



Highwood Primary School
'Promoting resilience, achieving potential'



FRIENDS OF HIGHWOOD PRIMARY SCHOOL ANNUAL GENERAL MEETING - MONDAY 8TH OCTOBER 2018

CHAIR'S REPORT: Lucy Bellam (Chair 2017/18)



My first year as Chair has proved to be a very busy one!! Looking back, I feel immensely proud of what Friends of Highwood have achieved, not only in terms of the amount of funds we raised but also because of how we have been able to bring the the school community together with the various events we have organised.

I would firstly like to thank Lisa Callaghan and Emma Sykes, who replaced Angela Burton as Secretaries mid-way through the year. Also all the active committee members who have worked incredibly hard in planning and running the events; through their enthusiasm and dedication they have created a dynamic event planning team! Additionally, my thanks go to Mrs Cox and her staff, who I know appreciate the hard work of Friends. I feel I must also pass on my gratitude, on behalf of Friends and personally, to Krzysztof Matyskiewicz (Site Manager) and Kwame Sam (Caretaker) who always go over and above what is expected to help support us.

Friends have been very lucky to have such an enthusiastic and committed team this past year and working together with parents, the school and the local community has, I am sure you will agree, enabled us to achieve our goals as set out in our Mission Statement.



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Friends of Highwood remains committed to achieving Our Mission through five approaches:



COLLABORATION

Working in partnership with an array of individuals and organisations to broaden and enhance our ability to serve all children and families within the school



COMMITMENT

We are dedicated to children's educational success, health and well being through strong family and community relationships.



DIVERSITY

We acknowledge the potential of everyone without regard.



RESPECT

We value the individual contributions of volunteers, staff, parents, children and the wider community.



ACCOUNTABILITY

All volunteers, staff, parents, children and community members have a shared responsibility to align their efforts towards the achievement of the charity's goals.

EVENT SUMMARY

With the enthusiasm and drive of the committee Friends have been able to organise a variety of very successful and fun events over the year.

As Chair, the most rewarding events have with no doubt been the *Christmas and Summer Fairs*, where after months of organising and planning, everything comes together on the day! These events raised considerable funds for the school but also once again proved successful in terms of enhancing a community spirit, where pupils, families, friends, school staff and local outside organisations had the opportunity to come together, have fun and celebrate Highwood.

Of course I also have to mention *Highwood's Got Talent*, and 2018 proved once again that this was certainly the case! For the second year running, the children wowed us with their talents and confidence performing to a sell out crowd at The Bushey Arena back in June. Following on from last year's success, the event proved even more popular, and during the auditions we had such a difficult decision deciding on the final 20 acts. The event was very profitable to, with not a seat left in the house! Thanks must go to parent Ria Hakner who was able to offer us hire of the venue at a very discounted rate, and this ensured that the children really did have the opportunity to perform in an actual auditorium, and enjoy being stars of the stage! ★

The Secret Shopping Room in December was also amongst the biggest fundraisers from the last year. Despite the heavy snow and consequent rescheduling of days, the Friends' in-house



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Elves were eventually able to offer the children the opportunity to buy up to 10 Christmas gifts each for family, friends and pets, including a lizard!

These larger events require a huge amount of time to plan and organise but many hands make light work and I would hope moving forward that the committee will continue to grow! It is essential we have volunteers to help run the events too. We were very grateful for the last minute help on offer for the Summer Fair as we were, a day before the event, unsure as to whether we could run all the planned stalls. ***Any help offered is always hugely appreciated!***

Other events/fundraising schemes Friends ran included:

- *Discos with the very popular light-up dancefloor*
- *Bake Sale*
- *Quiz Night, where teams competed to make the best beach scene from Playdoh and answered a host of questions devised by parents/quiz masters Emma and Neil Cole. Our thanks go to them!*
- *Fathers Day Pop-Up Shop*
- *Cash4Coins collection*
- *My Art Project Christmas Cards*
- *Various refreshment stands at Sports Day and Parents Evenings*

However, there is always, so I'm told by past committee members, a Friends event which proves a disappointment and this year our *Mothers Day Pop-Up Shop* was it. We raised next to nothing but not surprising considering the torrential rain we endured. It was soggy gifts, children, parents and volunteers all round!

THE CONSTITUTION

Friends have previously adopted a Model Constitution from Parentkind (formerly known as PTA UK). As an association for charity status we are legally required to adopt a Constitution, which sets out the rules and procedures by which committee members govern the association. [COPIES AVAILABLE AT AGM]

In order for Friends to continue, during this AGM we have to formally agree on and have minuted our choice of Constitution. As current Chair I would recommend we continue with the Parentkind Model, as it meets all the association and committee needs.

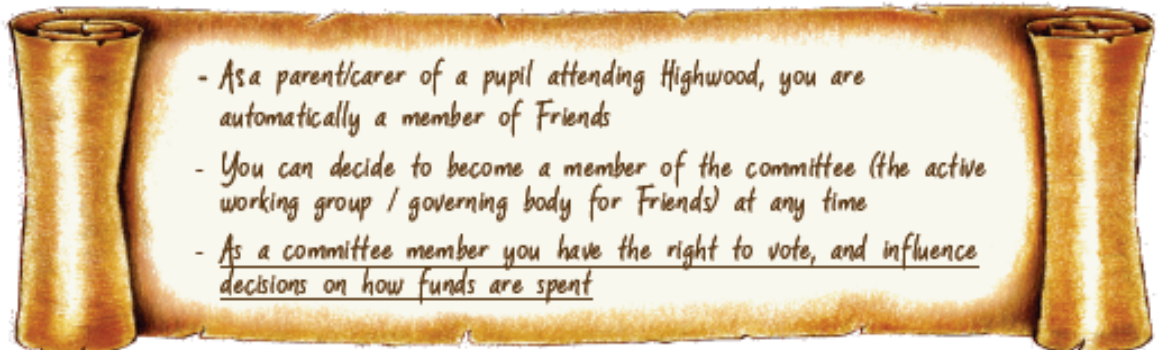
Additionally, it is recommended the Chair sign a collective agreement for a Code of Conduct which again we will need to do this evening. [COPIES AVAILABLE AT AGM]



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SPENDING FUNDS - HOW DECISIONS ARE MADE



As a registered charity it is imperative Friends are completely transparent with financial arrangements and make clear how spending decisions are made.

Over the last year Mrs Cox and I have met regularly and discussed the areas where Friends' funds could be spent most effectively. Any funding requests or ideas which come from the school I have then voluntarily offered up for discussion by the committee via our committee WhatsApp chat and at committee meetings. *For donations exceeding £500 there has been a protocol in place whereby the request is formally put to the committee, for agreement from a majority.* This was the case recently for the purchase of the iPads.

This protocol, can be reviewed later tonight at the AGM if we feel it necessary or we can continue with current arrangements.

Friends have been proud to be able to provide much needed additional funds for school over the last year, contributing money for in-school activities to enrich the curriculum, such as:

The Steel-Pan Workshops

Author visits

Use of the Technology Bus

History Off The Page workshops

Contribution for Christmas Lunch

Contribution to Year 6 Leavers Party

Contribution to class Christmas / end of year parties

Funded French Cafe

Chick Hatching

Incredible Eggs

Gripping Yarns in-school performance

Plus Friends contribute over £1500 towards external school trips thereby significantly reducing the cost passed onto parents/carers. Claire Coleman, our current Treasurer will provide more details in her report of all spending.

In the future, Friends are very keen to start fundraising for a *large scale project in the form of new playground equipment.* This idea has been discussed in recent years. But obviously since the flooding and subsequent building works this has yet to come to fruition. I raised the idea again with Mrs Cox at the end of last year and we agreed that the first step would be to identify a suitable site, so now the school grounds are returning to some normality we can hopefully start moving forward with this idea.



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FRIENDS OF HIGHWOOD ANNUAL GENERAL MEETING

MONDAY 8TH OCTOBER 2018, 7PM

AGENDA

1. Welcome refreshments
2. Introductions
3. Apologies
4. Chair's Report
5. Treasurer's Report
6. Committee Changes / Election of Committee Members
7. Upcoming Events
8. Any Othe Business