

Elmtree Infant School and Nursery Parent Teachers Association
(Elmtree Friends and Family)

Annual General Meeting

Thursday 20th October 2022, 6.30pm

A Hybrid meeting held at Elmtree School and via Zoom

1. Welcome & Introduction

The Annual General Meeting (AGM) commenced at 6.30pm on Thursday 20th October 2022. The meeting was chaired by Sarah Hayward, Chair of the Committee. The quorum of members was present. Those present were; Mrs Whitehill, Sarah Hayward, Aimee Middleton, Emma Child, Rachael Gates, Donna Lawrie, Claire Llewelyn, Neil Herrington, Rosie Moutrie, Lily Jordan, Susan Brace and Gosia Olszewska.

Apologies were received from Sam Slator.

2. Minutes of the previous AGM

Resolution 1: Approval of the previous minutes

The minutes of the EFF Annual General Meeting held on 6th October 2021 were approved as a true and accurate record of the meeting.

Proposed: Sarah Hayward

Seconded: Aimee Middleton

The resolution was carried unanimously.

3. Chair's Report 2021/22

3.1 Presentation of Trustees' Annual Report

Sarah Hayward talked through the Trustees' annual report in detail.

Sarah outlined that the primary objective of the EFF is to advance the education of pupils in the school & nursery. This is done by raising funds at various events throughout the year. The EFF is a registered Charity and requires 5 trustees to operate. The trustees are made up of committee members; Mrs Whitehill in her position as headteacher, a Chair, Vice Chair, Secretary & Treasurer. Sarah explained the role of a class representative as follows:

To be the link between the EFF & parents, to help remind parents about events, donating & volunteering. To communicate feedback from parents regarding EFF events, and to help to organise & plan events, volunteer at events themselves & attend EFF meetings when possible.

Sarah confirmed the process for approving how funds are spent. If funds are requested from school for projects that happen on a yearly basis, and are familiar to the committee, these requests will be approved by the committee members. If it is a request for a project that the EFF has not funded before, this will be discussed at the next EFF meeting & class reps will be included in the decision making.

Sarah discussed the highlights from 2021/2022. She reported that the EFF had performed well in the first full year following the Covid 19 pandemic, combining community, fundraising and educational activities. The EFF had organised Harvest Festival Hampers, a Bedtime Story

event and hamper raffle, mufti days, second hand uniform sales, a Jubilee cake sale, ice pop sales, a Bunny Hop Disco and hamper raffle, a Summer Family Fun and raffle, participated in the Rotary Christmas float and Schools of Chesham Carnival, and our volunteer, Susan Brace, organised an Elmtree tea towel as well as leavers mementoes.

Sarah noted that the EFF funds were depleted due to the impact of Covid but was nonetheless pleased to report the following ways in which Elmtree children had benefited from EFF fundraising:

- The contribution towards school and nursery trips e.g. Yr 2 trip to Whipsnade Zoo, Year 1 trip to Windsor Castle.
- Purchasing Christmas presents for all children in Nursery & School
- Providing crisps and treats for the Christmas party for all children in Nursery and School.

Sarah acknowledged special thanks Mrs Whitehill, the school & nursery teachers, and support staff, nursery and class reps, carnival reps and volunteers, Rotary Christmas float volunteers, Family Fun Day volunteers and Susan Brace for her work in organising the tea towels and leavers mementoes. EFF is grateful for the tremendous support it receives and, indeed, to everyone who volunteers and contributes to our events. We look forward to another successful year in 2022/2023.

3.2 Questions or comments

None.

Resolution 2: Approval of Trustees' Annual Report

The Trustees' Annual Report for the year ended 31 August 2022 was approved.

Proposed: Aimee Middleton

Seconded: Emma Child

The resolution was carried unanimously. Sarah & Mrs Whitehill are to sign the document after the meeting.

4. Financial Report 2021/22

4.1 Presentation of Financial Report 2019/20

The Financial Report was presented by Emma Child. The gross income for 2021/22 was £5539.29.

Emma observed that we have been lucky that local businesses have supported our fundraising by donating raffle prizes. The committee is also pleased that a vast amount of second-hand uniform can be given to those that need it. In future we plan to also take fancy dress and Christmas jumper donations to sell. We also plan more coffee afternoons. Emma noted that the School Carnival cheque was received 2022/23 school year but totalled £777.17, which is going towards funding a substantial part of the cost of a whole school (Reception – Yr2) trip to the panto. Emma also reported that the EFF share of the Rotary Christmas float 2021 came to £600 which went directly towards a defibrillator for the school and community. It was also reported that the EFF had established a new way of receiving money with SumUp, to take card payments.

Biggest earners: Summer Fund Day & raffle (£947.45), Bunny Hop Disco (£492.70), Uniform Sales (£267.57), Bedtime stories and hamper raffle (£240.11), Tea Towels (£153.45), Coffee Morning/Afternoons (£226.53) and a combined miscellaneous ParentPay (£475.97).

Expenditure: £2627.74. Notable elements of expenditure included:

- Funds for school - £1433.75 (school trips)
- School parties for the children - £218.75

The EFF ended the year with £2274.87 carried forward into 2022/23 (excluding petty cash.float) with plans to spend it on Twinkl (£409), Christmas gifts for the children, a trip to the pantomime (£1766.75), subsidising school trips and a nursery event, and Wet Weather boxes (£400) comprising games, crafts and toys to entertain the children when they have to stay inside due to wet weather.

4.2 Questions or comments

Resolution 3: Approval of Annual Accounts

The Financial Report for the year ended 31 August 2022 are approved.

Proposed: Aimee Middleton

Seconded: Sarah Hayward

The resolution was carried unanimously.

5. Election of Committee

5.1 Committee

The current Chair, Vice-Chair and Treasurer confirmed that they were happy to continue in their current roles if no other nominations are received.

Resolution 4: Election of Trustees

Sarah Hayward to be re-elected as Chair (there were no other nominations)

proposed: Aimee Middleton

seconded: Susan Brace

Aimee Middleton to be re-elected as Vice Chair (there were no other nominations)

proposed: Sarah Hayward

seconded: Gosia Olszewska

Emma to be re-elected as Treasurer (there were no other nominations)

proposed: Sarah Hayward

seconded: Rachael Gates

Rachael Gates to be elected as Secretary (there were no other nominations)

proposed: Sarah Hayward

seconded: Aimee Middleton

Mrs Whitehill, as Head-Teacher, makes up the 5 elected members of the Committee. This resolution was carried unanimously.

5.2 Representatives

Nursery and Class Representatives: It was agreed that the list of volunteers prepared to stand as Class and Nursery Representatives should be as follows:

- Nursery - Fakhra Ali (Sumaiyah's mum)

- Beech - Lou Feist (Freddie's mum)
- Birch - Gosia Olszewska-Ellis (Lily's mum)
- Oak - Abi Taylor (Emilia's mum)
- Willow - Liz Bradbury (Kaycee's mum)
- Maple - Sara Ahmed (Yusuf's mum)
- Cherry - Sophie Kempster (Lochlan's mum)

Carnival Representatives: Lily Jordan has agreed to attend Carnival Committee meetings, on behalf of Elmtree with support from Meryn Brown.

6. Plans for the coming year

Sarah noted that the plans for the year are not set in stone and encouraged parents/carers to come forward and suggest events/ideas.

Rachael Gates has taken on the organisation of second hand uniform and encouraged anybody who needs uniform to get in touch with her.

Sarah briefly mentioned the following plans for the coming year:

- Mufti Days
- Bedtime Stories
- Christmas Fayre
- February School Disco
- Summer Family Fun Day
- EFF hope to fund Christmas panto tickets, Christmas presents and end of year party snacks, and wet weather boxes
- Other ways to support include Christmas card purchases, Christmas Tree Farm flyers, cake sale donations etc

7. Any other business

Sarah encouraged people to get involved with their class WhatsApp group – as a great way to stay informed about what is going on.

Mrs Whitehill expressed her thanks to the EFF and the volunteers, and noted the benefit that the school derives from its activities.

8. Close

Sarah thanked everyone for the attending and looks forward to working with everyone.