

## FRIENDS OF HERONSGATE AGM

Wednesday 7<sup>th</sup> Feb 2024 - 5.30pm to 6.30pm

### In the Staff Room

<b>Deputy Head:</b> Mr Rowlands
<b>Chair</b> - Lina Qawasmi
<b>Vice Chair</b> - Vacant Position
<b>Treasurer</b> - Caroline Gregory
<b>Secretary</b> – Venessa Shepherd
Wendy Saidi and daughter
Bianca Parej
Melissa Morris
<b>8 people in attendance</b>

Item	Decision	Action
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**1. Welcome and Apologies**

Lina welcomed everyone to the 1<sup>st</sup> AGM of 2024 and gave apologies on behalf of Julie Knight.

**2. Minutes of the Last AGM - 18.10.2023**

Lina thanked everyone for all their hard work at the Christmas 2023 disco. She said she has been receiving nothing but praise from the parents, regarding how much their children enjoyed the event!

She also thanked everyone for the support we've given her as Chair over her time in this role. She then let us know that as of today 07.02.2024 she is stepping down from the role of Chair due to work/family commitments.

**3. Election of New Roles**

Lina let us know that Valerie Dzopko will no longer be a volunteer member as of 01.01.2024. We thank Valerie for her hardwork and contribution to the PTA. She is welcome to come back as a member to volunteer in the future if she wishes to do so.

I have now removed Valerie from the WhatsApp Group and will also remove her from the emails going forward.

We then discussed roles going forward.

- Caroline nominated Venessa for role of secretary. Venessa accepted and will step down end of July 2024. Members present seconded.
- Wendy nominated Caroline for role of treasurer. Caroline accepted and will step down end of July 2024. Members present seconded.
- Caroline nominated Wendy as Chair. Wendy accepted and will step down end of July 2024. Members present seconded.
- We still have an opening for a Vice Chair to be elected in future if the Chair is off sick or unable to continue for any reason.

- 4. Handover**  
Lina gave Wendy the Chair folder with information in to help do the role.  
Lina will contact Parentkind charity to get role names changed. **LQ**  
Lina to also provide Wendy with contact details for Gary the DJ for the discos.
- 5. Easter Disco - Date confirmed - Tue 26<sup>th</sup> March via Wendy on Whatsapp - 09.02.2024**  
Will be held on either Tuesday 26<sup>th</sup> March or Wednesday 27<sup>th</sup> March.  
Usual timings of **Years 3 and 4** - 5pm to 6pm and **Years 5 and 6** - 6.30pm to 8pm.  
  - **Disco Uniform Sales** - we could set up a sale at the beginning of the disco in the library, where parents can pop in to buy, once they have dropped off their child. That way none of the children will know who is buying secondhand uniform!
- 6. Easter Chicks**  
We need to start stuffing the chicks once they are knitted. Hopefully to sell from week commencing Mon 18<sup>th</sup> March - to be confirmed.  
We will need volunteers for stuffing the chicks. **ALL WS**  
Wendy will contact Natalie to get contact details from the lady who knits the Easter chicks.
- 7. Break the rules day - Date confirmed - Fri 24<sup>th</sup> May via Wendy on Whatsapp - 09.02.2024**  
This year we will remove the Extra Play Time option from the list of choices for the children. This will make the day more enjoyable for the teachers and pupils!  
Mr Rowlands will forward the list to me so that I can forward this to Wendy. We will look to have this week commencing Mon 20<sup>th</sup> May. **TR WS**  
Wendy will send Mr Rowlands 3 dates to choose from.
- 8. Mufti-day**  
We will have this on Friday 14<sup>th</sup> June. £1 donation to wear non-uniform.
- 9. Prom date - Date confirmed - Wed 17<sup>th</sup> July via Wendy on Whatsapp - 09.02.2024**  
To be confirmed by Mr Rowlands for either Tue 16<sup>th</sup> or Wed 17<sup>th</sup> July from 7pm to 8.30pm. We will need lots of volunteers for this as we have the Year 3, 4 and 5 discos beforehand. **TR ALL**
- 10. Role adverts**  
Melissa has volunteered to be the **Uniform Co-ordinator**. I am trying to see if our Gmail access can bypass having phone verification, as this will only let one person (one mobile) have access to Gmail. **MM**
- Mariann - Ex Vice Chair - I have contacted her this evening 08.02.2024 to try and get her to log out that so a current member can log in to manage the inbox. **Now sorted and removed 2 step verification so anyone can now access the inbox - 09.02.2024.** **VS**
- Also we do get these via Facebook page so she would need to check this also. VS sent Facebook link to Melissa. **VS**  
<https://www.facebook.com/friendsofherongateschool>

### **Roles adverts - continued**

VS will send a list round regarding what we have raised money for so far. **VS**

Everyone to put their heads together to come with up catchy ideas for role adverts. These could be submitted via email to Venessa. **ALL**

### **Role adverts - continued**

Going forward, having a presence at each of the Year 2, moving up to Year 3 parents evening would be great! Last year Lina did a presentation and Venessa manned the information table at that evening with sign up list. We were very lucky to get 5 new parents sign up, who are now contributing!

## **11. Any Other Business**

- **Treasurer's Report** - Caroline let us know that the disco last year raised £412.05 in ticket sales. Chocolate tombola was £224.36. **CG**
- **Fundraising Target** - Mr Rowlands or Mrs Edwards will get back to us regarding a target to work towards this year. As we put up a thermometer at the front of the school so everyone can see how we are doing. (VS received email from Mr Rowland - 08.02.2024) He has emailed Mrs Edwards about ideas to focus on and this will be discussed in SLT. He will chase again next week. **TR/JE**
- **Book Budget & Photos** - £2,600 has been donated from the PTA to the school to buy books to be placed in the children's classrooms as a Christmas gift. Mr Rowlands said a big thank you to the PTA for this generous amount. Bank statement for this, from Lloyds was given to Caroline from Lina. Mr Rowlands has now spoken to the admin team 08.02.2024 and they plan on cashing the cheque for books on Friday 9<sup>th</sup> Feb. Mr Rowlands will send photos of the books to Venessa so that along with the letter to parents we can put this on Facebook page around the end of next week, to really celebrate it! **TR**
- **We are not able to host** Summer fayre, cake sales, book sales and uniform sales at present as we don't have enough volunteers. **VS**
- **Email regarding actions from Mr Rowlands** for cheque, fundraising target, books draft letter and photos have been forwarded to Wendy by Venessa. 08.02.2024. **VS**

## **12. Date of Next Meeting**

No date will be scheduled until we get more volunteers, then we would be able to look at planning the things we are not able to host at present.