a couple of days). This has the potential to earn the school up to £2,000 per Christmas & Spring Fair

**Travel Designers:** Book a fantastic holiday with Travel Designers and not only receive a 5% discount but also £10 will be donated to school!

**Advertising on our school newsletter:** Advertising your business on our weekly school newsletter which is circulated to all our families costs £5 per week, and a great way to reach new customers and clients!

**Corporate donations/fund matching:** Lots of companies have great fund matching programs for their members of staff who give up their spare time a help with charity events, they then match the money that person has raised!

**Direct Donations:** If you wish to donate a one off payment direct, or via payroll giving (visit HMRC and search for 'payroll giving' for further info) we are now gift-aid registered so by giving your details, we can claim back the tax.

**Christmas trees and wreaths:** By ordering your christmas trees through school, they are beautiful quality trees, which don't drop their needles and are available in a range of sizes and prices, they arrive approximately 2-3 weeks before Christmas.

**Wrapping paper/cards:** You can purchase wrapping paper, cards and decorations for christmas and birthdays, with large rolls and handy card multi-packs, with a donation of all sales made to school.

**Card design:** A lovely opportunity for your child/children to design a card (or cards) that are then professionally printed. They come in packs of ten with envelopes and gift tags. We do this in time for Christmas, but this is also a nice way of making thank you cards too!

**Donate:** books for the library and book box in the playground, Good toys for nursery and supermarket and book vouchers.

**Meeting ended at 8pm**

**Next General meeting: Friday, 12 October at 9.30am, Lower Ground Hall**