



Annual General Meeting Minutes: Monday 26th February 2024

Matter	Action by whom	Due date if applicable
Chairs report		
Fundraising		
Overview of the past year's events: Disco, Easter raffle, Worm charming, Fireworks, Santa's grotto, Elfridges.		
Note that events will be reformatted this year to try to encourage more volunteers, or to fundraise differently, particularly at worm charming. Changes for the latter include increased plot numbers, games stalls being allocated to year group parents (only those with volunteers will run), FWSA running the bar with school staff, and lost revenue hopefully recouped through additional external stalls.		
Profit has been reduced at some events in light of increasing costs. The decision was taken to freeze ticket prices and accept lower profit margins in order to maintain accessibility for families.		
Spending		
All spending was outlined - Place of space has begun and phase 2 during Easter break, new iPad charging trolley, Speros and Beebots, books for school including graphic books for dyslexic and reluctant readers, Sports day ice lollies, subsidised hoodies, new starter book bags and a class trip.		
Staffing		
New posts becoming available: Social Media and Comms (thanks given to Jo Sambrook for her significant contribution to date) Chair(s) Secretary These roles need to be filled for us to maintain our charity status		
<i>Above detailed in attached Chairs report.</i>		
Treasurers report		
Vote of thanks given to the current team, to Sasha for Treasurer processes and support, and to our amazing parent and family volunteers		
Funds raised		
We have run 6 events raising £12 776 this year. £172 raised from Amazon Smile, EasyFundraising and Stikins		
Funds spent		
£5500 spent so far this year on school projects.		

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Banking		
Banking has changed from Barclays to Natwest due to serious issues with Barclays customer service and lack of local branch. Exemplary customer service from Natwest to get FWSA account set up in time for Worm Charming.		
<i>Above detailed in attached Treasurer's report.</i>		
AOB		
Discussion about how to keep hot chocolate warm for events. Need to be able to heat very large volumes so flasks etc unsuitable. Research to be done on suitable industrial catering equipment. Sasha may be able to arrange funding for this equipment.	FWSA/Sasha	
Vote of thanks		
On behalf of Mr Perrin and the school, Miss Wright gave a vote of thanks to FWSA members, volunteers, parents and broader school community.		
Nominations		
Chairs – no volunteers during meeting, so self-nominations to cover the role(s) until July, seconded by Anne Broadbent Secretary – no volunteers during meeting, so self-nomination to cover the role until July, seconded by Jo Tomlinson Treasurer – ongoing Anne Broadbent, seconded by Jo Tomlinson Media and Comms – Rachel nominated, seconded by Anne Broadbent. Rachel accepted.		
Advert to be written for vacant roles to send to school and for social media	FWSA team	ASAP
Role advert to be sent to all parents	School	ASAP
Communication		
Consideration given to how to ask parents to volunteer and how to request that parents contribute skills, provide employer match funding etc. Questions raised about whether this would be best coming out from school i.e. via class teachers on Tapestry/ Seesaw etc to make requests more personalised. Also need to ensure requests are specific – i.e. does your employer provide match funding, can you offer your gardening skills, etc.	FWSA and school	
Next meeting		
TBC		

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Chairs Report – Jo Tomlinson and Sarah Jones

Fundraising

It's been another busy and successful 12 months of fundraising events since our last AGM in Feb 2023. We reintroduced our school disco, which went down fantastically with children, staff and volunteers alike! So much so that we have decided to run it again this year, with an Easter theme this time. Seeing how much fun all the children had and how they left the event beaming made all the effort worthwhile. It reminded us all of exactly why we volunteer, and how important our work is to the children and school. In April we ran an Easter raffle. We put a call out to our amazing school family and received so many easter eggs and bottles of wine we filled the collection hut! Using another kind donation of hamper making kits we managed to create loads of easter hampers and gift bags to raffle off and raise yet more funds. Truly eggcellent!

June saw us involved in the annual Worm charming event which was, as always very popular with visitors. We were sad that we had to scale back our stalls due to a lack of volunteers, and post event have had to think long and hard about how what we can support with the low turnout from parent volunteers. This is one of the school's biggest fundraising events and helps us provide much needed equipment for school, so we hope to encourage more volunteering this year by allocating a stall to each class for parents to run. Any games stalls without volunteers will not run. We hope to recoup any lost revenue here by accruing additional external stalls. We also discussed with school about reformatting the worm charming field grid to provide a larger proportion of team plots as these have consistently been more popular. This will give more of our school families a chance to take part. You never know we may even get some intra-school competition going between the classes!

We again provided refreshments at sports day, and our volunteers as always had prime position on the finish line, so they didn't miss out whilst helping out. Ice lollies were a huge hit, with complimentary ones provided to all the children taking part and the staff.

Next up on our fundraising calendar was the Fireworks Extravaganza. The decision was made to freeze ticket prices at the 2022 price due to the financial crisis. The weather stayed mainly dry so we had lots of visitors. Our newly purchased gazebo, very kindly funded by the Blakemere Foundation, definitely came into it's own on the night. It provided shelter from the weather and the ease of set up and pack down makes a great asset for the team going forward. Again, we received great feedback from visitors and local residents on how well organised the event was. We fixed the online ticket portal so that tickets could be bought via the website on the night which ironed out the issues from the last event. We built on the success of the addition of hotdogs last year by introducing the option of onions, which went down a storm! We do need to solve the issue with our hot chocolate being luke warm at times, so a bit of work to be done there. Any ideas would be very welcome.

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Fireworks was followed by Santa's grotto and Elfridges, which are always a joy to be part of. Both events are extremely popular with the children and families and as always were well supported. After the glitch with online ordering last year, we chose to use the PTA Events platform. This had better functionality and vastly improved the behind the scenes admin for us. Again, the feedback from users was positive. As with Fireworks, we made the decision to freeze the prices charged for both events. This reduced the profit but allowed as many families as possible to participate. There was also a decision in conjunction with school to provide a grotto visit to all EYFS so that no child would miss out on this magical experience due to financial restrictions. We have decided that this will continue moving forward. Both Sarah and I had the pleasure of helping at Elfridges with Mrs Taylor, and it was a delight to see the excitement on the children's faces, and the effort they put into decorating their gift bags and choosing gifts.

Other events we also ran included a Pop-up Christmas shop, and selling refreshments at Christmas shows. Our volunteers got front row seats so they weren't disadvantaged by giving their time to help.

Spending

Thanks to the fantastic support of parents, families and the wider community, we have been able to make a fantastic start on the Place of Space outdoor area, with Phase 2 beginning over the Easter break, maybe sooner depending on the contractor. This phase will see the preparation and installation of flooring to the whole area inside of the path perimeter. This will make the area useable in all weathers. Mr Bond has kindly agreed to re-site the picnic benches in this area which will give the added benefit of additional space on the playground, whilst providing a quieter area for play away from the footballs! In addition to our ongoing commitment to the Place of Space, we have funded a new Ipad Charging trolley so that they are available for use at all times. We have also funded Spheros coding bots and BeeBots for EYFS. These have upgraded and replaced old coding bots, which the children all love using but were no longer fit for purpose. We have also funded more books for school, including graphic books which are better suited to dyslexic and reluctant readers. Again these seem to be going down a storm. Other funding has provided sports day ice lollies, subsidised Y6 hoodies, Nantwich Museum classroom visit to Y1, and provided book bags to our reception class new starters.

Going forwards, we will continue to fund the Place of Space. Once the new surface has been put down, we will complete a sensory path around the perimeter, and provide den building posts, willow structures and possibly a firepit area. This is an outdoor area to provide an alternative at break times for more quiet, chilled activities. This area is the brainchild of the Forest leaders and Mrs Patrick. They produced an amazing design and gave us ideas of items they would like purchased.

We have also been asked if we could fund items for calming/ time out baskets to go in each classroom, to provide activities for children who need a little time out during the day. We have made a start on this and hope to continue building these resources during this coming year.

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As always none of the events would be as successful as they are without the support of our families, school staff and the FWSA team, who give their time to plan and organise them.

Team staffing

As with all PTA's, the team evolves and changes as personal and work commitments change, and our children reach the end of their time at the school. With this in mind we would like to welcome interest in the following posts which will be become vacant by the end of this school year.

Firstly, our Social media and Comms role has become vacant. I would like to extend our thanks for the time and dedication Jo Sambrook has given to the FWSA Committee, particularly in this role. She has been a fantastic asset to our FWSA team over the past few years, keeping our social media up to date and raising awareness of our events. Unfortunately, due to a change in circumstances she has had to step down from her role, and we would all like to wish her well in the future. If things change, she will always be welcome to come back. Whoever takes over this position will fulfil a key role in keeping our families and community updated on our events and plans.

The Chair role will also become available as both Sarah and I will be stepping down. We welcome the opportunity to work alongside whoever takes over this role for the rest of the school year to get them up to speed.

Due to increased work and family commitments, Helen Wilson will be stepping down by the end of the school year. This means that the role of Secretary will also become available. Helen is also happy to support whoever takes this role on until they are settled in.

Please contact us if you would like more information about what the roles involve. As with all Charities and PTA's, the roles of Chair and Secretary need to be filled for the FWSA to fulfil our legal obligations. If these roles are not filled, the FWSA will have to stop running, which in turn means we will lose us our charity status, something which has been hard earned by our previous committee members.

Finally, at last years AGM Anne Broadbent joined the team as Treasurer. She is a fantastic asset to our team, bringing new ideas and ways of working and has got to grips with the role amazingly. We would all like to take this opportunity to thank her for the contribution she is making to the FWSA in what has been a somewhat complicated first year.

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Treasurers Report - Anne Broadbent



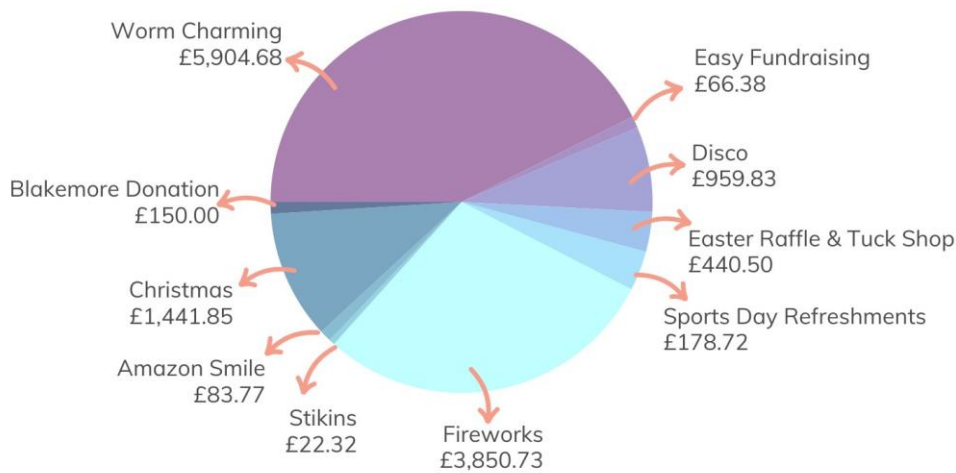
The Friends of Willaston School Association

Registered Charity No. 1126985

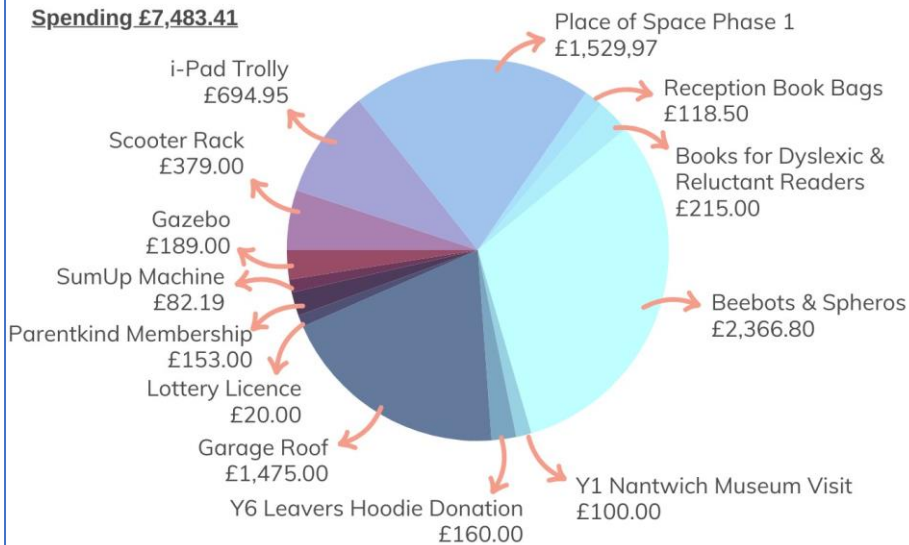
2024 AGM Financial Report

February 2023 to February 2024

Fundraising Profits £13,098.78



Spending £7,483.41



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Thank you for coming to our AGM today. I can't quite believe that it's been 12 months since I joined the FWSA as Treasurer. I'd like to start with a few thank you's. Firstly, thank you to the FWSA committee members, Jo T, Sarah, Helen and Jo S for making me feel so welcome. I knew some of you before I joined and others I have got to know during the past year and I'd like to say you are all amazing ladies and its been an honour to work with you all. We all bring different things to the group which is why we work so well together.

Secondly, thank you to all the amazing volunteers that we have, it's been a pleasure to work with and get to know you. Without the support of people who give up their time to help, in any way they can, we wouldn't be able to run the events that we do. We are eternally grateful to you all for the precious time you give to the FWSA so that we can raise money to provide for the children of this lovely school – we have big plans for 2024 so please share what we do with other parents and bring them along and encourage them to get involved. The more volunteers we have working with us, the better these events will be, and the more money we will make!

Finally I'd like to thank Sasha, the previous treasurer, who did a fantastic job. The processes of recording the financial data which you converted from paper reporting when you started to all based on excel was easy and straightforward to pick up. And thank you for continuing to provide me support and guidance when I have needed it.

Fundraising

Over the past 12 months, since our last AGM, we have run 6 fundraising events which has generated a profit of £12,776.31, being:

£959.83	Disco
£440.50	Easter Raffle & Tuck Shop
£178.72	Sports Day Refreshments
£5,904.68	Worm Charming
£3,850.73	Fireworks
£1,441.85	Christmas

I think it is important to highlight that we held all of our prices the same as the previous year, and in some cases the same as many years before that, for the entry to our events and for our food, drink and games prices etc. Whilst we are a charity and want to raise as much money as possible we are aware that a lot of families are feeling the effects of the price increases everywhere we turn and it is important to us that our events remain accessible to all and fun. This means we make less profit, as all of our costs have gone up but we all felt strongly it was more important to not increase our prices.

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We also have various fundraising schemes which we are a part of which have generated £172.47. This is money we receive at no extra cost to the individual who is making a purchase. If you do not use them already, please look into these schemes as every penny really does count.

£66.38	Easyfundraising
£83.77	Amazon Smile
£22.32	Stikins

Unfortunately in 2023 Amazon closed their Amazon Smile scheme so we won't see any more money from here. However we did reignite our association with the Stikins school fundraising scheme whereby they donate 30% of their profits when our school code is used at the time of ordering. I'm sure Mr Perrin and all the staff will appreciate us pushing for the sale of more clothes name labels to help keep the lost property box as low as possible. Plus this company is actually based in Nantwich so really goes towards our ethos of supporting local businesses where we can.

Spending

Since February last year we have had the privilege of supporting school by funding items to the value of £5,564.22 as follows:

£379.00	Bike Shed Scooter Rack
£694.95	i-pad Trolley
£1,529.97	Place of Space Phase 1
£2,366.80	Beebots & Spheros
£118.50	Reception Book Bags
£215.00	Books for Dyslexic & Reluctant Readers
£100.00	Yr 1 Nantwich Museum Visit
£160.00	Yr 6 Leavers Hoodie Donation

We have a few costs associated with the running of the charity:

£1,475.00	Garage Roof Materials & Asbestos
£20.00	Lottery Licence Annual Renewal
£153.00	Parentkind Annual Renewal
£82.19	SumUp Machine
£189.00	Gazebo

We had to make the decision to replace the roof of the garage that we use to store all of our items, it was leaking and letting in water which was damaging our stored items, games and stock. It was also letting in a rat which had nibbled its way through our sealed plastic storage boxes and got through the plastic tub of hot chocolate! Obviously all this stock had to be thrown away. We have paid for materials and the removal

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of Asbestos in relation to the garage roof during the past 12 months. We felt this spend was necessary and will save money in the long run as we can now buy items we see on sale in advance of our events and store them safely rather than having to buy right before an event in case they were damaged or eaten! We have invested in an additional SumUp card machine, a necessity these days where most people want to pay for things on their card or phone rather than cash.

Unfortunately, the wind, combined with the age of some of the gazebos, meant that they were not salvageable after Worm Charming last year and we had to get rid of them. Jo did a fantastic job of requesting a donation towards a new one of £150 from the Blakemore group which offset the cost of £189.00 for a new one which worked great at our Fireworks event.

The bank balance as of 25th February 2024 is £20,480.94. This is a massive amount of money and we are really proud. We have been holding back spending too much until we knew how much it was going to cost to move forward with phase 2 of the Place of Space project. We are now obtaining quotes so will be able to partition off how much is needed to get POS to the next stage and liaise with school as to how we spend more of the money and what their priorities are. We need to keep an element of cash in the account to cover the costs of running the FWSA (Parentkind membership etc), the recurring committed spend (such as Reception book bags and Year 6 Hoodies etc) and money to cover expenses and floats (cash used on stalls as change) on the run up to our events but will be able to support some amazing projects this year, even before we have any more of our fundraising events.

Banking

In terms of things that have happened within the FWSA from a financial point of view I should report that we have changed bank accounts. We had previously banked with Barclays and we found them a difficult bank to deal with and this along with the closure of the local Nantwich branch made banking with Barclays impractical. We had already researched and planned to switch our bank account to Natwest in early 2024 when we didn't have any fundraising events planned. However this didn't quite go to plan. Three weeks before one of our biggest fundraising events of the year, Fireworks 2023, I received a letter from Barclays advising they had closed our bank account with immediate effect and a few days later received a cheque in the post for the balance in our bank account. It is fair to say this was a very stressful time, alongside planning a major event, we needed to apply for a new bank account otherwise we would have no floats for our stalls and needed to consider how we would accept card payments. Thankfully we have already researched that a Natwest bank account would be the best option for us but they were quoting 4-6 weeks to get a new account set up, after they had received our completed request. After many phone calls and pleading with Natwest they turned around our application in just over 2 weeks and we were all set up and ready to go for the big event. This reassured us that Natwest was a good choice as their customer service was exemplary and they really did go above and beyond to help us out when I explained our situation. All organisations that carry out financial transactions are required by the government to follow the 'Know Your Customer' process and Sasha, whilst still Treasurer, had completed the questionnaire and returned it

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to Barclays. They didn't review the submitted document straight away and when they did had lots of questions. Despite answering all the questions Barclays failed to review all the information within the required timeline, hence the automatic closure of our bank account. According to the Natwest new account teams and various PTA social media platforms, Barclays have done the same thing to countless other businesses and PTA's. This made me feel a little better, given this has all happened within my first year as Treasurer.

I will be sad to see Jo T, Sarah & Helen step down at the end of the school year as we have made a great team. I hope that others will step forward to take on the roles and I'm excited for us to find a new team. Thanks again to the amazing committee members who have welcomed me so generously and to Mr Perrin, Mrs Frost, Mr Bond and all the staff who have supported our fundraising efforts over the past 12 months.

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Charity Registration 1126985