

Notes of Meeting

Date 08 November 2017

Held at The Forest Gate Inn, Bell Common, Epping

On 01 November 2017 from 19:45 to 21:30

Subject Friends of Ivy Chimneys School ("FoICS") AGM

Present Wendy Adams ("WA")
Lorna Newcombe ("LN")
Jonathan Furness ("JF")
Andy Jones ("AJ")
Belinda Lockett ("BL")
Maria Surman ("MS")
Emily Warner ("EW")
René Brand ("RB")
Jen Scott-Barden ("JSB")
Kaye Vass ("KV")
Simon Graham ("SG")
Michael Redmand ("MR")

Apologies Katie Hughes
Monique Marks
Kerry Liu

Circulation FoICS Committee Members and Website

Notes Action by

1. **Welcome, Apologies and Housekeeping**

2. **Committee Changes**

There were no changes to report and LN has agreed to stay in the position of Vice Chair for the foreseeable future. The Committee members are as follows:

| | |
|--------------------------------|--------------------------------|
| Chairman – Wendy Adams | Secretary – Emily Warner |
| Vice Chairman – Lorna Newcombe | Teacher Liaison – Andrew Jones |
| Treasurer – Simon Graham | |

3. **Treasurer's Report**

The Treasurer went through his Report and Income and Expenditure for the year ended 31 August 2017 (Appendix 1). SG noted that it had been an expensive year but this was largely due to FoICS clearing its financial donation commitment to the School for the play equipment, paying for the School journeys and supplying iPads to the SenCO Team amongst other contributions.

We have approximately £10,500 available for future commitments and spending projects.

4.. **Chairman's Report**

WA went through her Report in detail. In particular, thanking the School community for its support, highlighting the year's contributions and successes and identifying areas for expenditure this year and further ahead.

Details of FoICS's objectives, how the Committee engages with the School community at present and how we might facilitate further engagement through the return of the Drop-in sessions and attending the School Council meetings was discussed.

WA also summarised the Committee's fund raising events and revenue producing streams such as the Giving Machine, sponsorship and company matching contributions which, together, help enormously towards boosting funds.

There will be one new event in this year's calendar, namely Family Bingo with a few tweaks required to capture the right age of children. It was agreed that the events calendar is now at capacity.

A full copy of WA's Report can be found at Appendix 2.

5. **Communications**

WA and JF have been exploring and discussing the possibility of a introducing a new app called Classlist as a communication tool for FoICS to reach out to parents. However, given the extra time needed to run the portal it was decided that this project would not proceed further.

6. **Future Spend – Large Project**

Playground

This project is still under consideration and WA presented a number of concepts delivered by Maxine Farmer. There was a lengthy discussion about what and how this could be delivered. However, there is still some uncertainty about what we can/should do with the proposed area and it was agreed that we need to define the objectives more clearly before progressing this project further. For instance, are we actually trying to create an outdoor learning facility or should we view any additions to the playground as simply an area for quiet time and shelter etc. It was agreed that between JF and the Committee we would seek the views of the children, possibly at the School Council events.

JF, WA

Minibus

Following on from meetings earlier this year, the possibility of funding a minibus was discussed. AJ said that he had done some research into purchasing a vehicle. Purchasing a minibus brand new was a large financial commitment. There are other options available such as leasing, renting, booking an Epping Forest vehicle but it was agreed that none of these options really work financially or logistically for the School.

However, AJ has looked into purchasing a second hand vehicle and on the face of it this appears to be the more attractive option. You can purchase a good second hand vehicle in the region of £6,000-£8,000. This option has the added advantage that, should the minibus end up being under used it can be sold, whereas if we commit to purchase a new vehicle we will be committed for a fixed term of at least 3 years. On top of the purchase price there would still be the commitment of monthly running costs and other associated expenditure.

AJ was keen to emphasise that a minibus would offer advantages to lots of the children and not just those being transported to/from sporting events. For example, there are a number of children who regularly travel to Ongar to participate in advanced maths classes and other children also go to Copped Hall as part of an ongoing project with the Trust. AJ also mentioned that having access to our own transport would open opportunities for other extra-curricular for interested children.

Other than the purchase of a vehicle, there are other matters to consider such as sending members of staff on driver training courses. JF said that the School may be able to support the purchase financially or in offering permanent parking for the vehicle. It was also suggested that it may be an idea to consider specific fundraising activities or seek sponsorship from a local company to help with the running costs.

MS said she was aware of a grant scheme run by Ford Motors. AJ asked MS to send him some details and he would look into this scheme. MS, AJ

LN said she knows someone senior in Fords and will give them a call to see if they can offer any insight into how the scheme works, the grant process and what constitutes a good application. LN

Future Spend – Small Projects

There was a general discussion about what smaller projects we could support in the short term.

Books - LN said that she had been approached by a number of parents about the possibility of funding/creating a larger library space. JF said that although this is something he wished he could facilitate, at the moment there simply was no available space. However, everyone acknowledged the importance of new and varying books and so it was agreed that FoICS would support the School library by committing to fund £1,000 each year for the purchase of new books.

Swimming hats – BL requested funding for swimming hats with the School logo on them. The hats would be worn by the children when they take part in swimming galas. This expenditure would be minimal and was signed off.

WA

Next Meeting – Thursday, 30 November 2017, 7.45pm The Forest Gate Inn

Notes of Meeting

Appendix 1 – Treasurer’s Report

The Friends of Ivy Chimneys Primary School Treasurer’s Report to AGM

1st September 2016 – 31st August 2017

- In line with our objectives, we held a number of events through the year which:
 - Provided opportunities for pupils, staff and parents to interact outside the classroom;
 - Raised funds for the school to improve its facilities and advance the education of its students.
- FOIC funds **decreased** in the period by **£12,181.32**, primarily due to the donation to the school for playground refurbishments.
- FOIC fundraising:
 - Income was raised through the generosity of parents, staff and the community, primarily through the Christmas and summer fairs, but also through fundraising activities such as children’s discos, quiz night, raffles, 200 club, ice lollies, ‘Movies and Munch’ as well as contributions via The Giving Machine.
 - These events raised a total of **£14,390.71**
- FOIC contributed **£24,831.44** to the school during the period, including:
 - Playground refurbishments and school facility improvements (£21,056.00)
 - School journeys (£3,060.00)
 - Sound system (microphones) for the main hall (£366.92)
 - Leavers (Year 6) gifts (£285.60)
- Running the FOIC cost **£1,526.36** including licence fees, insurance, web hosting and subscription to the PTA organisation. Additional, one off, expenditure in 2016/17 includes purchasing additional gazebos and new storage shelving.
- The FOIC accounts as of **31st August 2017**:
 - the current account held £7,152.66
 - the savings account held £3,232.16
 - Total funds available to the FOIC are **£10,384.82**
- Notes:
 - Due to the current very low interest rate environment, we are earning almost nothing on our savings (£0.40, current rate is 0%) and nothing on the community (aka current) account.

Submitted by Simon Graham on 1st November 2017

Friends of Ivy Chimneys School
Income and Expenses for the Year Ended 31 August 2017

| | 2016/17 | 2015/2016 | 2014/2015 | 2013/2014 | 2012/2013 |
|---|------------------------|------------------------|------------------------|---------------------------|---------------------------|
| Income Raised from Fundraising Events | | | | | |
| Summer Fair, raffle | £3,890.96 | £4,014.38 | £3,364.58 | £4,999.57 | £2,520.63 |
| Christmas Fair, Market, raffle | £3,896.62 | £3,586.85 | £2,716.46 | £3,216.90 | £3,496.60 |
| Christmas disco | £702.74 | £628.38 | | | |
| Contributions to the PTA (incl. Company Matching, Giving Mach, Charities Trust) | £162.48 | £1,862.50 | £1,377.61 | £1,172.40 | £1,269.76 |
| Easter Disco and Raffle | £901.27 | £634.37 | £609.34 | £554.47 | £557.39 |
| Quiz Night/bingo | £2,090.86 | £629.29 | £1,468.44 | £339.85 | £341.67 |
| Sale of FunMats/Bags for Life/DVDs/Photos | £0.00 | £138.00 | £0.00 | £0.00 | £135.30 |
| Summer Disco | £245.00 | £773.52 | £1,328.50 | £0.00 | £659.48 |
| Dads to school day | £404.08 | £25.79 | £112.93 | £0.00 | £0.00 |
| Friday ice lollies, popcorn | £1,619.13 | £131.30 | £512.89 | £0.00 | £0.00 |
| 200 Club | £14.30 | £674.21 | £0.00 | £0.00 | £0.00 |
| Fat Chillies | £169.75 | £170.90 | £0.00 | £0.00 | £0.00 |
| Pamper Night | £0.00 | £346.58 | £0.00 | £0.00 | £0.00 |
| Construction club | £311.69 | £0.00 | £0.00 | £0.00 | £0.00 |
| Movies and munch | £471.83 | £1,203.88 | £254.38 | £0.00 | £0.00 |
| | <u>£14,390.71</u> | <u>£14,768.37</u> | <u>£11,745.13</u> | <u>£9,174.25</u> | <u>£8,980.83</u> |
| Other Income | | | | | |
| Interest Income Earned | £0.00 | £1.60 | £1.63 | £4.19 | £10.05 |
| | <u>£14,390.71</u> | <u>£14,769.97</u> | <u>£11,746.76</u> | <u>£9,178.44</u> | <u>£8,990.88</u> |
| Total Income Raised | | | | | |
| Donations to Ivy Chimneys School | | | | | |
| Subsidy for Yr 5 & 6 School Trips | £3,060.00 | £2,970.00 | £2,920.00 | £2,880.00 | £0.00 |
| Subsidy for R - Yr 4 School Trips | | | | £1,000.00 | £0.00 |
| Sound system | £366.92 | £2,291.00 | £0.00 | £0.00 | £0.00 |
| Dictionaries for School Leavers/Leavers gifts | £285.60 | £366.67 | £268.14 | £261.60 | £248.52 |
| Christmas Crackers | £0.00 | £0.00 | £0.00 | £350.00 | £0.00 |
| Sports Day Drinks | £0.00 | £0.00 | £0.00 | £1,502.45 | £0.00 |
| New Playground equipment | £21,056.00 | £354.40 | £1,502.45 | £23,908.00 | £0.00 |
| Ipad tower charger | £0.00 | £0.00 | £0.00 | £39.96 | £0.00 |
| Ipads & picnic tables | £0.00 | £0.00 | £0.00 | £12,812.00 | £0.00 |
| Uniform Storage Boxes | £0.00 | £0.00 | £0.00 | £20.17 | £0.00 |
| Mini Ipads, Raspberry Pi | £0.00 | £0.00 | £3,020.00 | £0.00 | £0.00 |
| Competition prizes (World Book Day, sunflower, etc) | £62.92 | £5.00 | £85.16 | £0.00 | £0.00 |
| Sensory garden | £0.00 | £0.00 | £81.76 | £0.00 | £0.00 |
| Table top ovens, flatscreen TV | £0.00 | £0.00 | £348.98 | £0.00 | £0.00 |
| Free lollies, refreshments | £0.00 | £0.00 | £166.61 | £0.00 | £0.00 |
| | <u>£24,831.44</u> | <u>£5,987.07</u> | <u>£8,393.10</u> | <u>£41,271.73</u> | <u>£248.52</u> |
| Other Expenses | | | | | |
| FOICS expenses | £1,425.36 | £755.27 | £0.00 | £0.00 | £0.00 |
| NCPTA Annual Subscription | £101.00 | £96.00 | £96.00 | £96.00 | £96.00 |
| EFDC Lottery License Renewal | £0.00 | £0.00 | £20.00 | £0.00 | £20.00 |
| Printer ink, stationary & supplies | £0.00 | £0.00 | £0.00 | £143.12 | £0.00 |
| New Parents Meeting/dads to school | £0.00 | £4.98 | £0.00 | £108.37 | £0.00 |
| Dream Factory | £0.00 | £-1.89 | £0.00 | £0.00 | £0.00 |
| TENS licences | £0.00 | £0.00 | £21.00 | £42.00 | £0.00 |
| Refreshments, etc | £0.00 | £0.00 | £246.15 | £50.57 | £0.00 |
| | <u>£1,526.36</u> | <u>£854.36</u> | <u>£383.15</u> | <u>£440.06</u> | |
| | <u>£26,357.80</u> | <u>£6,841.43</u> | <u>£8,776.25</u> | <u>£41,711.79</u> | <u>£319.32</u> |
| Total Donations to School & Expenses | | | | | |
| Net Funds Raised Less Donations & Expenses | -£11,967.09 | £7,928.54 | £2,970.51 | -£32,533.35 | £8,671.56 |
| Funds Held in Accounts at | | | | | |
| Savings Account | 31-Aug-16 £3,231.76 | 31-Aug-15 £3,230.16 | 31-Aug-14 £3,228.56 | 31-Aug-2013 £11,224.37 | 31-Aug-2012 £21,214.32 |
| Current Account | £19,334.38 | £11,351.44 | £8,438.56 | £32,976.10 | £14,301.38 |
| | <u>£22,566.14</u> | <u>£14,581.60</u> | <u>£11,667.12</u> | <u>£44,200.47</u> | <u>£35,515.70</u> |
| Plus Funds Raised Less Expenses & Donations | -£12,181.32 | £7,928.54 | £2,970.51 | -£32,533.35 | £8,684.77 |
| Funds Held in Accounts at | | | | | |
| Savings Account | 31-Aug-17 £3,232.16 | 31-Aug-16 £3,231.76 | 31-Aug-15 £3,230.19 | 31-Aug-2014 £3,228.56 | 31-Aug-2013 £11,224.37 |
| Current Account | £7,152.66 | £19,334.38 | £11,407.44 | £8,438.56 | £32,976.10 |
| | <u>£10,384.82</u> | <u>£22,566.14</u> | <u>£14,637.63</u> | <u>£11,667.12</u> | <u>£44,200.47</u> |



The Friends of Ivy Chimneys
Chair’s Report – 2016/2017
1st November 2017

Chair’s Statement

I have now been in the role of Chair for three years and it is a role I feel privileged to fulfil. So much so, that I have agreed to continue in the role for another year.

The team has worked tirelessly to bring in easy, friendly and workable events that we have finely tuned with detailed processes so that they can be easily managed by new members of the team. This has been proven in 17/18 by 2 new receptions’ parents taking on the responsibility of Movies & Munch and Quiz Nights even though they have only just started at the school.

In addition, the communication from the FoICS about our events has greatly improved with hopefully the majority of channels being covered to ensure we catch all parents, carers, staff and pupils in our up and coming events and also news of what we are funding for.

The final thing to say is just, thank you! I do hope that everyone who has helped in anyway to support the FoICS and the events they run have had me say this to them, if I not I apologise. If I have missed you then that disappoints me. I feel very strongly that we have to say thank you to everyone involved, in whatever role they do and however small amount of time they are able to give. It all makes a difference.

Thank you.

Objectives of The Friends of Ivy Chimneys

The objective of the Friends of Ivy Chimneys School is to help advance the education of the pupils in the school in two areas.

1. By developing and maintaining effective relationships with all those associated with the school; staff, parents or pupils.
2. To engage in activities and provide equipment and facilities to the school to benefit pupils in a number of ways.

The Friends of Ivy Chimneys recognise that we have an ongoing requirement to demonstrate that our charitable endeavours are for the public benefit which is a legal requirement for every charitable organisation.





1) Developing and maintaining effective relationships.

2016/2017

- a) The FoICS flash has been produced on-line during 16/17 with great success. The link has been sent directly to parents via parentmail and the read rate is very good.
- b) FoICS Drop-in sessions did not happen this year and I think it has made a difference to people just being able to drop in and speak to us about questions or just to be able to put a face to a name. We used these sessions in previous years as opportunities to bring people together to get tasks done and with our better ways of working this year the need has been less. I still believe it is a worthwhile thing to do and a review for 17/18 will be discussed to see if this is something the team would like to have going forward.
- c) Wendy did not attend any staff meeting in 16/17 but again as staff have come to know Wendy they have been more relaxed to approach her directly. In the converse, Wendy has ensured that if there is anything that she needs communicating to the staff she informs Jonathan or Andy prior to the staff meeting on a Wednesday.
- d) Attending the School Council meetings. Unfortunately, this is something that has not been put in the diary. Again, if there were items to discuss then we would approach Rebecca Sigston to ask her to broach the subject with the council and they subsequently came back with their feedback. Wendy maybe not be directly involved in retrieving the information but we are seeking the children's opinions on the things we do.

2017/2018

Following the positive feedback we will continue to:

- a) Continue to publish the FoICS Flash on-line.
- b) Review the need for FoICs Drop-ins and commence if appropriate (as per point b above)
- c) As and when required/invited Wendy will attend the staff meeting if communication through Jonathan/Andy is not thought an effective route.
- d) If the topic discussion is appropriate or the school council invite Wendy or a fellow team member to attend then they will be very happy to attend.
- e) Wendy to present at a Monday assembly. This is something that Jonathan and Wendy discussed a while ago but due to Wendy's commitments was unable to achieve. This shouldn't be an issue going forward and she looks forward to attending.

In last year's report, I highlighted a new app called Classlist. It is a separate communication tool to the school. Jonathan and I have set up some test environments and we are working our way through some of the more unsavory situations that could occur in these environments that would mean we understand how they can be managed and controlled.

If these can be managed easily then this looks to be an amazingly positive arena to communicate to our school community, effectively and even add more great value.

It would require all parents to sign up and an allotted 'Class Rep' to manage per class but there are lots of other applications it can be used for as well as





communication that also benefits parents. Wendy will look into developing this further into the academic school year dependent on feedback,

www.foics.org

In reviewing the data – to be shown on screen at the meeting.

There is a direct correlation between a spike of activity on the website at the point communication with website links is sent to families via the ParentMail system.

This shows that this particular communication channel is having a huge impact into our positive communication efforts.

We need to continue to maintain all communication channels as detailed in this report to enable us to reach all our audiences.

Daytime Committee Meetings

In last year Chair's report it was reported that we would return to having the Committee meetings in the evening as less people were able to come to the daytime meetings. However, the evening meetings are still quite prohibitive for some parents. This is therefore another case for renewal of the Drop-in sessions.

Who is on the Friends of Ivy Chimneys

Membership of the Friends of Ivy Chimneys is open to a section of the public - parents, guardians or carers of any pupils currently attending the school, teaching and non-teaching staff currently employed by the school and any person over the age of 18 wishing to offer appropriate support or help to the school who is accepted by the committee as a Member.

Chair – Wendy Adams
Vice Chair – Lorna Newcombe
Treasurer – Simon Graham
Secretary – Emily Warner
Teacher Liaison - Andy Jones

Changes to the team

I am pleased to announce that there are no changes to the committee team this year.

Thank you for your continued input, support and guidance. If you are a member of the teaching staff and would like to work with Andy and us we really welcome your support.





2a) Engage in activities

Throughout 2016/17 we coordinated and supported particular fund raising events and activities, please find below a list:

- | | |
|--|--|
| ✓ 200 Club | ✓ Movies & Munch (6) |
| ✓ Phonics Morning | ✓ Quiz Night (2) |
| ✓ Christmas Craft Fundraiser – supported by Fat-Chilli | ✓ Christmas Fayre |
| ✓ Readathon | ✓ Easter Disco |
| ✓ Dads at school Day Refreshments | ✓ World Book Day Refreshments and Costume Competition Prizes |
| ✓ New Parents meeting - refreshments | ✓ Easter Raffle |
| ✓ Summer Fayre | ✓ Summer Disco |
| ✓ Ice Lolly Sales | |
| ✓ Christmas Disco | |

Additional funds have been acquired through the Giving machine, sponsorship and matching contributions.

For how much each of these events raised please refer to the treasurers report.

To build on the success of the previous events and incorporate new ones please find a list of what actives we will schedule for 2017/2018. For a comprehensive list including dates of events please see the website www.foics.org

- | | |
|--|--|
| ✓ 200 Club | ✓ Movies & Munch (6) |
| ✓ Quiz Nights, Autumn & Winter | ✓ Ice Lolly Sales |
| ✓ Christmas Fayre | ✓ Phonics Morning |
| ✓ Summer Fayre | ✓ FoICS Drop-ins |
| ✓ Discos (3) | ✓ Raffles (Christmas, Easter and Summer) |
| ✓ Readathon | ✓ World Book Day Refreshments and Costume Competition Prizes |
| ✓ Christmas Craft Fundraiser – supported by Fat-Chilli | ✓ New Parents meeting - refreshments |
| ✓ Dads at school Day Refreshments | |
| ✓ Family Bingo | |



2b) Provide equipment and facilities to the school to benefit pupils in a number of ways

- Resurfacing of the KS1 play area with an all-weather surface at a cost of £19,174. This has now enabled all the children across the school year groups to have access to a play/climbing frame throughout the year. This was installed in 15/16 but the invoice has been settled in 16/17.
- £366.92 as payment for remote microphones for use with the sound systems that can be used on school productions, integrating with the previous system installed.
- £3,060 contribution towards School journeys and trips for every child.
- £347.00 contribution to technology equipment and soft furnishing for the redevelopment of the IT room into a library and breakout space. This project completed in 15/16 and the final invoice was settled financial year 16/17. Items purchased were the write on tables and fun stools, the TVs to enable the children to AirPlay their work from the iPads to the screens so that their peers can view their work more effectively.
- £1,535 in payment for 5 iPads for use by the SenCO team.
- Investment in storage shelves for the FoICS cupboard to ensure smoother running of events, better stocking and subsequently less expenditure over time.
- Chocolate gift provided at Christmas and Easter for every child attending Christmas/Easter Discos.
- Year 6 Leavers Gifts
- Christmas Crackers (for every child in the school, at the Christmas lunch)
- Prizes for the best dressed at the World Book Day Competition.

Projects to support for 2017/18

- £10 per child, towards school trips/educational visitors to school (outlook £3,120)
- Year 6 Memory Books (£300)
- Christmas Crackers (for every child in the school, at the Christmas lunch)
- Chocolate gift provided at Christmas and Easter for every child attending Christmas/Easter Discos.
- Prizes for the best dressed at the World Book Day Competition.
- Additional fluorescent jackets for school trips.

In addition to the activities we plan to fund as listed above we are also looking to sponsor a major improvement project. Currently being considered is the development of the ground beyond the playground to the boundary or the purchase of a mini-bus for the school. These topics, plus any other project anyone wishes to propose, will be discussed further during our AGM meeting.

Thank you for everyone's support in the past year and we look forward to working with you again this coming year. We have lots of exciting events and projects to support and can't wait to see the children faces.

Wendy Adams
Chair, Friends of Ivy Chimneys School

