

## Minutes of the FOSGS Annual General Meeting

Date: 4<sup>th</sup> November 2024

Location: Virtual Teams meeting

Attendees:

- FOSGS Committee members: Mrs Antonia Marjanov (Chair), Mr Aniket Patra (Treasurer), Mrs Barnali Patra (Committee), Mrs Nadia Sheikh (Committee), Mrs Aditi Datta (Co-Committee);
- School representative: Mr. Adam Malin (Deputy head);
- Parents/carers: Mr Amit Jaitly, Rizwana, Mr Sanjeeth (Y3 & Y6), Sumalatha.

### **1. Welcome and Introductions**

- Antonia welcomed parents as they joined the meeting, then the committee members introduced themselves.

- Aditi provided a recap of the previous year's FOSGS events, focusing on three main highlights: Shine for a Cause Competition and Disco, Reading Cafe, and the Summer Fete (July 2024). She noted the summer event continues to be our biggest of the year, with high community engagement and sponsorships from notable brands such as We make Footballers, Little Kickers, Stage Coach, Tesco Express, Learning Labs, Hobbledown Heath.

### **2. Financial Statement Presentation**

- Aniket provided a summary of the financial performance for the period from Oct 2023 to Sep 2024:

- Opening balance: £1,795.57
- Total earnings (excluding expenses): £2,776.61, primarily from events.
- Total expenditure: £1,126.04 on charity running costs and event expenses.

- Fundraising goals, such as funding 15 iPads and supporting in-school arts activities are being looked into for this year.

- FOSGS will approach small and medium businesses in the community to get their support on the fundraising objectives of this year. In addition FOSGS will approach corporate houses for their support.

### **3. Discussion on Communication, Fundraising, and Volunteer Support**

- Antonia presented the communication methods currently used: email, school newsletters and dedicated whatsapp groups. FOSGS now also has a website which details upcoming events with ticket links, information about the group, and key documents such as the constitution. She then asked attendees for how to improve parent engagement with the group, including volunteering to support events.

- Sanjeeth provided ideas for improved communication, including shorter and more concise messages, with main details at the top, to enhance clarity in newsletters and other communications. He also asked if FOSGS could hold events on weekends instead of weekdays, which might attract more volunteer support, noting a similar approach at their older child's school.

- Antonia thanked Sanjeeth for the suggestions, and noted that holding events outside of school working hours must first be agreed by the Head Teacher.

- Mr. Malin suggested the committee could try fit in more on after school cake sales, as these types of events can raise funds with little finance and with minimal adult support.

- Antonia and Aditi expressed concerns about the feasibility of cake sales due to a lack of volunteer support, with current volunteers having limited availability due to other commitments. She also noted the risk of creating overlaps with school also doing their own cake sales to raise funds for trips and such.

- Mr Malin suggested ways that issues with organising after-school sales could be overcome, by:

- Assigning a specific year group to organise a sale, on a rotating basis.

- Setting up dates in advance and aligning with the school's calendar to avoid conflicts.

- Asking parents to donate cakes in order to maximise profits, a strategy already in use by the school.

- Antonia noted the group has struggled to have enough internal capacity and additional volunteers for expanding events, and ad-hock availability makes it hard to plan ahead more than one event per term. She noted that, if the volunteer capacity remains as is, the committee may need to focus where they can have the most impact, on the one main event each term and applying for grants.

- Mr. Malin proposed considering additional types of events, such as movie nights, an event requiring minimal setup, noting the school's TV licence would allow streaming from BBC or ITV channels. The FOSGS team agreed to explore this option if volunteer support could be secured.

- Mr. Malin asked about the current committee reach among year groups and the possibility of expanding the committee. Antonia noted the committee members are from Y3, Y4 and Y1, with volunteers helping convey messages via WhatsApp to other year groups. She explained that committee membership could only be adjusted at an AGM or an extraordinary meeting with a 1-to-1 parity of committee to non-committee attendees, a requirement not met at this meeting. Antonia noted non-committee volunteers could and are still supporting FOSGS initiatives, and that the main issue is having people come forward who can commit sufficiently and more consistently to allow us to plan ahead.

- Mr. Malin shared the example of creating a “shadow volunteer” system, wherein volunteers could be trained to support FOSGS activities by sharing the pre-events workload and by promoting FOSGS to other parents in their year groups. He pointed out that the team is fairly new and might take some time to build momentum.

- Antonia noted that the volunteer system is already underway via a specific WhatsApp group. Aditi and Antonia agreed to look into a strategy to communicate more clearly what volunteer commitments would be sought, and ensuring that our volunteers pool allows us to approach parents from all year groups.

## **9. Conclusion**

Antonia thanked everyone attending and sharing their ideas. Aditi closed the meeting by thanking all participants and highlighting the importance of community involvement and support for FOSGS goals by asking parents to get involved.