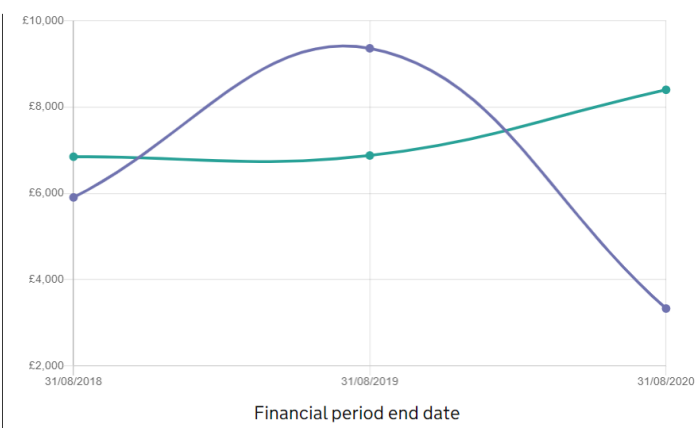


**ANNUAL GENERAL MEETING – Minutes 24<sup>th</sup> November**

Ordinary Business													
<p><b>1) Attendance &amp; apologies</b></p>	<p><b>St. Michael at Bowes school representative</b> Debbie Butcher</p> <p><b>Tottenham school representative</b> – apologies given</p> <p><b>Parents</b> Ashaya Titus Dawn Hollingworth Rose Alexander Ediz Mevlit Evelina rubio Kyria Christofi Amy Amer</p>												
<p><b>2) Charity Commission Annual Submission confirmation</b></p> <ul style="list-style-type: none"> <li>- Yr ending August 2020 accounts were logged. Yr ending August 2021 will be due following this meeting  <a href="https://beta.charitycommission.gov.uk/charity-details/?regid=1176088&amp;subid=0">https://beta.charitycommission.gov.uk/charity-details/?regid=1176088&amp;subid=0</a></li> </ul> <div style="background-color: #1a202c; color: white; padding: 5px; margin-top: 10px;"> <p>Charity number: 1176088 <span style="float: right; color: green;">✔ Charity reporting is up to date (on time)</span></p> </div> <div style="margin-top: 10px;"> <p>Charity overview</p> <p>What, who, how, where</p> <p>Governance</p> <p>Trustees</p> <p><a href="#">Financial history</a></p> <p>Accounts and annual returns</p> <p>Governing document</p> <p>Contact information</p> </div>  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Income / Expenditure</th> <th style="text-align: right;">31/08/2018</th> <th style="text-align: right;">31/08/2019</th> <th style="text-align: right;">31/08/2020</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Total gross income</td> <td style="text-align: right;">£5.91k</td> <td style="text-align: right;">£9.36k</td> <td style="text-align: right;">£3.33k</td> </tr> <tr> <td><input checked="" type="checkbox"/> Total expenditure</td> <td style="text-align: right;">£6.85k</td> <td style="text-align: right;">£6.88k</td> <td style="text-align: right;">£8.40k</td> </tr> </tbody> </table>	Income / Expenditure	31/08/2018	31/08/2019	31/08/2020	<input checked="" type="checkbox"/> Total gross income	£5.91k	£9.36k	£3.33k	<input checked="" type="checkbox"/> Total expenditure	£6.85k	£6.88k	£8.40k	<p>Noted</p> <p>Amy agreed to update this years income and spending to Charity Commission</p>
Income / Expenditure	31/08/2018	31/08/2019	31/08/2020										
<input checked="" type="checkbox"/> Total gross income	£5.91k	£9.36k	£3.33k										
<input checked="" type="checkbox"/> Total expenditure	£6.85k	£6.88k	£8.40k										
<p><b>3) Event Insurance - ParentKind Membership Renewal Decision</b></p> <p>ParentKind annual membership (and our events insurance that covers the summer fair) was not paid in the previous year. As well as insurance, this gives access to resources for running PTA events.  <a href="https://www.parentkind.org.uk/">https://www.parentkind.org.uk/</a></p>	<p>Decision agreed this needs to be paid for by FOTSA for the year – action with Debbie</p>												
<p><b>4) Chair’s Report for 2020/ 2021 Events held</b></p>	<p>Noted</p>												

- Virtual Christmas Fundraiser 2020  
<https://www.gofundme.com/manage/FOTSA-christmas-fundraising> and Christmas online quiz event
- Raffles, with restricted ticket sales due to social distancing
- No summer event

**5) Treasurer's Report for the year ending August 2021;**  
Current cash balance for the Charity is **£4,128.62** which is held as SMAB account **£3,122.94**, Tottenhamhall account **£1005.68**

Income (less costs) Sept 2020 to August 2021	Tottenham	St Michael	Total (where income is received jointly into one account then split)
Christmas Virtual	£143.39	£143.39	£286.78
Easyfundraising	£46.26	£46.26	£92.53
Christmas Raffle		£414.00	
Easter Raffle		£350.20	
<b>Total</b>	<b>£189.65</b>	<b>£953.85</b>	

Schools spending to 31 <sup>st</sup> August 2021			
Tottenham		St Michael	
Fish Tank maintenance	610.00	Christmas tree	£44.20
Bookbags		Christmas Presents	£720
		Year 6 Yearbooks – final invoice	£792.17
<b>Total</b>	<b>£610</b>	<b>Total</b>	<b>£1561.67</b>

**Total Income: £1,143.50**  
**Total Spending: £2,171.67**

Noted that income was considerably down last year and at this income will not cover the standard spending.

Noted that SMAB income was higher

Tottenham Book Bags were not given out September 2021

**6) Election of Roles and Trustees of the Committee for 2021/2022;**

- Chair(s)
- Treasurer
- Secretary
- Teacher reps
- Charity Trustees
- Bank Account Signatories
- Class Reps and other roles including social media, graphics, sales and event leads

A summary of the roles was provided to the parents who joined the meeting. Ediz expressed an interest in being involved in social media Rose and Evelina expressed an interest in being involved but not role specified.

Debbie agreed to host another meeting at St. Michael at Bowes for parents to meet each other and discuss roles

**7) Non-event activities to be discussed**

**Community engagement**

- **Facebook** – A page was created in 2018. This is currently not being actively managed. There are 55 followers  
<https://www.facebook.com/fotsapta>
- **WhatsApp** Groups Class / Year – encouraging Class/ Year Reps and parent WhatsApp groups

**Fundraising**

Noted that the Facebook page is a "Page" only (not a group) so is used for communication about events and not chat. Ediz volunteered to manage regular posts, posts to be agreed by committee and schools, Debbie agreed to assist. Amy to provide

<p>➤ <b>Happy bags</b> – Organised collection of bagged up unwanted clothes, bags, shoes and linen with cash donation by weight into Tottenham FOTSA bank account (divided between schools). Collection organized by Tottenham office. Did not run during Lockdown.</p> <p>➤ <b>Easyfundraising</b> – FOTSA’s page has been running since 2016 and is managed by Tottenham office. Credit is paid into the Tottenham FOTSA bank account (to be divided between schools). Since 2016 £919.48 has been raised, but currently there is only 1 active supporter. <a href="http://www.easyfundraising.org.uk/causes/fotsa">www.easyfundraising.org.uk/causes/fotsa</a></p> <p><b>FOTSA</b></p> <table border="0"> <tr> <td colspan="2"><b>Donations</b></td> </tr> <tr> <td>Donations Total</td> <td>Last 30 Days</td> </tr> <tr> <td><b>£919.48</b></td> <td><b>£12.99</b></td> </tr> <tr> <td colspan="2"><b>Supporters</b></td> </tr> <tr> <td>Supporters Total</td> <td>Last 30 Days</td> </tr> <tr> <td><b>69</b></td> <td><b>0</b></td> </tr> </table> <p>➤ <b>Match funding</b> – an easy way to double our fundraising if parents work for a company that offers this <a href="https://thefundraisingmum.com/how-does-match-funding-work-for-ptas-in-the-uk/">https://thefundraisingmum.com/how-does-match-funding-work-for-ptas-in-the-uk/</a></p>	<b>Donations</b>		Donations Total	Last 30 Days	<b>£919.48</b>	<b>£12.99</b>	<b>Supporters</b>		Supporters Total	Last 30 Days	<b>69</b>	<b>0</b>	<p>access.</p> <p>WhatsApp groups – Dawn and Kyria both noted that they co-ordinate their class WhatsApp groups but there is not much uptake. Tottenham parents noted that it is very difficult to engage other parents in the playground</p> <p>Happy Bags – Kyria noted that she had enquired with Tottenham office and understands Happy Bags are not currently operating. Agreed another provider to be looked into</p> <p>EasyFundraising – Discussed the significant amount of fundraising available. All parents agreed to register and use the “promote my cause” function to access materials. Debbie noted this is on the school newsletter Action for Debbie to look at SMAB creating an information video to encourage parents to sign up</p> <p>Match funding – To be reviewed again before events</p>
<b>Donations</b>													
Donations Total	Last 30 Days												
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**8) Potential events for 2021/2022**

<p><b>1. Christmas Raffle – both schools - held during school day</b></p> <ul style="list-style-type: none"> <li>FOTSA previously assisting with prize donations from local businesses, preparing posters and flyers and selling tickets in playgrounds.</li> </ul>	<p>Dawn requested the ability to purchase raffle tickets on parentpay. Parents agreed this would help and Debbie noted this would benefit the office going cash free. Action for Debbie to discuss with SMAB office</p>
<p><b>2. Christmas Virtual Fundraiser</b> A repeat of last year’s virtual event <a href="http://www.gofundme.com/FOTSA-christmas-fundraising">www.gofundme.com/FOTSA-christmas-fundraising</a></p>	<p>Agreed this should be run again this year. Action taken by Ediz to create the fundraising page. Amy to share the FOTSA log in to Go Fund Me</p>
<p><b>3. Christmas Disco – Year 1&amp;2 – Friday in December</b></p>	<p>It was assumed this would not</p>

<ul style="list-style-type: none"> <li>FOTSA previously set up hall for disco, sell tickets on the door, manage entrance numbers, cook, stock and sell popcorn, drinks and biscuits and play music, and clear away. Parents are required to stay with their children</li> </ul>	run before Christmas
<p><b>4. Parents Quiz Evening and Dinner – Friday in February or March</b></p> <ul style="list-style-type: none"> <li>Held 3x in St. Michaels school hall. FOTSA previously did 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 (curry and rice), apply for alcohol event license, order drinks, receive delivery of drinks and food, set up, sell drinks and raffle tickets, clear away. FOTSA invested in cheap IKEA plates and cutlery (to reduce disposable waste)</li> </ul>	<p>Event discussed as a possibility for Friday March 18<sup>th</sup>, done with bring your own food to make it easier. Amy to provide templates from previous events to new committee. Debbie to investigate using Parent Pay for the ticket sales</p> <p>It was noted that it would also be good to do a family (kids and parents) quiz night with an earlier start.</p>
<p><b>5. SMAB Valentines Disco – Thursday in February</b></p> <ul style="list-style-type: none"> <li>FOTSA have previously run the tuck stall.</li> </ul>	<p>In the hope that Covid restrictions allow, this event will go ahead 10<sup>th</sup> February. It was raised that an event could be run the same week for Tottenhall as parents efforts to buy tuck shop items could be used for both events.</p> <p>Kyria to discuss with Tottenhall</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>FOTSA have previously run in March. 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>	Debbie noted that SMAB would like this in Early May
<p><b>7. Summer Fair – Saturday end June/ early July</b></p> <ul style="list-style-type: none"> <li>FOTSA organize all of the Summer Fair. Summer Fair is always held on Tottenhall playground. Lots of volunteers needed in advance planning and preparation, contacting advertisers and getting Estate agent boards up, sponsorships/ raffle and auction prizes and organizing BBQ, bouncy castle, stalls, donations, advertising, program printing. On the day 50+ volunteers needed. The fair has previous raised over £3,000. A virtual summer fair was held in 2020 but no event was held in 2021</li> </ul>	<p>It was hoped that a physical summer fair can go ahead this time. Dates of 18<sup>th</sup> June or 25<sup>th</sup> June were proposed – action for Debbie to confirm</p> <p>Planning will need to begin in January</p>
<p><b>8. 2<sup>nd</sup> hand uniform sales at Open/ Parents Evenings</b></p> <ul style="list-style-type: none"> <li>This was attempted in 2019. A good amount of 2<sup>nd</sup> hand uniform was donated, but there were insufficient volunteers to run the stall from 3-7pm. FOTSA have invested in 7 clothes rails (£5 each from IKEA) to make the sale rails which are in Tottenhall’s FOTSA cupboard</li> </ul>	<p>Debbie suggested doing an outdoors event on a dry day in January in the playground after school. Thurs 13<sup>th</sup> Jan proposed. SMAB Eco team to support</p> <p>Advertising for donations will be required and if lots of donations it may be necessary to buy more of the clothes rails.</p>
<p><b>9. Film nights</b></p> <ul style="list-style-type: none"> <li>Successfully run at Tottenhall, afterschool mid-week.</li> </ul>	Debbie noted that this is being planned jointly with Tottenhall,

<p>Ticketed with limited numbers of children and staffed by teacher volunteers</p>	<p>with film nights being arranged at both schools for the same night 14<sup>th</sup> December</p>
<p><b>10. Nearly New Sale/ Winter Wonderland (New event) – Saturday in November/ December</b></p> <ul style="list-style-type: none"> <li>Nearly New Sale has not been run by FOTSA before but is popular with other PTA's. Parents pay for a table / space (£10-£25) 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. If run beginning of December could also be a Christmas Fair / Winter Wonderland with Christmas activities and child made items for sale</li> </ul>	<p>It was agreed this should be run in November/ December 2022 – no date agreed, or location. Planning will need to start before the end of the Summer term</p>
<p><b>11. Sponsorship activity event – British Heart Foundation fundraiser (New Event)</b></p> <ul style="list-style-type: none"> <li>Previously proposed event - Adults and children request to be sponsored by their friends and families for completing a timed skip. Funds would then go towards the target to buy a community access defibrillator from British Heart Foundation which would be sited outside Tottenham School main entrance. Skipping ropes and sponsorship forms were provided and are now with St. Michael at Bowes</li> </ul>	<p>It was agreed this activity will be run this year and that donations for this community benefit would be possible. Action with Ediz on donations Debbie noted this could be done in combination with living well week</p>
<p><b>12. Any other new event ideas</b></p>	<p>Debbie noted that SMAB would also like to do community events of;</p> <ul style="list-style-type: none"> <li>A family picnic, potentially around the Queens Jubilee</li> <li>A kids Art exhibition</li> </ul> <p>Debbie to confirm dates</p>
<p><b>9) Potential spending for the year</b></p>	
<p>. Meeting to agree main spending priorities.</p> <ul style="list-style-type: none"> <li>Tottenham <ul style="list-style-type: none"> <li>Usually includes Book bags, fish tank</li> </ul> </li> <li>St. Michael at Bowes <ul style="list-style-type: none"> <li>Usually includes Christmas presents and decorations, year book</li> </ul> </li> </ul>	<p>To confirm with Tottenham what they would like to spend FOTSA funds on maintenance of fish tank and new Library refurbishment project.</p> <p>SMAB request the same Christmas presents and year book. Action noted for Debbie to ensure the Year book makes mention that it is paid for by FOTSA</p>
<p><b>10) Any Other Business</b></p>	
<p>None</p>	
<p><b>FOTSA documents</b> About FOTSA <a href="https://drive.google.com/drive/folders/1OUQG8FhD1Q7vS5Fux1jGkmXjWvmYvKmK?usp=sharing">https://drive.google.com/drive/folders/1OUQG8FhD1Q7vS5Fux1jGkmXjWvmYvKmK?usp=sharing</a></p>	

FOTSA Events

[https://drive.google.com/drive/folders/1snHuyhQ\\_CxoAANU6YL2DxCZleNNQtko8?usp=sharing](https://drive.google.com/drive/folders/1snHuyhQ_CxoAANU6YL2DxCZleNNQtko8?usp=sharing)