



Friends of St Ignatius

(FIGS) – Meeting 2 AGM – 01/10/2018

Chair – Kathy Campaniello

Minutes – Gill Conway (Secretary)

Attendees – Kathy Campaniello (Chair), Debbie Shaw (Vice Chair), Teresa Neary (Staff Link), Patricia Carry (Treasurer), Gill Conway (Secretary), Caroline Ryan, Siobhan Bailey, Diana Martinez, Sharon Martinez, Markos Markou (Trustee), Ritsa Markou, John O'Brien (Trustee), Mary O'Keeffe (Headteacher), Brian Dawson and welcome to new member David Ogunwole.

Apologies – Jennifer Webb, John Donnelly (Governor), Sara Duncan.

Review of last minutes

Items on agenda refer to minutes of last meeting as they need further discussion, so minutes of the last meeting are agreed/passed.

Kathy welcomed everyone to the AGM and especially John O'Brien and Markos Markou who are 2 of the current Trustees of the Friends of St Ignatius charity.

Chair Report

Kathy read the chair report to the group, a copy of which is sent in the same email as these minutes. In summary she talked about the success of the initiatives undertaken over the last year, including the bi-annual quiz, the summer celebration and barbeque, easy fundraising, happy school bags, joint discos with St Anne's, the year 11 prom with St Anne's, the speech night, the Leavers' dinner as well as other community support such as the Aviva community bid and serving refreshments at school led parent meetings. Kathy thanked all the committee members who led and supported these events.

Treasurer Report

Trish informed the committee that our accounts run 31st December to 30th December so we are part way through our financial year. This year we have spent or committed spend on a variety of events such as Shakespeare workshop, speech night, leaver's dinner and the enrichment sports event at Lea Valley, amounting to approximately £2,500.

This leaves our account with a current balance of around £16,000.

There is an ongoing issue with a cheque of £500 that has been paid in error. Trish has contacted the bank to find out the payee but we may have to pay it back or wait 7 years before we have an official claim on the money.

Nomination of elected positions

Chair : Kathy Campaniello who is standing down
Shadow was Siobhan Bailey who does not wish to stand.
No volunteers for the chair position

Vice chair: Debbie Shaw who is standing down

Shadow was Jennifer Webb who does not wish to stand.
Markos Markou as well as Sharon and Diana Martinez put themselves forward for the vice chair position.

As there is no volunteer for Chair Markos, Sharon and Diana agreed to be joint chairs of the committee and will share the workload.

This joint chair was nominated by Kathy Campaniello, Seconded by Debbie Shaw and was passed unanimously in favour.

Treasurer: Trish Carry who is standing down
Shadow was Ritsa Markou
Ritsa volunteered for the position.

The treasurer was nominated by Gill Conway, seconded by Diana Martinez and was passed unanimously in favour.

Secretary: Gill Conway who is happy to remain in the post for one more year

The secretary was nominated by Caroline Ryan, seconded by John O'Brien and was passed unanimously in favour.

Hospitality coordinator: This is currently organised by Kathy Burns who was unable to attend the meeting so this position will be discussed at the next meeting.

School Link: Teresa Neary will remain in this position until 2019 as part of her tenure with the governing body.

The new Figs committee is now in place. Thanks were made to all the committee members standing down for their service and commitment.

New Trustee: David Ogunwle kindly offered his services as a trustee and completed the forms and was accepted as an additional trustee along with John O'Brien, Barbara Ginty and Markos Markou.

Business Matters:

- The Aviva community fund deadline is 9th October. Teresa Neary has passed this to the school for their consideration.
- Supermarket community fundraising: The following committee members were to talk with the following stores and find out the procedure for the bidding process and feedback at the next meeting.
- Gill has a standard letter if required.

Tescos – Diana, Waitrose – Gill, Sainsburys – Siobhan and Kathy, Santander - David

- Markos has a contact in Barclays regarding community fundraising and he will feedback at the next meeting.
- Sara Duncan was looking into a contact through the TSB.

Funding Requests

Mr Duguid has requested a spend of £639.60 for padded headphones for a class of 30 which was approved by the committee. The 6th form want to make some expenditure but to date have not completed the funding request form. Kathy will send this again to Mr Galvin and Teresa to chase.

Quiz Night Friday 2nd November

The quiz night has been written and planned and all the relevant parties are aware of the jobs to be done. As usual it will be last minute bookings that determine whether the quiz goes ahead. There is sufficient wine in the cupboard for winner's prizes.

Discos

The recent year 10 and 11 disco saw 155 boys purchase tickets compared to 126 last year. We keep those ticket sales with the host school funding the cost of the DJ. Mrs O 'Keefe explained the pros and cons of hosting the discos but for the foreseeable future St Anne's will continue to host the discos. Markos did say he might have access to DJ services. Teresa to confirm numbers with Muna Whitaker- Kathy C to email Muna Whittaker for a cheque to be made out to FIGs once numbers confirmed.

Calendar of events

Please see attachment for upcoming dates that Figs need to be aware of. Kathy C to change the date of April Happy Bags and Gill C to propose the next quiz date.

Other Business

- The new committee need to take note that there is still some Figs stuff in the 6th form that needs to be taken to the Figs cupboard and that the figs cupboard needs to be sorted and cleaned out at some point in this school year.
- The poles on the Figs banner need replacing. Figs have no record of the company used but the school used the same company so we are waiting from Muna for the company details. Kathy C to chase.
- Mrs O'Keefe talked in brief about the funding and sponsorship for the selected pupils in Dodoma, Tanzania and the previous 6th form visits to Tanzania. There is inequity in the cost effectiveness and Mrs O'Keefe is reviewing this in light of funding need for a modernised 6th form.
- Trish transferred her treasurer's box, less any cash, to Ritsa the new treasurer.
- Trish gave cash funds received from Brian Dawson (£116.70) and Teresa Neary (£154) to a total of £270.70 to Gill Conway in lieu of purchasing catering for the upcoming quiz. Receipts will be retained and costs deducted, any outstanding monies to be paid back to Ritsa Markou after the quiz.
- Kathy C, Markos, Sharon and Diana agreed to arrange an evening to meet and transfer info regarding the Chair's role and responsibilities before the next FIGs meeting.
- Feedback from Sara Duncan regarding running school led car boot sales via email to be discussed at a future meeting. Thank you Sara for getting this information so promptly.
 - Permission is needed from the council (and neighbours) to hold car boot sales at the school (I believe this is because it can impact on parking/traffic around the school). At my friend's school they can hold 8-10 car boot sales a year.
 - Location and passing trade seem to be key elements in ensuring how busy a car boot sale is in terms of sellers and visitors. Kingsmead is a popular sale as there is lots of parking and apparently no entrance fee for buyers. At my friend's school, there is not a great deal of passing trade, which is probably the same for St Ignatius. Revenue could be around £400-£500 per sale.
 - Helpers - at my friend's school, there are two volunteers on the gate, two in the car park and two in the kitchen. The caretaker is there to open the gates and lock them after the sale ends. Helpers are also responsible for cleaning up after the sale. The

helpers are volunteers from parents/guardians. Parents/guardians of each Year 7 class are asked to take a turn in running a sale.

- Prices - at my friend's school the prices are: Sellers: £10 for the public and £5 for parents/guardians of students. Visitors: £1 before 9am after which it is discretionary so visitors can choose what they wish to pay.
- It is worth leafleting to raise awareness of car boot sales as this has proved to work in the past.

Next Meeting Monday 12th November. We look forward to seeing you all on there

PLEASE NOTE THE LINKS BELOW WHICH WE SUGGEST ALL PARENTS VISIT AND SIGN UP TO HELP RAISE FUNDS

Easy Fundraising Link is:-

<http://www.easyfundraising.org.uk/causes/fostienfield/?t=PTA-UK-lo&v=a&=>

Happy To School Bags

<http://www.happyschoolbag.co.uk/>