



SEPTEMBER 2019

Charity No. 1147762

www.friendsofmaple.org

Annual General Meeting (AGM)

Dear Parents, Carers, and Friends,

Friends of Maple AGM Thursday 26th September 2019 7.30pm in the School Hall **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 next AGM will be held in the school hall on Thursday 26th September at 7.30pm, please join us to celebrate last year's successes and to plan for the year ahead. This is when the outgoing team will report back on our current financial position and we will **elect a new Committee**.

All four current Committee members will be standing down at this year's AGM so it's time for a new team to take the work of the Friends forward. We need a Chair and a Treasurer at a minimum, but the more who get involved, the more fun (and easier) it will be! Getting involved in the Friends is a brilliant way of making an important contribution to your school community.

Over the last two years we have raised £29,500 for the school, which has been spent on: subsidising school trips, buying books, supplying the playground reading sheds and other playground resources, buying classroom resources, providing music and other workshops for pupils, purchasing a new fleet of iPads for classroom use, and more. With your support we can create more enrichment opportunities for all pupils at the school in the year ahead.

Read on for further information about Committee roles and nominations. **Class Representatives** are co-opted and don't need to be elected at the AGM – get in touch with contact@friendsofmaple.org if you'd like to be a Class Rep this year.

There are also some suggestions for **one-off or short-term projects** that you might be able to get involved in to support the Friends this year that don't involve being on the Committee.

All our news and information throughout the year will be available through our online community on **Classlist**. To join, fill out a Classlist consent form (available on www.friendsofmaple.org) and return it to the school office.

We look forward to welcoming you to the AGM,
Suzy, Sarah, Sarah and Judith – Friends' Committee 2018/19



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 - 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 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)
- ★ Run your Class Cake Sale (most Classes do at least one Cake Sale in each academic year)
- ★ 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
- ★ 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 correct 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



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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 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.uk

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 46 supporters so far, out of a pool of 322 families, each of which could include multiple sign ups (including both parents, grandparents, aunties, uncles etc)...

Managing Second Hand Uniform Stock

In the last 2 years we have developed a system for collecting second hand uniform through a mufti day on the last day of the Summer Term. Ideally we'd have regular sales during the year and a constant rolling stock that could be accessed by parents throughout the year – could you coordinate it and maintain a stock list? Storing second hand uniform can be tricky as the Friends' shed isn't completely watertight... can you come up with a solution?

Christmas Card Project

Using pupils artwork to create Christmas Cards has been popular in the past and we are set up for Xmas 2019, 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 2020. 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?



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Get Involved: Short-Term Projects

Playground Sales: Cakes, Lollies, Books, 2nd 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!

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

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/provide 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

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

Technical Help with the PA System

The Friends' PA system is currently out of commission – do you have the know how to help us get it up and running again? Or can you recommend where/how we can get it fixed or look at good options for replacing it if required?

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