



Friends of Glebe School

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Registered Charity No: 1051677

Supporting our Children, Supporting our School

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**Minutes of the Friends of Glebe Annual General Meeting  
Monday 18<sup>th</sup> November 2024 at Glebe Primary School**

**ATTENDANCE**

Donna Barcessat - Chair  
Maria Kouroushi – Co Chair  
Danielle Au - Treasurer  
Jo Murray - Secretary  
Melanie Penney - Head Teacher  
Tom Young  
Sarah Fleming

Emma Scourfield  
Kirsty Padda  
Dipali Patel  
Swati Sehgal

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**ORDINARY BUSINESS**

**Item 1 - Welcome and apologies**

- a) The Chair opened the meeting and welcomed members.

*Action - Nil*

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**Item 2 - Minutes of the last AGM**

- a) The minutes of the last AGM dated 2nd Oct 2023 were accepted as a true and accurate record of events.

*Action - Nil*

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**Item 3 - Chair's Report for 2023/2024**

- a) The report noted the highlights of the year
- Disco's - Both Disco's were a great success, these now run seamlessly with the help of volunteers and teachers
  - Adult's Quiz - We sold a lot more tables than the previous year and the event was very well received
  - The Summer Fete – Was extremely successful, profits exceeded all previous events under this committee and feedback was extremely positive

- b) Lessons learnt
- Doughnut sales were disappointing with many left overs effecting profits so we will reduce quantities going forward. A discussion was had about sale location, playground vs small hall and it was suggested that perhaps we could trial dual site at the next sale if the weather permits
  - Volunteers are still a struggle for the planning stages of most events, we need more people engaged
- c) Focus for 2023/2024
- The focus was to improve the outdoor spaces with the refurbishment to the outdoor classroom, new benches and restoration of the reading corner

*Action - Nil*

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#### **Item 4 - Treasurer's Report**

- a) The opening balance of the bank accounts was £12,933.22 on 1st August 2023 and the closing balance was £20,193.77 on 31st July 2024. A detailed breakdown of the account can be viewed on request.
- b) The main fundraisers for the year were:
- Disco's £2,177
  - Christmas Artwork £520
  - Summer Fete - £6,501
  - Bags2School £312
- c) The main expenditure through the year was:
- Benches £1,349
  - Nursery & Reception Outdoor Equipment £1,198
  - World Book Day Author £644
- d) 2024/2025 planned expenditure
- More bins for the playground
  - Christmas Crackers
  - World Book Day Workshop
  - Olympian Assembly

*Action - Nil*

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#### **Item 5 - Election of Officers and Trustees of the Committee**

- a) The Chair introduced the existing roles. The current committee members are:
- Donna Barcessat – Chair
  - Maria Kouroushi – Vice Chair
  - Jo Murray - Secretary
  - Danielle Au - Treasurer
- All members have kindly volunteered to remain in their current roles

- No other nominations were received, all roles were nominated by Mrs Penney and everyone was happy with the committee members
- Kirsty Padda would like to be involved more and will help the Core group with admin tasks where possible and Dipali Patel is available to volunteer with upcoming events

*Action - Nil*

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## **Item 6 – Event Calendar and Update**

The following Events have already taken place for 2024/25

- a) **Gary Barlow Tribute night** – Feedback was extremely positive and this was an advertisement for what FoG can do. Suggestions were made for another tribute night with an Oasis and swing act suggested. Comedy night was also suggested. Kirsty to research acts from Richings Golf Club and FoG to plan another event.
- Action - FoG*
- b) **Spooky Disco** – We had a different DJ for this event as our regular DJ was unavailable and whilst volume levels were better with less complaints about noise the energy levels weren't as high and the consensus from the children was that there were not enough games and to bring back the previous DJ. We need to remind parents that no mobile phones are allowed at disco's.
- Action - FoG*
- c) **Doughnut Sale** – We reduced quantities due to previous poor sales and we sold out with a big queue outside. We will increase quantities for the next sale but remain cautious.
- Action - Nil*
- d) **Cauliflower Cards Christmas Artwork** – Mugs have already been delivered, once the remainder of the products arrive these will all be distributed together.
- Action – Fog*
- e) **End of Term Sales** Preloved Christmas Jumper and treat Sale scheduled for Thursday 5<sup>th</sup> or Friday 6<sup>th</sup> December

*Action – FoG*

## **Event Calendar**

- a) We ran through the event calendar for proposed events. Dates to be confirmed with Mrs Penney and Mr Young. Maria to send proposed dates via email.
- Action – Maria*
- b) Saturday 21<sup>st</sup> June was proposed as a provisional date for The Summer Fete, time to be confirmed. Friday 13<sup>th</sup> June for non uniform tombola donations and Break the Rules day in July, date tbc.
- Action – FoG*
- c) Ice Lollies Friday treat in the summer if we have enough freezer storage
- d) Sports Day – Tea, Coffee, Pastries and Cookie Sale, we will need 2 Volunteers required per day
- e) Rainbow Hampers – One/two year groups to donate coloured products for summer

- fete tombola non uniform day and hampers to be made from donations
- f) Zactiv Gladiator Workshop – Maria to send Mrs Penney the details
  - g) Penny Wars – We discussed Penny Wars where each class is given a jar to collect loose change, the class who raises the most wins a prize for the class (prize tbc)  
*Action – Maria*
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### **Item 7 – Outstanding Projects**

- a) None at present  
*Action - Nil*
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### **Item 8 – AOB**

- a) The Little Recyclers – We discussed that we have moved to a new clothing recycling company as Bags2School sufficiently decreased their prices. We are very happy with the new company. They offer small internal bins which will enable us to collect preloved clothing all year round – Maria to send Mr Young Bin size before we order the new bins  
*Action - Maria*
  - b) We discussed that we have been asked to assist with a purchase of Wellington Boot Stands, we need to understand more about this request  
*Action - Danielle*
  - c) The 100 club/school lottery was suggested, this needs to be researched and set up  
*Action - FoG*
  - d) Asda Cashpot – This incentive ends soon, we need to look into this and see how we receive payment  
*Action - Donna*
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### **Item 9 - Close of Business and next meeting**

1. The meeting was drawn to a close at 19.42.  
*Action - Nil*
2. The date and time of the next meeting to be confirmed.  
*Action - All*