

**Friends of Tottenham and St. Michael at Bowes School Association – FOTSA**  
**PARENT – TEACHER – ASSOCIATION**  
**Registered Charity No. 1176088**

**ANNUAL GENERAL MEETING**  
**8pm Tuesday 6<sup>th</sup> October – Zoom**

**Minutes**

<b>Ordinary Business</b>	<b>Minutes</b>
<p><b>1) Introductions, Apologies for absence</b></p>	<p>Attendees            Schools: Debbie, Maria (SMAB), Sian (Tottenham)            Parents: Dawn, Rose, Billie, Evelina, Amy, Kyria            Apologies: Ruth, Houzla</p>
<p><b>2) Charity Commission Annual Submission confirmation</b></p> <ul style="list-style-type: none"> <li>• Submitted 20/09/2020</li> </ul> <p><a href="https://register-of-charities.charitycommission.gov.uk/">https://register-of-charities.charitycommission.gov.uk/</a>  <a href="https://www.gov.uk/send-charity-annual-return">https://www.gov.uk/send-charity-annual-return</a></p>	<p>Confirmed and noted.</p>
<p><b>3) ParentKind Membership &amp; Insurance Renewal</b></p> <p>ParentKind annual membership (and our events insurance that covers the summer fair) was paid for in May 2019. It has not been paid in 2020 as no summer fair happened</p> <p>Access is for all members of FOTSA (i.e. all parents) and includes significant resources for running PTA events.</p> <p><a href="https://www.parentkind.org.uk/">https://www.parentkind.org.uk/</a></p>	<p>Decision: should insurance be paid out without events?</p> <p>Agreed to keep the insurance. Payment should be made for a year.</p> <p><b>Action:</b> ParentKind Insurance Payment to be made from the Tottenham account</p>
<p><b>4) Chair’s Report for 2019/2020. Events held</b></p> <ul style="list-style-type: none"> <li>- The Tottenham Christmas Disco was run by FOTSA volunteers and a sweet/ cake sale</li> <li>- Christmas Raffle was held with FOTSA assisting with getting prize donations from local/ London businesses and preparing posters</li> <li>- The SMAB Valentines Disco was held with FOTSA volunteers assisting with the tuck shop. To note that this was mostly SMAB staff volunteers</li> <li>- The parents quiz night was held in January – however this was significantly smaller in parent attendance than previous years, and volunteers to cook could not be found so meals were purchased from the SMAB kitchen team. The Estate Agent advertising boards were also not put up, which had been a big income in the previous year</li> <li>- With Lockdown in March, no Easter events were organized and the Summer Fair was not held. An online page was created for donations with £771 pledged (£739.85 returned after fees)</li> </ul>	<p>A summary of the events was provided and discussed</p>

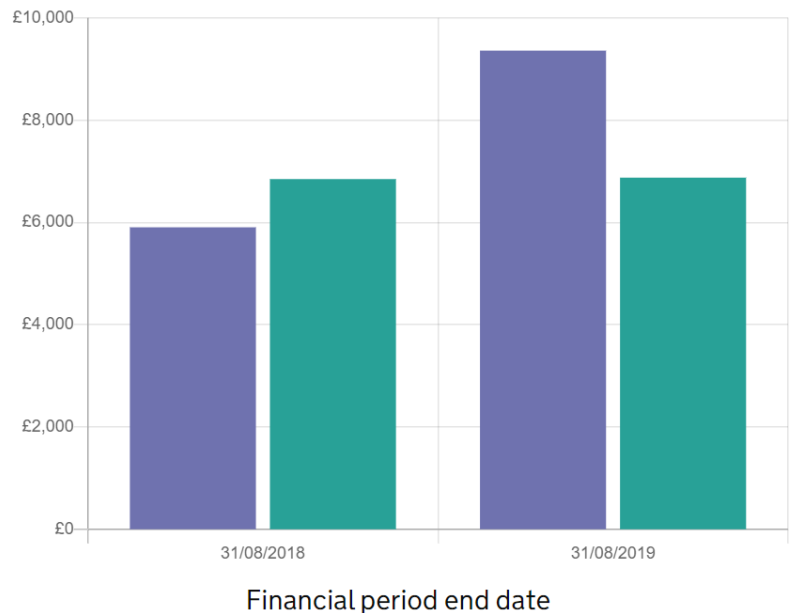
## 5) Treasurer's Report for the year ending August 2020;

Total income for the year £3330.33, expenditure £8399.88.

Income was significantly down due to not being able to run events under Covid-19 lockdown.

Noted that 2018/2019 income was the best ever year with £9,360. Cash in bank therefore was high at the start of the year and justified expenditure planned.

Cash in bank end of the year: St. Michael £3915.11, Tottenham £2462.12



### Previous 2 years income and expenditure shown in graph

	31/08/2018	31/08/2019
Total income	£5,905	£9,360
Total expenditure	£6,848	£6,876

2018/2019 Autumn Term	Tottenham	St Michael	Total
Christmas Disco Tottenham	301.73		301.73
Sweets Sale Tottenham	70.97		70.97
Christmas Raffle SMAB	171.25	315.81	487.06
	<b>543.95</b>	<b>315.81</b>	<b>859.76</b>

2018/2019 Spring Term	Tottenham	St Michael	Total
Valentine Disco SMAB		602.52	602.52
Quiz Night	231.28	231.28	462.56
Easter Raffle			
Happy bag collection	110.50		110.50
	<b>341.78</b>	<b>833.80</b>	<b>1175.58</b>

2018/2019 Summer Term	Tottenham	St Michael	Total
Uniform sale			
Summer Fair <a href="https://uk.gofundme.com/f/fotsa-virtual-summer-fair">https://uk.gofundme.com/f/fotsa-virtual-summer-fair</a>	374.65	365.20	739.85
Easyfundraising	277.57	277.57	555.14
Happy bag collection			
	<b>652.22</b>	<b>642.77</b>	<b>1294.99</b>

Grand Total Income 2019/2020	1537.95	1792.38	3330.33
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**FOTSA Spending Totals for the 2019/2020 year**

Autumn Term	Tottenham
Disco DJ (13.12.2019)	185.00
Purchase Treasure Chest	37.95
Plants for reception classes	36.00
Summer Fair brochure Printing ( summer 19	272.90
Fish Tank Maintenance	1065.03
Book Fair books	94.00
Fire pit EYFS	35.09
Christmas bags and presents	215.11
<b>Total</b>	<b><u>1941.08</u></b>

Autumn Term	St Michael
History timeline	2800.00
Christmas tree	49.95
Christmas Presents	720.00
Christmas Crackers	60.00
<b>Total</b>	<b><u>3629.95</u></b>

Spring Term	Tottenham
Hi vis vests x 90 children	279.00
Book bags x 250	738.00
Fish Tank maintenance	408.46
Multi purpose soil	98.56
Basket ball net	49.99
<b>Total</b>	<b><u>1574.01</u></b>

Spring Term	St Michael
DJ Bryon (Val Disco)	150
Valentine Disco sweets.	88.50
School signs	416.34
<b>Total</b>	<b><u>654.84</u></b>

Summer Term	Tottenham
<b>Total</b>	

Summer Term	St Michael
Year 6 leaver Yearbooks	600.00
<b>Total</b>	<b><u>600.00</u></b>

<b>Grand Total Spent Tottenham</b>	<b><u>3515.09</u></b>
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<b>St. Michael</b>	<b><u>4884.79</u></b>
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<b>Grand Total Spent 2019/2020 both schools</b>	<b><u>8399.88</u></b>
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The accounts were reviewed and agreed for the year  
**Action:** Amy to submit to the Charity Commission

- 6) Election of Officers and Trustees of the Committee for 2020/2021;**
- **Chairperson** - The Chair directs the FOTSA meetings, liaises with the schools and ensures that the FOTSA committee are working together to plan events and fundraising. The Chair is a signatory on the FOTSA bank accounts.
  - **Treasurer** - The Treasurer ensures financial records are kept, liaising with school offices and prepares reports on funds. The Treasurer assists to provide small change floats for events and to bag and deposit proceeds from events. The Treasurer is a signatory on the FOTSA bank accounts.
  - **Vice Chair(s)/ Secretary** – As per Chair or where split distributes the meeting agenda, takes minutes of meetings and distributes the minutes to schools and attendees.

Amy was nominated and confirmed into the position of Chair. Amy noted this will be her last year as Chair and will seek to handover the Chair position to the Vice Chair(s)

Rose was nominated and confirmed into the position of vice chair

Evelina was nominated and confirmed into the position of Treasurer

<ul style="list-style-type: none"> <li>• <b>Charity Trustees</b> – Responsible for the Charity and listed on the Charity Commission record</li> <li>• <b>Event Leads</b> – where there are enough committee members, a lead person can be appointed per event</li> </ul>	<p>Kyria was confirmed to also assist under Vice Chair role.</p> <p>Trustees were confirmed to continue as Maria &amp; Sian for the schools and Amy will continue as Chair. Dawn and Billie to be added as Trustees.</p> <p>In addition regular committee members not present Ruth and Houzla.</p> <p><b>Action:</b> Amy to update the Charity Commission register of charity Trustee's</p>
<p><b>Planning</b></p>	
<p>7) Non-event activities Existing:</p> <p>8) Community engagement</p> <ul style="list-style-type: none"> <li>• Facebook <a href="https://www.facebook.com/fotsapta">https://www.facebook.com/fotsapta</a></li> <li>• WhatsApp – encouraging class WhatsApp groups</li> </ul> <p>9) Easyfundraising - <a href="https://www.easyfundraising.org.uk/causes/fotsa/">https://www.easyfundraising.org.uk/causes/fotsa/</a> £668 raised to date with still only 34 supporters. With everyone shopping online at the moment and no events this is an easy way to raise funds</p> <p>10) Happy bags – old clothing collection</p>	<p><b>Facebook</b> All agreed to share Facebook page more widely (only 34 followers) Ruth is admin, can the admin role be shared?</p> <p><b>WhatsApp</b> It was discussed how valuable the parent WhatsApp groups have been. Reception parents commented that without being able to meet and chat with other new parents this year it has felt lonely and a WhatsApp group will help. Billie volunteered to manage the reception WhatsApp group – text message to be sent by Tottenham to all reception parents with Billie's number to create one group. <b>Action:</b></p> <ul style="list-style-type: none"> <li>• Sian to arrange for text message to be sent</li> <li>• Billie to set up the Reception WhatsApp</li> </ul> <p><b>Easyfundraising.</b> It was agreed to continue to push this. SMAB will send a message on ClassDojo every week to capture people online shopping before Christmas. Amy noted that the donation is on purchase, and doesn't consider</p>

<p>Potential:</p> <p>11) Go Fund Me page – the Summer Fair page worked well, to consider setting up a long running campaign page for FOTSA to be shared regularly</p> <p>12) Registration for a PayPal charity account (reduces fees from Go Fund Me)</p> <ul style="list-style-type: none"> <li>• Amazon Smile</li> </ul>	<p>returns. By using one of the special offers and buying a large order of which most was returned gained a £13 donation to FOTSA.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Debbie to arrange ClassDojo message weekly</li> <li>• Amy to provide EasyFundraising content for messaging</li> </ul> <p>A Go Fund me page was discussed and it was felt this would be best targeted for a particular purchase.</p>
<p>13) Potential events for 2020/21 and volunteers required. Meeting to discuss and vote to confirm that FOTSA should run/ assist on the following proposed fundraising events on the proposed dates.</p>	
<p><b>1. Christmas Raffle – held during school day near end of term</b></p> <ul style="list-style-type: none"> <li>• FOTSA assisting with prize donations from local businesses. 4-6 volunteers, evenings and weekends to contact companies</li> <li>• Posters can be reused - 10 posters and raffle flyer to go with tickets in bags - posters have been translated</li> <li>• Parents to request local companies to donate prizes</li> </ul>	<p><b>Agreed FOTSA to assist sourcing Child friendly prize donations</b></p> <p>Raffle to be held Thursday 17<sup>th</sup> Dec.</p> <p>Prizes needed the week before (for quarantine)</p> <p><b>Action:</b> Amy to share details of companies that have previously donated to be with committee members</p>
<p><b>2. Christmas Disco – Year 1&amp;2</b></p> <ul style="list-style-type: none"> <li>• FOTSA set up hall for disco, sell tickets on the door, manage entrance numbers, stock and sell popcorn, drinks and biscuits and play music, and clear away. Parents are required to stay with their children. 6+ volunteers from 2.30-5pm</li> </ul>	<p>Not being run due to Covid-19</p>
<p><b>3. Parents Quiz Evening and Dinner –</b></p> <ul style="list-style-type: none"> <li>• FOTSA design and put up advertising for the event, get parents to sign up to have an Estate agent board advertising the event, sell tickets, write the quiz, buy food, make the dinner, apply for alcohol event license, order drinks, receive delivery of drinks and food, set</li> </ul>	<p><b>Agreed to run Virtual Quiz nights</b></p> <p>Sat 28<sup>th</sup> Nov – as a family event – 5pm start</p> <p>Saturday 6<sup>th</sup> March – potential adult quiz with an 8pm start</p>

<p>up, sell drinks and raffle tickets, clear away. In advance 6+ volunteers, on the night 12+ volunteers</p>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Maria to check if we can use the SMAB Zoom account</li> <li>• Evelina to investigate online ticketing sites</li> <li>• Maria to contact company that put on online quiz for children in July</li> </ul>
<p><b>4. Valentines Disco –</b></p> <ul style="list-style-type: none"> <li>• FOTSA run the tuck stall. In advance 2+ to buy sweets etc, on the day 3+ x 2 shifts</li> </ul>	<p>Not being run due to Covid-19</p>
<p><b>5. 2<sup>nd</sup> hand uniform sales</b></p> <ul style="list-style-type: none"> <li>• This was attempted in 2019. FOTSA now has a set of rails to hang the clothes for the sale. A good amount of 2<sup>nd</sup> hand uniform was donated, but there were insufficient volunteers to run the stall from 3-7pm</li> </ul>	<p>Not being run due to Covid-19</p>
<p><b>6. Cake Sale/ Craft event (near to Mother’s Day) after school 3.15-4.30,</b></p> <ul style="list-style-type: none"> <li>• This event was run in March 2018 but not 2019 due to insufficient volunteers with time, and not in 2020 due to Covid. FOTSA bake cakes, sell cakes, set up craft activities for a small fee (50p/£1) such as card making/ colouring in/ paper flowers/cake decorating.</li> </ul>	<p>Cake sale not happening</p>
<p><b>7. Summer Fair</b></p> <ul style="list-style-type: none"> <li>• FOTSA organise all of the Summer Fair. 10+ Volunteers needed evenings/ weekends planning and preparation, contacting advertisers and getting sponsorships/ raffle and auction prizes. In the 2 weeks leading up to the fair 20+ volunteers are required. On the day 50+ volunteers needed.</li> </ul>	<p>Tbc Decision to be made in January</p>
<p><b>8. Nearly New Sale (new event)</b></p> <ul style="list-style-type: none"> <li>• This event has not been run by FOTSA before but is popular with other PTA’s. It was agreed at 2019 AGM that FOTSA would try this.</li> <li>• Parents pay for a table / space (£20) and sell their own items. FOTSA would need to advertise, organize in advance and run on the day. Cake, tea and coffee would be sold.</li> </ul>	<p>Not being run due to Covid-19</p>
<p><b>9. Film nights</b></p> <ul style="list-style-type: none"> <li>• A number of these were successfully run by Tottenham afterschool mid-week. Ticketed with limited numbers of children and staffed by teachers</li> </ul>	<p>Not being run due to Covid-19</p>

<p><b>10. Sponsorship activity event for the defibrillator– British Heart Foundation fundraiser</b></p> <ul style="list-style-type: none"> <li>Adults (parents, carers and teachers) and children request to be sponsored by their friends and families for completing a skipping challenge. British Heart Foundation pack has been provided with the expectation this would have happened in summer 2020, with 50% of fundraising going direct to the British Heart Foundation and the rest to FOTSA, for the purchase of a community access defibrillator.</li> </ul>	<p>Not being run due to Covid-19 – potentially to look at for the summer</p>
<p>14) Members to put forward any other suggestions for events/ activities and nominate volunteers for further actions.</p>	
<p><b><u>2020/2021 Spending</u></b></p>	
<p>15) Potential spending for the year. Additional suggestions invited from attendees. Meeting to agree main spending priorities. Suggestions received in advance are;</p> <ul style="list-style-type: none"> <li>Tottenham <ul style="list-style-type: none"> <li>Book bags and the fish tank as normal</li> <li>Scooter/ bike rack</li> </ul> </li> <li>St. Michael at Bowes <ul style="list-style-type: none"> <li>Year 6 leavers books, Christmas tree and gifts as normal</li> </ul> </li> <li>Both – Community access defibrillator</li> </ul>	<p>It was agreed to continue to fund the Tottenham book bags and Fish Tank and the Year 6 leavers books and Christmas Trees and presents. In addition both schools would like additional scooter and bike racks/ covered store.</p> <p>The community access defibrillator continues to be a target – to be discussed again if the summer fair can be held.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>Sian and Maria to look at requirements and costs for the scooter/ bike shelters</li> <li>Additional fundraising page could then be set up to fundraise for these. It was also suggested that skilled parents may be able to assist in making something</li> </ul>
<p><b><u>Any Other Business</u></b></p>	
<p>16) Other business</p>	
<p>17) Next ordinary FOTSA meeting</p>	<p>Wed 4<sup>th</sup> November Action: Amy to arrange meeting for the 4<sup>th</sup>, and for an informal meeting with the new parents to provide more information on how FOTSA events have been run</p>