



The Friends of Maple Infants

Annual General Meeting
Thursday 20 September 2018
7.30pm

Agenda

1. Welcome and Thank You
2. Apologies/Minutes/Matters Arising
3. Chair & Treasurer Reports 2017-18
4. Election of Officers 2018-19
5. Independent examiner of accounts
6. Events 2018/19 & Meeting Dates
7. Matched Funding, www.easyfundraising.org.uk,
Gift Aid
8. Any Other Business

Chair's Report 2017/18

- ★ Raised money, donated brilliant resources to school, contributed to a sense of Community
- ★ Introduced New Events
- ★ Improved Communication to Parents
- ★ Engaged with parents in the Spending Survey
- ★ Maintained good relationships with School Leadership & Governors
- ★ Ensured good standing of the Association with the Charity Commission/Local Authority

Consolidation of The Friends of Maple Association

Behind the scenes the Committee has:

- Regularised our position with Charity Commission
- Implemented a Privacy Policy and Privacy Notice to ensure adherence to new GDPR legislation
- Set up and introduced Classlist
- Set up a PayPal account for online transactions
- Created Trustee Declarations
- Registered with HMRC for Gift Aid
- Registered new domain name and Google Suite with enhanced features and security
- Put in place risk assessments/safeguarding measures for events

Events & Activities 2017/18

- Fish & Chip Supper
- Film Fests for Years 1 & 2
- Santa's Grotto Christmas Fair + Christmas Trees
- Christmas Party Bags & Reindeer Food
- World Food Festival + Yr2 Choir performance
- Big Spring Ball
- Big Spring Read
- Big Spring Fair
- Easter Bunny Lollies
- Charity Football Match
- Bedding Plants Sale
- Sponsored Space Hopper Challenge
- Quiz & Auction Night
- Maple's Magical Garden Summer Fair
- Refreshments at Summer School Celebration
- Sports Day Medals/Water
- Year 2 Leavers Badges
- New Parents' Coffee
- Second Hand Uniform Sale
- IQ Cards Christmas Project
- Cake/Lolly/2nd Hand Book Sales

Fund Raising 2017/18

- The Friends raised £15,000
- Donated £11,000 to School
- Lots of new events this year
- Continued with our normal Fund Raising



Big Money Makers

- Christmas Fair raised £5,000
- Summer Fair £4,000
- Cake sales £1,200
- Quiz And Auction £2,500
- Big Spring Read £693 + £415 matched funding
- Charity Football Match £500



What Did We Buy

School Trips	3,000
Christmas Class presents	2,600
Film & Literacy week	1,250
Books (General)	1,000
PHSE Expenses and subscription	1,800
Singing workshops/Zoo labs	350
Sports Day Water/Medals	40
Usborne Books (Big Spring Read)	1,100
Xmas Party Bags, Hats, Reindeer Food	110



Committed to Buy 2017/18

20 iPads	8,000
4 Reading Sheds	2,110



Ring fenced Funding 2018/19

School Trips	3,000
Christmas Class presents	1,500
Books	1,000

Election 2017/18

- Officer Roles to be elected:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer



Other roles including Class Reps, Raffle Coordinators and Events Coordinators are not elected and can be volunteered for throughout the year

Independent Examiner

It is good practice for FOM's annual accounts to be reviewed by an independent examiner each year. We rely on parent volunteers to assist with this annual task.

If you have relevant financial or accountancy skills and would be willing to help, please get in touch!

contact@friendsofmaple.org

Class Representatives

Class	Rep(s)
Willow Nursery	TBC
Laurel	Tamsin, Emily
Chestnut	TBC
Hazel	TBC
Cedar	Cherise, Rebecca
Oak	TBC
Copper Beech	Tansy, Marisol
Sycamore	Nadine, Alex
Rowan	Sarah, Judith
Silver Birch	TBC

If you'd like to be a Class Rep send a message to your Class group on Classlist to introduce yourself. Lots of classes find having 2 or 3 reps works well - see if you can team up! Speak to the Committee for more info and a job description - contact@friendsofmaple.org

Upcoming Events 2018/19

Autumn Term 2018

IQ Cards Christmas Project Deadline	Friday 5th October	COP	Artwork to Office via Red Trays
Saturday Club: Nick the Animal Man	Saturday 6th October	10.30am for 11am-12pm presentation	School Hall
Christmas Fair Planning Meeting	Friday 12th October	9am	YMCA
Yr 2 Classes Bonfire Night Cake Sale	Friday 2nd November	3.15pm	Playground
Friends of Maple Barn Dance	Friday 9th November	7.30pm - 11pm	Surbiton Assembly Rooms, Maple Rd
Christmas Fair	Saturday 8th December	11am-2pm	School Hall

Upcoming Events 2018/19

Spring Term 2019

FOM Spring Committee Meeting (Open)	Thursday 24th January	7.30pm -9.30pm	School Hall
Saturday Club: TBD	Saturday 2nd February	10.30am-12pm	School Hall
All School Valentine's Cake Sale	Friday 14th February	3.15pm	Playground
World Food Festival	Friday 29th March TBC	5pm-7pm TBC	Hall
Quiz & Auction Night	Friday 22nd March	7.30pm-10.00pm	School Hall
Year 1 Classes Cake Sale	Friday 5th April	2pm	Playground

Upcoming Events 2018/19

Summer Term 2019

FOM Summer Committee Meeting (Open)	Thursday 2nd May	7.30pm -9.30pm	School Hall
Saturday Club: TBD	Saturday 11th May	10.30am-12pm	School Hall
Race Night/ Comedy Night/ Other event TBC	Friday 17th May	7.30pm-10.30pm	School Hall
Summer Fair Planning Meeting	Monday 20th May	9am	YMCA
Reception & Nursery Classes Cake Sale	Friday 7th June	3.15pm	Playground
Charity Football Match (TBC)	Saturday 15th June	2pm kick-off	Victoria Park
Summer Fair	Saturday 6th July	11am-2pm	School Hall and Playground

Matched Funding

- Many companies throughout the UK offer employees the chance to boost their fundraising efforts by matching the money they raise
- We can double the amount we raise for very little effort
- Please get in touch for more information or if you think you and your company can help

Easy Fundraising!

- Create an account at www.easyfundraising.org.uk
- Log-in and navigate to the website you want to buy from
- Shop as normal
- Feel good about a percentage of what you spend being donated to The Friends by the retailer without it costing you a penny
- We can also claim Gift Aid on these donations

Gift Aid - 25p in every pound

- The Friends are now registered with HMRC to receive Gift Aid on eligible donations
- All parents donating to FOM need to complete a Gift Aid Declaration
- Forms are available on the www.friendsofmaple.org to download, or paper copies in the school office
- You only need to fill out the form for the first donation you make, all other donations are automatically included

Any Other Business

- DBS Check forms available in the office from 1st October and are required if you will be helping at events held in school during school hours (e.g. setting up a cake sale, running new parents' coffee)
- Calling all First Aiders! If you would be willing to provide First Aid cover for our events and are suitably qualified please get in touch!
- To join our online community: email us the Class(es) you are in and we will send you a link to join Classlist, or visit www.classlist.com and search for the school

Thank You for Coming

We welcome all suggestions and feedback on our activities:

- ★ Contact us via Classlist or on email:
contact@friendsofmaple.org
- ★ Up to date info and a feedback form are also available on the website:
www.friendsofmaple.org

Thank You for all your support