



## CROSBY-ON-EDEN C OF E PRIMARY SCHOOL

ACADEMY STATUS

Crosby-on-Eden

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HEADTEACHER – MISS A WESTON

**Friends of Crosby on Eden School (FOCOES (PTA))**  
**Annual General Meeting (AGM)**  
Wednesday 14<sup>th</sup> September 2016, 9.00am

### MINUTES OF MEETING

**Present:**

*Parents:* Natasha Heslop, Yvonne Halliwell, Greg Jenkinson, Chris Hogg, Laura Foster, Jenny MacKenna, Karen Gould, Abbi Graham, Hannah French, Rob Gordon

*School:* Ayesha Weston, Lydia Wood

**Apologies:** Aileen Williamson

**1. Welcome & Introductions**

1.1 Ayesha Weston (AW) Chaired the meeting and Lydia Wood (LyW) took the minutes.

1.2 AW welcomed all members to the AGM and thanked them for their participation over the last academic year; in particular Aileen Williamson and Chris Hogg for their involvement in the Christmas play/events and gifts during the floods. Aileen Williamson is unable to put herself forward for chair this year and therefore stood down. AW thanked Aileen for her service to the school.

Unfortunately, due to the floods, we were unable to run fund-raising events after January 2016

**2. Appoint Chair, Secretary and Treasurer**

2.1 A new Chair Person or Co-Chair People, a Secretary and a Treasurer are to be appointed for this academic year. AW read out the job descriptions for the roles.

2.2 Chris Hogg and Jenny MacKenna put their names forward for Co-Chairs and were elected by the group, unanimously.

- 2.3 Natasha Heslop put her name forward for Secretary and Natasha was elected by the group, unanimously. Natasha had some concerns over timings of the meetings and the group were happy to look at different venues and times.
- 2.4 Rob Gordon put his name forward for Treasurer and was elected by the group, unanimously.
- 2.5 AW asked the Co-Chairs whether they needed to appoint anyone else in any other position. Chris Hogg would like someone to take responsibility for the social media side for advertising and communicating forthcoming events. Laura Foster put her name forward and was appointed Promotions Secretary by the members.
- 2.6 It was suggested that each year group has a parent representative in order to filter information down and that parent would attend FoCoES (PTA) meetings and be the link between parents and the FoCoES (PTA). All members of the FoCoES (PTA) agreed with this. This representative will also be tasked with purchasing Christmas gifts for their year group as they have a greater understanding of those pupils.
- 2.7 In order to have more members of the FoCoES (PTA), it was suggested that the meeting times and venues are varied. Therefore, the next meeting will be held after school on a day when we hold a club which has the capacity to take extra children. There was also a suggestion of a 'cheese and wine' evening to encourage new members.

### 3. Constitution

A copy of the Crosby on Eden School/FoCoES (PTA) constitution document was given to each member (this is also available on our website) and members were given time to read this through. There was a question from page 2 'The Committee of the FoCoES (PTA)' regarding the 'quorum' – to confirm, we need half of our group plus one to make any major decisions i.e. changes to the constitution document or how money is spent.

### 4. Forthcoming Dates / Fundraisers

a. *Pantomime*

LyW has booked the whole school (Reception to Year 6) tickets to see The Jungle Book at the Queens Hall Theatre in Hexham on Wednesday 14<sup>th</sup> December. LyW will confirm the cost of this trip to Rob Gordon.

b. *Skitby House*

The decision was to postpone this fund-raising event which was due to be held on the 17<sup>th</sup> September due to the lack of ticket sales. AW suggested that we hold a joint fundraiser with Great Corby School to increase sales. Chris also suggested he keeps half of the tickets for Crosby on Eden School and the other half go on general sale. Many dates were suggested and the general consensus was to hold this in October. Chris and Jenny to confirm a date whereby all parties agree.

c. *Book Fair Rota*

Book Fair products will arrive on Thursday 22<sup>nd</sup> September and will need to be checked through. The Book Fair will run from Monday 26<sup>th</sup> to Wednesday 28<sup>th</sup> September concluding with a cake sale during the Wednesday afternoon break. Chris and Jenny will draw up a rota to 'man' the bookstall.

- 4.1 A calendar of events including non-uniform days needs to be drawn up and presented to AW to sign off so all staff and parents know events for the year.

- 4.2 The Halloween Party which is due to take place on the 15<sup>th</sup> October, may take place on the 29<sup>th</sup> October. However, many families may be away as this falls during half-term. More consideration is needed. Rob Gordon to confirm what dates the village hall is free.
- 4.3 Other suggestions for fund-raisers are: Christmas shopping/Craft Fair with mulled wine and mince pies during November; a bingo night; a Christmas Jumper Day for Save the Children – this is on Friday 16<sup>th</sup> December.
- 4.4 A non-uniform day will take place on Friday 21<sup>st</sup> October. AW to confirm the theme.
- 4.5 It was suggested we create Christmas Cards with children in school rather than at home to sell to parents. However, we need to look at timings for this as artwork may need to be created this half-term in order to get orders in and returned to school by early December. Katie Milbourn worked on this last year and maybe happy to do so again this year. The Co-Chairs will approach Katie.
- 4.6 *Air Ambulance Collection*  
A date for this needs to be organised and perhaps we need to open this up to the wider community i.e. residents of Linstock and Crosby on Eden and arrange collections for elderly residents.

## **5. Treasurer's Report**

- 5.1 Rob Gordon circulated the financial report for 2015-16. There was a small loss this year due to reduced fund-raising events (due to floods). However, there was also minimal spend. The gift aid shows two years. We cannot claim gift aid on ticket sales but we can on donations.
- 5.2 The 100 club raises a lot of money and has the potential to be a big earner. However more time is required to collect numbers/money.
- 5.3 Chris asked AW if the school needs anything we need to fund-raise for. We are refurbishing Class 1 to bring it up to the same standard as the rest of the school and they will need some additional items. Plasma screens such as in Class 2 for the rest of the school were also mentioned. Chris suggested we raise funds for Class 1 alongside other items for the rest of the school. We need to raise money for the pantomime trip and the Christmas gifts to the children.

## **6. A.O.B.**

A few items were raised which fall outside the remit of this meeting and therefore have not been minuted.

### **Note additional to minutes**

The Headteacher will set a date for a parents Open Forum, which is generally held on a termly basis, to discuss the issues raised under A.O.B.

### **Date of Next Meeting**

Monday 3<sup>rd</sup> October at 3.45pm in the School hall.