

FOE Meeting

10th February 2017 at 2pm

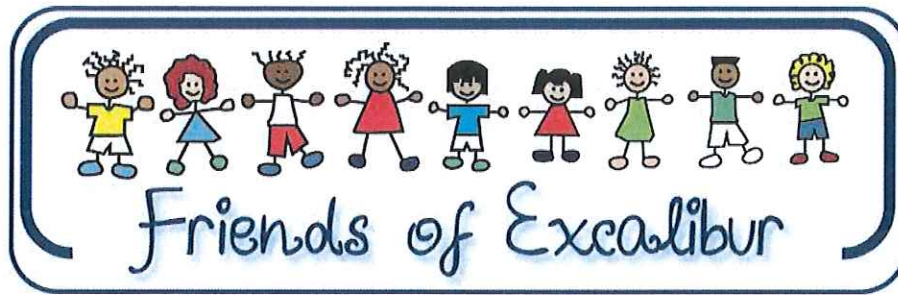
Attendees: Nikki Burns, Gemma Richardson, Julie Cartlidge, Emma Howell, Helen Hibberd, Sarah Laverty, Donna Bourne, Luisa Mackey, Kelli Nixon, Sarah Hawkesworth, Joanne Melia, Emma Skinner, Sarah Brammeld, Sarah Miller, Sarah Clarke, Nicola Westcott-Brown, Debbie Blank, Emma Hunt, Lise Houldsworth (Chair), Juliet Tomkinson, Yvonne Hilditch.

Welcomes and Introductions

LH welcomed and thanked us all for attending the meeting.

A Brief History of F.O.E

- LH explained the reason that the group is called “Friends” was due to the people who set up the group in the past wanting it to be inclusive for Excalibur’s community. So staff, parents, grandparents, neighbours and other people could volunteer to help to raise money for the school.
- LH explained that at all meetings there would be a representative from the school but she could not guarantee a certain number of staff as it was voluntary and dependent on workloads.
- LH said that the numbers at today’s meeting meant that this was going to be a great opportunity to move forward.
- LH explained the school’s view, echoed by the school’s Governors, of Friends of Excalibur events. They should be events that create a sense of community and give children memorable experiences of primary school. The raising of income is secondary.
- LH explained the jobs that the school could do to help with FOE events:
 - Sending out information on events/ meetings and newsletters
 - Ordering any items that FOE need for events or reimbursing monies spent
 - Keeping the FOE accounts
 - Supporting the events with staff as they take place.



How will the group work moving forward

The group then discussed three options for FOE moving forward and the pros and cons of each:

1. Informal Working – where there would be no set committee or roles. People who attended the meetings could decide on the events throughout the year and decide what needs to be done for each. This was seen as good, as all the people attending could share the work and it would not be left to one person, it would be flexible for people who work and it would be more welcoming to newcomers. The disadvantages were seen as this would lead to the group being disorganised, there would be lack of clarity and drive and communication between the group and the school would be more difficult.
2. Formal Committee – where the group would call an AGM and designated posts (Chair/Vice/Treasure/Secretary) would be appointed. LH presented the responsibilities of all the posts. This was seen as an advantage as FOE could in the future look at achieving charitable status, there are responsible people on the committee who can drive FOE, it would be more organised and experience could be gained by members and passed on for continuity. The disadvantages were that each of the positions had a lot of responsibility for one person to take on.
3. Year Group Reps/Event Reps – where there would be representatives from each year group or for each event who would the organise the event and ensure it smooth running by setting up working parties. This had been seen to work at 2 other local schools.

This lead to further discussions and it was felt that the structure of FOE should remain formal and an AGM would be called but the core committee should be made up of more posts so that the responsibilities could be shared. It was agreed that anyone could put themselves forward for a post in the AGM as long as they informed the school but only the people who attend the AGM can vote for who takes up these posts. The posts decided on were: FOE Co-ordinator, Secretary, Treasurer, Publicity (2 posts) and a co-ordinator for each year group.



Plan of Action according to the decision made

The plan of actions from the decision above where:

1. An AGM will be called on 8th March 2017 at 7.00pm at Excalibur Primary School
2. LH will send out an invite to the AGM including all delegate posts and the responsibilities linked to each post to all parents by Tuesday 14th February 2017.
3. YH would produce the minutes from this meeting and ensure that they are sent to all parents with the AGM invite.
4. Ensure that all parents are made aware that they do not need to attend the AGM or all the meetings to be part of Friends of Excalibur. They can attend meetings when they are available or have childcare and then miss others and still be part of the group.

Main Events and Dates for the Academic Year

This was not discussed and it is planned to be discussed as part of the AGM on 8th March 2017.

Timings, location and frequency of meetings

This is to be discussed at the AGM but it was felt that meeting times and locations should be varied so that more people would be available to attend.

Any other business

- The Mother's day gift wrap on the week commencing 20th March 2017. Even though this had not been discussed fully a decision to go ahead was made as it needs to be organised and is very close to the AGM date.
- The school would like to thank everyone that attended the meeting or put forward ideas via documents sent into school, emails and through the facebook page.