



## Annual General Meeting (AGM)

Dear Parents, Carers, and Friends,

### **Friends of Maple AGM** Thursday 20<sup>th</sup> September 2018 7.30pm in the School Hall

Please join The Friends of Maple Infants for a celebration of last year's successes and be a part of our social and fund raising plans for the year ahead

**Everyone is Welcome**

The Friends of Maple Infants is a registered charity whose object is to *support the school and enrich the educational experiences of pupils*. All parents, guardians, or carers of pupils attending the school, teaching and non-teaching staff, are automatically members of The Friends and have a vote at the AGM.

The AGM is the first Committee meeting of the school year and provides an opportunity for all parents and carers to come along and hear in more detail about the work of The Friends. Items on the agenda will include reports from the Chair and the Treasurer of all the activities and accounts for the last year, the election of new Officers to the Committee, and a discussion of planned activities for the year ahead.

In the 2017/18 academic year we raised a brilliant £15,000 and have spent (or committed to spend) funds on fantastic resources for pupils, including books, reading sheds, learning tools for the classroom, workshops, and a new fleet of iPads. We have also made a contribution towards the cost of all school trips and provided extras like water and medals for Sports Day. With your support we can create more enrichment opportunities for all pupils at the school in the year ahead.

If most people contribute even a little, the results can be amazing.

Read on for further information about Committee roles and nominations, and some suggestions on how you might be able to get involved, whether through an elected position, being a Class Rep, or by taking ownership of a particular project on a one-off basis. You can also support us simply by participating in our projects and events – buy raffle tickets, come to the fairs, and sign up for [www.easyfundraising.org](http://www.easyfundraising.org) to raise a free donation every time you shop online.

All our news and information throughout the year will be available through our online community on Classlist– get in touch with [contact@friendsofmaple.org](mailto:contact@friendsofmaple.org) if you haven't already joined.

We look forward to welcoming you to the AGM,  
Suzy, Sarah, Alison and Judith – Friends' Committee 2017/18



# Job Descriptions and Nominations

## The Friends' Committee

The Friends' Constitution requires a minimum of 2 officers to be elected to the Committee for a 12-month term. In addition to the Chair and Treasurer, it is preferable that a Vice-Chair and Secretary be elected to aid the smooth running of the association. Elected committee members become the Trustees of The Friends and assume some personal liability with regards to the charity's finances. The Committee meets at least once a term, and often more regularly.

### Chair

Prepares for and directs committee meetings / ensures all are heard and involved / ensures committee members are familiar with the constitution and understand their roles and responsibilities / delegates and ensures tasks are completed / prepares the report for the AGM / communicates with the school over a 'wish list' for the raised funds / writes risk assessments for events and ensures adequate first aid cover is present. The Chair is the only Committee member with a casting vote.

### Vice-Chair

Supports and works closely with the Chair / deputises as Chair when required / supports all other Committee members and Class Reps in their roles as required

### Treasurer

Maintains accurate financial records / ensures best practice of accounting and banking / reports regularly to the committee and annually to the general meeting / provides yearly reports to the Charity Commission / manages The Friends' bank account and PayPal account / manages Gift Aid / liaises with the Council to obtain relevant licences for events and makes necessary reports to the Council

### Secretary

Supports Chair to build effective communication with the school / maintains records / takes meeting minutes / communicates with the Charity Commission / assists with reporting / handles written and email correspondence received by The Friends / maintains data protection policy and procedures (including adherence to GDPR legislation) / maintains social media, website, and Classlist

For further information on Officer roles, please get in touch with the current Committee on [contact@friendsofmaple.org](mailto:contact@friendsofmaple.org) - we'd be happy to discuss them with you. Other Committee roles have in the past included Communications Officer, Raffle Coordinators, Event Coordinators, and more – get in touch if you'd like to create a new role, or if you are a Class Rep who would like to also sit on the Committee.

## Nominations

Nominate yourself or someone else (with their permission) for the roles of Chair, Vice-Chair, Secretary or Treasurer. Nominations must be seconded by another member of The Friends and received in writing either by email prior to the AGM to [chair@friendsofmaple.org](mailto:chair@friendsofmaple.org) or to the Chair in person at the AGM.

If there is more than one nomination for a role, voting will take place during the AGM. All members have one vote.



# Job Descriptions and Nominations

## Co-opted (unelected) Roles

### Class Reps

The role of Class Rep is absolutely integral to the functioning of The Friends, and to bringing the efforts of the whole school together for the Christmas and Summer Fairs. Classes often opt to have multiple Reps, two or three Reps sharing the load can work really well if you can put together a team. Willow Class usually has separate reps for the morning and afternoon sessions who then work together on fair stalls. Class Reps are co-opted by their classes. The exact nature of the role varies a bit between classes, but usually includes the following:

- ★ Encourage parents to join Classlist and to use the Class group chat area
- ★ Encourage/support Class participation in Friends' events
- ★ Organise Class specific socials – could be group attendance at Friends' events or separate socials just for the Class, or both!
- ★ Ensure Class representation at Friends' termly planning meetings and Fair planning meetings/stall allocations
- ★ Prepare and manage your Class stall at the Christmas and Summer Fairs (source materials, fill the rota, make sure you're in profit! etc)
- ★ Coordinate with other Class Reps from your year to run your Cake+ Sale or run your own Class Cake Sale
- ★ Coordinate any gratuities as required
- ★ Post event/activity reminders on Class Group Chats on Classlist (ie: Remember it's a multi day tomorrow!)
- ★ Post photos of the weekly planners that are on the noticeboards outside every class letting parents know the curriculum for the week on Classlist

### Raffle Coordinators

We hold two raffles a year at the Christmas and Summer Fairs and they require a team of people to make them happen! Raffle Coordinators will work closely with other members of the Friends' Committee to:

- ★ Design and print raffle tickets, and liaise with the Treasurer to ensure correct licensing arrangements are set up well in advance of events
- ★ Coordinate sales of raffle tickets via Red trays, in the playground etc.
- ★ Recruit and coordinate a team to request and collect prizes from parents', local, and other businesses. Keep an accurate record of who has donated, ensure their inclusion in the programme and other publicity, and thank them after the event
- ★ Organise the raffle stall on the day and make arrangements for the draw
- ★ Ensure accurate recording of prize-winners and the distribution of prizes after the draw
- ★ Maintain accurate records of expenses incurred and ensure that the necessary reports are made to the local authority after the raffle has taken place

Anyone interested in a co-opted role should get in touch with the current Committee for further info on: [contact@friendsofmaple.org](mailto:contact@friendsofmaple.org)

Thank you for getting involved!

[www.friendsofmaple.org](http://www.friendsofmaple.org)



## FOM Committee & Planning Meetings 2018/19

Committee Members and Class Reps should plan to attend the following meetings during the year. All interested members are also welcome to attend and contribute to termly Committee Meetings and any event specific meetings where they wish to get involved.

<b>AUTUMN TERM 2018</b>			
Friends of Maple Autumn Committee Meeting and AGM (elections)	Thursday 20 <sup>th</sup> September	7.30pm	School Hall
Christmas Fair Stall Allocation and Christmas Raffle Kick-off	Friday 12 <sup>th</sup> October	9am	YMCA
Year 2 Cake+ Sale	Friday 2 <sup>nd</sup> November	3.15pm	Playground
Christmas Fair	Saturday 8 <sup>th</sup> December	11am-2pm	School Hall
<b>SPRING TERM 2019</b>			
Friends of Maple Spring Committee Meeting	Thursday 24 <sup>th</sup> January	7.30pm	School Hall
Year 1 Cake+ Sale	Friday 5 <sup>th</sup> April	3.15pm	Playground
<b>SUMMER TERM 2019</b>			
Friends of Maple Summer Committee Meeting	Thursday 2 <sup>nd</sup> May	7.30pm	School Hall
Summer Fair Stall Allocation and Planning Meeting + Summer Raffle Kick-off	Monday 20 <sup>th</sup> May	9am	YMCA
Reception & Nursery Cake+ Sale	Friday 7 <sup>th</sup> June	3.15pm	Playground
Summer Fair	Saturday 6 <sup>th</sup> July	11am-2pm	Playground



## Get Involved: Short-Term Projects

There are lots of opportunities to get involved with The Friends on a one-off, or specific project, basis that won't leave you feeling over-committed, or require you to be a regular part of the Committee. Below are just some of the bite-size projects that individual parents could take on that would be of huge benefit.

If you are interested in a project, please email [contact@friendsofmaple.org](mailto:contact@friendsofmaple.org) and we'll be in touch!

### **Sponsorship**

We have had a longstanding relationship with Matthew James Estate Agents who provide boards for the Christmas and Summer Fairs –but other options for sponsorship could also be explored. What else could we be doing? Which other companies might be interested in partnering with us for an event? Can we offer a company a sponsorship package covering a whole academic year for a fee, or are we better doing things piecemeal?

### **Matched Funding**

Most of us are aware that matched funding exists, but are we making the most of all the opportunities out there? How can FOM better support parents in approaching the companies they work for to solicit matched funding? How can we increase the funds we receive this way?

### **Parent Recruitment for [www.easyfundraising.org](http://www.easyfundraising.org)**

How can we encourage more parents to sign up to the easyfundraising website that provides us with free donations whenever registered members shop online? We need publicity to make parents aware of the site and how can we incentivise parents to sign up? We have 35 supporters so far, out of a pool of 320 families, each of which could include multiple sign ups (including both parents, grandparents, aunties, uncles etc)...

### **Christmas Card Project**

Using pupils artwork to create Christmas Cards has been popular in the past and we are set up for Xmas 2018, but going forward there is a project here to research providers, make a judgement as to what will be best received by parents and get things ready and set up for 2019. Most schemes require you to sign up in June/July for Christmas of the same Year.

### **Year 2 Leavers Party/Gifts/Memories**

Currently FOM doesn't regularly organise specific events for Year 2 Leavers, but a team to look into options and seek input from parents about what they would like to see us doing (or not doing) in the future could change that...

### **Rag Bag schemes**

Many schools use rag bag schemes such as Bags2School to raise money and there are several different providers of the service, can you research what our best option would be and coordinate to get it running this year?

### **Playground Sales: Cakes, Lollies, Books, 2<sup>nd</sup> Hand Uniform, Bedding Plants and more...**

Playground sales are a solid source of revenue for FOM and could be coordinated by a dedicated team or teams of parents who are available at the right time of day and can make sure that things run smoothly. Join a pool of regular volunteers or coordinate the lot!



## Get Involved: Short-Term Projects

### **Sponsored Activities – Bouncing/Hopping/Reading...**

What new ideas can you bring? We'd love to run a sponsored event that is practical and fun for the children and engages the whole family.

### **Sourcing Raffle Prizes – Xmas 2018/Summer 2019**

Securing raffle prizes is a fundamental part of ensuring the success of our Christmas and Summer Raffles, which run alongside the fairs. A team approach is definitely required! See our more detailed job description for further info on coordinating raffles, or simply join the team and help out where you can.

### **Christmas and Summer Fairs**

Class Reps are responsible for each classes stall at the fair (\*please support them as they make arrangements and put together rotas!) but there are also other ways to get involved:

- Do the artwork, produce posters/floorplans/signage and programmes
- Coordinate or be part of the Theme Team that decorates the school for the fair
- Coordinate the raffle
- Coordinate Live entertainment for the event
- Compere the event
- Seek outside stalls to join in the fun and bring some different elements to the fair
- Seek Sponsorship for the event

### **Quiz and Auction Night, March 2019**

This annual event is very popular and lots of fun, and there are several specific and bite-sized ways that parents can get involved:

- Being behind the microphone reading out quiz questions or running the auction
- Gathering auction prizes and/or creating and distributing the lot lists
- Set up and set down on the night
- Writing/setting quiz questions
- Providing and/or serving refreshments

### **Bouncy Castles!**

Finding a bouncy castle company to hire from that meets our health and safety requirements at an affordable price is a challenge in and of itself. Add in the fact that most reputable companies won't install their bouncy castles on tarmac, and you'll begin to see why we didn't have inflatables at either of the fairs last year. This is a real task for someone to get their teeth into. If we can't find the right bouncy castles – what could we have instead?

### **Community Funds and Grant Writing**

There are potential sources of funding out there that we are not currently tapping into – such as the Aviva Community Fund. Could you do some research – make some suggestions as to what could be done and help us write a proposal or two?

### **Anything else you can think of...**

This list is not exhaustive -we are always open to suggestions so get in touch if you have any ideas for new activities.