**FRIENDS OF SPRINGFIELD SCHOOL**

**MINUTES OF THE ANNUAL GENERAL MEETING HELD**

**ON**

**THURSDAY 10th NOVEMBER 2022**

Present: J Colclough, H Knight, L Stubbs, L Hodgkison, Mr & Mrs Johnson, Alison Mellor, Andrea Nixon, Wendy Barnes, L Standring, L O’Connell (in part), E Goodwin (in part)

Apologies: D Thelwell, C Fearne, L Dennis, Mr Protheroe, L Armitage

Agenda items not taken in order due to time constraints of some members of the committee.

1. Christmas Market – JC confirmed that the Christmas market would be outside again this year as it worked very well last year. Rotary will attend and will bring pagodas. WB said that family would again provide 250 selection boxes. JC to source teddies/reindeer toys as alternatives. JC advised the committee that 4/5 external stalls had been booked.

**Actions**:

Plans for allocating tables – EG to provide a plan allocating where stalls would be

LH to ask staff what their class would be making to sell at the event

Lighting – JC to sourced electrician (R Dale), to provide generators and lighting

Sawdust/wood chip to be sourced for outside Forest school house as it can become muddy

Grants Butchers to provide SLICED turkey and SLICED baps – LOC & SH to help serve

Vegetarian and Gluten free alternatives needed

LS to provide catering size jar of cranberry sauce – thanks Loraine!

6AO doing cake stall with help from Loraine

Wild West Ponies to attend for photo ops

Loraine S to see if Laura Pryor can provide donkey/owl

JC to provide film – Elf - and outdoor cine camera

Book stall (books provided by Little Angels)

Committee members to help with sourcing prizes for raffle

Flyer to be sent home (paper format) – could do with a wish list of items needed for donations

Committee members to approach local business for donations for raffle – letter and poster to be provided

1. Roberts Recycling – (LS on behalf of EG) this event raised £65.20. A number of bags turned up after the collection. EG thought it might be an idea to have a clothes recycling container that could be used all year round instead of a specific date. This was agreed.

Action: Decision to be made regarding location of the clothing bank container

1. Co-op Community fund – JC reported that we have ben successful in this fund raising offer from the Co-op. We need to promote staff and parents to make FOS their chosen charity on the co-op card. Double points are given on meal deals. AM to call and make introductions at Co-op and Subway etc on behalf of FOS.
2. Need to promote FOS for sponsorship events, maybe produce a fundraising pack that can be accessed via Social Media. Also need to revamp and make FOS more visible on school website.
3. Election of Officers/Officials:

President – Lisa Hodgkison

Chair – Judy Colclough

Secretary – Helen Knight

Treasurer – Lynn Stubbs/Andrea Nixon

Communication Officers – Cath Fearn/Helen Knight/Robin Johnson

Co-chairs = committee members

1. Treasurers Report – AN reported that the accounts had been audited by Everyday Accounting. All was in order. The current account balance is £11205.00. The biggest fundraiser being the school lottery.
2. Independent auditors appointed – Everyday Accounting, Alsager.
3. Chairs Report – JC wanted to say a huge thank you to the committee for their continued hard work and support. Last Years Xmas market had been very successful and well supported and enjoyed by all. Hopefully this years will be even more successful. JC asked the committee to shout out any new ideas/suggestions which would be welcomed.
4. HK said that Smallwood Vintage Rally had said they would be happy to make FOS one of their chosen charities to benefit from proceeds of their rally in May 2023. They would also be happy for FOS to have a stall at the rally.
5. HK told the committee that Haslington Craft market had offered FOS a stall on the 10th between 10 and 3.

NEXT EVENT: CHRISTMAS MARKET – THURSDAY 8TH DECEMBER 2022 5.00 – 6.30 PM

NEXT MEETING: THURSDAY 19TH JANUARY 2023 1200 – 1.00 PM