Friends Of Cannon Lane Primary School AGM

9am on 20/09/24

Venue: School hall

Attendees:

School staff

Martin Belfrage – Head (MB)

Nicola Brown – Deputy Head (NB)

FOCL

Johnnie Rai – Chair (JR)

Shreena Avery – Co-Vice Chair (SA)

Bhavna Morar – Treasurer (BM)

Victoria Peake – Secretary (VP)

Deepak Karran

Andy Tam

Rupreet Nanra

Sundeep Nanra

Beejal Gokani

Christina Rees (CR)

Alison Lecky

Shreena Avery

Joanna Hetreed (JH)

Divya Halai

Bijal Patel (BP)

Roger Emmet

Apologies: Madan Sathasivam (Trustee)

AGENDA

1. **Welcome by FOCL Chair**
2. **Welcome by Headmaster, Mr Belfrage**
3. **Review of summer 2024 fundraising: Circus, Art Creativity**
4. **Finance update: Status, donations, reporting**
5. **Funding requests: Hi-vis jackets**
6. **PTA Committee update & election**
7. **Upcoming events 2024-25**
8. **AOB**

1. **Welcome by FOCL Chair**

Thanks everyone for attending.

2. **Welcome by Headmaster, Mr Belfrage**

MB – Welcome. Impressed by quality of events run by the PTA. Attended the circus fundraiser in the summer. Sees that there is a good partnership between the PTA parents and the school. Sees that the funds raised have been spent well around the school. Fantastic to see attendees today, staff will also be encouraged to be involved in PTA.

3. **Review of summer 2024 fundraising: Circus, Art Creativity**

JR – Gives brief overview of what the PTA does for those that haven't been involved before. Shows slides to illustrate some of our previous events and contributions to the school, including recent funding of the playground expansion. Once finished, this area will have 4 basketball nets, court lines are also yet to be painted.

Events & profits 2023-24: Christmas Fair £9k/ Wonka Bars £2/ Discos £3k/ Circus £4k/ Art Creativity 2.5k. Approx £20k profit for academic year.

Funded projects included: Basketball Court approx. £22.5k./Library refurbishment and software £4k/ Table tennis equipment £1.4k

Encourages everyone to be involved with the PTA. It helps you to form relationships with the wider school community. It is fun to design events and great to see kids enjoying them.

Circus -Unfortunately, year 6 couldn't attend this event, that had an impact on ticket sales. The event raised £4000 in profit.

Art Creativity – this initiative was a teacher's suggestion, Ms Risitano led the project, with FOCL investing £1,700 towards art materials and canvases. It generated £2,500 profit.

4. **Finance update: Status, donations, reporting**

BM – FOCL currently has £39,000 in the current account, this is excluding the agreed donation for the basketball court (invoice is for £22,500) which leaves £16,500 available to spend on events and funding requests.

JR - FOCL need to submit yearly financial report to The Charity Commission. BM is working on this with JR's support. BM & VP working on proposal to move FOCL accounts to online banking.

5. **Funding requests: Hi-vis jackets**

JR – FOCL have received a funding request from Mr Berry Woodward. He requests £938.60 to purchase hi-vis jackets (260 jackets of different sizes) to use during educational visits. JR proposes approval of this funding request. The room is favourable, but CR suggests getting a partner to sponsor these items, to either get them for free or at a discount.

MB – Managed to get hi-vis for his previous school for free, the vests were gifted by Heathrow Airport.

SA – Suggest that the school could put out comms to parents/carers and ask if anyone has connections that can help with this.

MB – Suggests that it is put in school newsletter.

CR – thinks that her husband may have some useful connections and will ask him if there are any companies that would be willing to fund this.

6. **PTA Committee update & election**

JR – School and parents/carers were advised that Chair and Vice Chairs would be stepping down. FOCL have had one self-nomination for the role of Chair. Unfortunately, the nominee is unable to attend today's AGM, but they have spoken with the current committee. The current committee have, in turn, discussed the nomination with Mr Belfrage prior to the AGM.

Statement from Chair applicant Dayna Lucas-Clarke shown on screen for everybody to read. (See appendix)

JR acts as second to Dayna Lucas-Clarke's self-nomination and puts the proposal to a vote.

Vote taken by show of hands. Dayna Lucas Clarke elected Chair of FOCL.

Current Treasurer, Bhavna Morar, is happy to continue in post and is nominated to continue as Treasurer by Victoria Peake. Bhavna says that she; would welcome help with the Treasury responsibilities, if any other members wish to volunteer. JR asks if anyone else would like to be considered as Treasurer.

There are no other nominees for Treasurer and none of the attendees wish to volunteer in supportive roles.

Vote taken by show of hands. Bhavna Morar elected Treasurer of FOCL.

Current Secretary, Victoria Peake, is happy to continue in post. Asks if anyone else would like to assist with the role.

There are no other nominees for Secretary and none of the attendees wish to volunteer in supportive roles.

Victoria Peake reinstated as Secretary of FOCL.

SA – Acted as Vice Chair for 2 years. Role was really enjoyable. Enjoyed the community feel, and happy to have raised an amazing amount of money. States that; you don't need to have a formal committee role to help out. SA is sad to step down, but work commitments now prevent her from continuing.

JR – Reiterates that, PTA volunteers don't necessarily have to be there on event days, you can still be part of decision making and planning process.

JR - Trustee resignations: Anushiya Theivendram, Alpa Mulji.

The two remaining trustees are willing to continue, they are; Madan Sathasivam and Sanjeve Gordhan. Reinstatements approved by attendees.

The job of the trustees is to keep PTA honest, i.e. to ensure that funds are spent appropriately. FOCL can have as many trustees as we like. Asks if any of the attendees wants to put their name forward as a trustee. There are no further nominations for Trustee.

7. **Upcoming events 2024-25**

JR – Earlier this week, the FOCL Committee had a discussion with school staff and also separately Dayna Lucas-Clarke about the winter fair. There was a conversation about

the timing of the fair, after school can be difficult as you lose daylight, and logistically it is hard to set up when children are at school. It is proposed that Saturday 7th December is a suitable date. Attendees concur.

VP – requests that date is added to school newsletter at earliest opportunity.

BP – Asks what time the fair will be, as lots of children have clubs/activities on Saturday mornings.

JR – Last year was 12-3pm. Need time to set up in the morning, so midday would be the earliest start realistically.

JR – The Committee will also liaise with the school to set appropriate dates for the discos. Traditionally PTA members other than the Committee have led the set-up of these events. Discos will be scheduled for Spring Term (**see further note in Actions*).

Neha Parekh, shadowed the school discos last year, she has kindly volunteered to run the discos this year, but would love help. If as a parent/carer you have strong views about how the disco is run, e.g. which snacks, drinks, party gifts, music is appropriate, volunteer and get involved in the planning.

8. AOB

JH – Represents a group of parents/carers that are promoting a Smartphone Pledge. They ask that parents/carers don't buy a smartphone for their child for the duration of their time at Cannon Lane Primary. On 11th Oct they will be setting up a table outside the main entrance, and invite parents/carers to come and chat. JH suggests that they could also have a stall at the fair.

VP – Thanks everyone for attending. As winter fair will come around quickly, if you have indicated on the sign-in sheet that you would like to help with the planning of this event, FOCL will be in touch soon to arrange an event sub-committee meeting, likely by video call. Minutes of today's meeting will be circulated.

ACTIONS

1. FOCL to submit annual financial report 2023-24 to Charities Commission - **BM**
2. FOCL to continue working on proposal to improve banking procedures - **BM & VP**
3. School to revisit their funding request for hi-vis jackets, and resubmit as necessary to FOCL, after investigations are made into possible sponsorship opportunity. - **School staff**
4. Establish Winter Fair Sub-Committee and schedule event planning meeting - **VP**
5. Committee to liaise with school and schedule dates for discos. *(*Additional note by Secretary; every effort should be made to avoid scheduling these events on dates which are religiously significant, as per previous FOCL discussions.)* **-FOCL Committee**
6. Request that school update FOCL website with current information, including changes to Committee members - **VP**

Appendices.

Slides:

FOCL – Chair Self-Nomination : Dayna Lucas-Clarke

Dear FOCL Members,

I hope this message finds you well. My name is Dayna, and I'm the proud mother of three—Kyan (13), Levi (2), and Ameliyah (4), who is in Reception at Cannon Lane Primary School.

Although I don't often get the chance to do school pick-ups or drop-offs, I'm eager to play an active role in the Cannon Lane community and contribute to the place where my daughter spends so much of her time.

I previously served on the PTA for my eldest, and while it was hard work, it was also immensely rewarding and enjoyable. I'm excited about the opportunity to bring my experience in events and fundraising to help provide additional resources and great experiences for the children at Cannon Lane.

In addition, Parkfield FC is like my second home, where we regularly host charity events and fun days. It could also serve as a casual meeting place for the committee—whether for tea, coffee, or something a little stronger!

I've heard such wonderful things about what the PTA committee has already accomplished, and I would love to contribute to its ongoing success. With my planning experience and large family network, I'm confident we can achieve even more—especially when it comes to selling those raffle tickets, LOL!

Thank you for considering my interest in the PTA chair role. I look forward to the possibility of working with all of you.

Warm regards,
Dayna



Friends of Cannon Lane

A charity aligned to Cannon Lane School supporting our pupils with supplemental activities / facilities which advance the education of our pupils.

Friends develop effective relationships between staff, parents, carers and others associated with the school by coming together in planning and / or participating in events.

WELCOME!

Parents/Guardians, **YOU** are automatically a member of Cannon Lane PTA, so have your say and get involved!

IT'S TOTALLY FLEXIBLE

Whether you're a full time parent or working nine to five, anyone can get involved. It's less commitment than you think, and you don't always have to attend meetings. Small jobs such as desigining a poster, distributing letters, wrapping gifts or running a stall are vital to the PTA running smoothly.

SUPPORT THE SCHOOL

The PTA is vital to the success of the school. Funds raised enrich your child's learning and make every student's experience better. Be part of the group that pays for the playgrounds your child loves or funds the library that's their favourite place to be.

BE BETTER CONNECTED

Create close links with the head, teachers and staff. It is an excellent way to see how things work within a school and become part of the community. Meet and chat to a wider circle of families from different year groups. Get to know other parents and bond over exciting events.

IT'S FUN!

Become a PTA member and organise the best events and get – togethers. Suggest your most hare-brained idea and watch as it catches on and everyone wants a piece of the action. Our children are only at school for a few years, but they will remember the difference we make for a lifetime!

Ready to Join In or Learn More?

Contact friendsofcannonlane@outlook.com
Or join us at our next meeting in the School