



(FoS)
Rickmansworth Road, Watford, Herts WD18 7JF
President: Mr I Cooksey (Headteacher)

**Minutes of Meeting:
Tuesday 23 March 2021 at 7.30pm
Virtually via Googlemeet**

Attendance and Apologies

Executive Committee	
Chair – Amanda Rafferty	P
Secretary – Joanne Hayden	P
Treasurer – Neil Shah	A
Amrita Ahluwalia	A
Mrs Donna Connolly – External Relations and Fundraising Coordinator – on behalf of school	A
Jean Ryba	P
Kathryn Bourke	P
Marianne Nicholls	A
Phanishree Marthy	P
Sivakumar Manokaran	P
Key: P=Present/A =Apologies	

1. Welcome and Introductions

- Amanda welcomed and thanked everyone for attending the meeting.
- Amanda welcomed Joanne to the Executive Committee and thanked her for taking up the role of Secretary. See 3. below for Executive Committee Roles and AGM.

2. Apologies and Acceptance of Minutes

- Attendance and apologies are recorded above.
- The Minutes of the Previous Meeting of 26 January 2021 were agreed. There were no matters arising.

3. The Annual General Meeting (AGM)

- The date for the AGM is Tuesday 20 April 2021.

Action 1: Amanda will give three weeks' notice to the parents about the AGM. She agreed to state that we need minimum numbers in attendance for the AGM to go ahead.

Action 2: Amanda undertook to invite the Year 7 parents to meet the Committee virtually after the AGM to see what we do.

Action 3: Amanda undertook to e-mail everyone who helps in the various groups (eg bar, concert, fun day, etc), to remind them to come along so that we can meet the minimum numbers for the AGM.

- Kathryn reported that she had looked at the Constitution to see what is expected of the Committee for the AGM. The Constitution states that all the Executive Committee members should stand down and then, if they wish to be re-instated, to put themselves forward for election. Kathryn indicated that none of the Executive Committee are at the five years tenure point and therefore each member could indicate at the AGM that they wish to be re-appointed, consistent with balloting requirements.
- Kathryn reported that Constitution should be reviewed to bring it up-to-date.

Action 4: Kathryn undertook to share the Constitution with the attendees before the AGM.

- Amanda reported that she had asked Neil if he would do the Treasurer's Report for the AGM. Amanda has asked Neil to ensure that the Report includes figures to November, as well as ensuring complete figures for financial year-end 31 August 2020.

Action 5: Neil to prepare the Treasurer's Report for the AGM.

- We intend to hold the AGM in April and then another in November to re-adjust to the normal meeting timetable which was disrupted because of COVID.

Googlemeet Link

- We discussed the merits of holding the virtual meetings via Googlemeet versus Teams and agreed to stick with Googlemeet because that is what the school uses.

Action 6: Amanda undertook to check the maximum number of participants that Googlemeet can run to. A Googlemeet invitation link will be put in notification e-mails about future meetings.

Executive Committee and Roles

- Amanda indicated that, whilst she is not intending to stand down imminently, she may need to relinquish the Chair position likely towards the end of the academic or calendar year because of impending personal circumstances, meaning she will no longer be able to give the role the time and flexibility required. Amanda asked that she be informed if anyone knows a parent who might be interested in the Chair role.

- Jean suggested that we advertise for a Vice Chair role so that someone is in place who could become Chair Elect when Amanda does step down.
- Amanda reported that Neil intends to stand down as Treasurer.

Action 7: *Amanda will advertise the role in time for the AGM on Tuesday 20 April.*

- Amanda reported that she has role descriptions for the Treasurer and Secretary.

Action 8: Kathryn undertook to find a role description for Chair and Vice-Chair, and Joanne undertook to establish if WGGGS PA have descriptions too.

- Amanda reported that both Amrita and Marianne will take a step back from FoS for a while, although they would like to be kept informed about what is going on, not least because they may be able to help at one of the summer events.
- Kathryn indicated that she will stay on when her son, George, leaves at the end of this academic year.

Action 9: *Amanda undertook to ask the ladies who run the uniform shop if they would like to join the Executive Committee.*

4. FoS Big Raffle

- Tickets will go on sale after the Easter Holidays and the draw will be held on Thursday 27 May. (An original date had been set for the last day of half term – 28 May – but that is now an inset day and so the raffle date has been brought forward).

Action 10: *Amanda will publicise the AGM date on Thursday 25 March and then comms will issue about the raffle after the Easter holidays.*

- Siva said that he needs the details of all the sponsors, the prizes, and the date and time so that he can meet legal requirements to put those details on the online raffle. Once Siva has this information he can set up the online raffle.

Action 11: *Siva undertook to share the website link with Amanda to publicise the event.*

- We agreed that publicity about the raffle will issue on the day the students return from the Easter holiday to ensure maximum impact with the parents, and to enable Siva time to set up the online raffle.
- We discussed that students could purchase tickets for £10 or £20 (five leaves in each booklet), and the prizes to be offered for the raffle, including about those which might be most appealing to the students and parents. We agreed:

1st Prize - £200 Amazon voucher

2nd Prize - £50 Virgin Experience or a voucher from The Grove if the latter agrees to donate

3rd Prize - £100 uniform voucher

4th Prize – hamper, likely by combining a couple of the existing hampers to make a big one.

Action 12: Amanda undertook to ask the school when FoS could go in and do the raffle and whether it would be live-streamed for the students to watch.

- Siva asked if we can accept a donation of a prize from another charity (Fairtrade), such as a gift hamper eg chocolates, wine, etc.
- We discussed whether we might consider a prize for the class that sells the most raffle tickets, once updated COVID-related restrictions allow. The aim will be to entice people to reach fundraising goals, to contribute and engage with the fundraising events. The problem is lack of engagement and support from Form Tutors in encouraging boys to participate in events. We discussed how this could be improved once more “normal” times return. Amanda suggested (as discussed in January), asking Mrs Messik if she can help to garner Form Tutor support.

5. Upcoming events

- We are still unable to host parents on site because of COVID restrictions, which impacts on the events we are able to hold.

Design a Hoodie

- Conrad from MAPAC has confirmed with Amanda that he is happy to enable us to run a Design a Hoodie competition this coming term. Conrad will design the poster and judge the competition. This will be run online but we are unsure as to how boys will be able to upload their designs and where – this needs to be confirmed by Conrad.

Action 13: Amanda undertook to speak to Conrad about how the competition works in practice – a call is booked for the day after the meeting.

- We agreed to keep the entry fee low to enable as many students as possible to take part - £2-3 was discussed. The issue of accepting low-value payments online was discussed as both Stripe and any other apps incur fees which impacts on low denominations. The Finance Dept at school have confirmed that we cannot use Parentpay for FoS activities. We discussed the merits of other ways the students can pay the entry fee to FoS including direct payment by BACS or online banking (used to purchase Christmas puddings) and the Sum-Up payment requests (which will also incur fees – compare with Stripe?).

Quiz Night

- Amanda had raised the possibility of a virtual quiz with Mr Cooksey. Whilst he is happy to be quiz master, Mr Cooksey thought that people might have virtual fatigue and suggested it might be better to wait until we are able to host the event in person. We discussed that it might be better to hold the quiz in the Autumn term, rather than the usual timing of March, because it is a popular and well-attended event, and would kick-start the fundraising for the year.
- We discussed the merits of doing the Year 7 welcome social event in September and then hosting a quiz night that term, such as the first week of November: we would hope to attract those parents to meet again at the latter event.
- We sought to understand if Harjit is still running her catering business. If she is not, Amanda has spoken with the parent who said they are a chef and would like to do a curry night to raise funds for the school.

Action 14: *Phanisree undertook to ask Harjit if they are still running their catering business before Amanda approaches the other person.*

Summer Gala on Friday 4 July from 4.30pm to 7pm

- The school intends to hold a Summer Gala at the end of enrichment week open to all parents. They have asked if FoS will provide refreshments.

Family Fun Day on Thursday 8 July (Transition Day) from 3 to 5pm

- This event is usually held on the first Saturday in July but this year the school are reviewing how they do it. They have asked the FoS to provide refreshments but this will be limited due to timing. We will be able to open the uniform shop at fun day as usual, including selling kit bags. Amanda and Kathryn have purchased calculators to start putting the kits together. We noted the parents had particularly liked the shoe bags on offer while uniform was being sold.

Action 15: *Amanda will revert to the school to find out who the target audience for the gala is and to understand what refreshments they would like FoS to provide.*

Action 16: *Amanda undertook to establish what kit we have in the FoS cupboard, and then ask Beats School Uniforms if we could have some more kit bags and whether they would give us a deal on them. Amanda also undertook to establish where the Oxford Helix sets (with protractors and set squares), originate from.*

Summer Concert

- The school is unable to host the event this year because of COVID-related restrictions.

Family Draw

- Jean drew the winning number for this meeting: 30 - Andrea Hayes.

Action 17: *Jean undertook to e-mail the winner the day after the meeting.*

6. Any Other Business

- One of the members asked if we had offered to reimburse those who had entered/sponsored the cancelled Scalextric competition. Amanda reported that she had spoken to Mrs Connelly about this: she had been unable to locate the sponsor information from her predecessor. Amanda had been able to locate e-mails of the sponsors' names from her emails. Amanda and Mrs Connelly do not have the details of those students who had given the office £4 in cash to enter.

Action 18: *Amanda undertook to share this information with Mrs Connelly to establish if those sponsors would like refunds.*

Action 19: *Amanda undertook to find the names of those students who had entered and find out how best to refund their entry fees.*

- The meeting closed at 9.40pm.

Next Meeting:

AGM on Tuesday 20 April 2021