



FOWHIS ANNUAL GENERAL MEETING 2020-2021

Wednesday 10 November 2021, 8pm on Zoom

MINUTES

Attendees:

Committee: Lauren Burlinson (Acting Co-Chair), Rachael Howell (Secretary), Zandra Spencer (Committee Member), Jess Geoghegan (Committee Member)

Attendees: Jeremy Horne (Bumblebees), Emma Warnock-Parkes (Turtles), Alice Mayhall (Dragonflies), Nic Peck (Turtles), James Peck (Turtles), Caroline Trainor (Seahorses), Rob Giddings (Bumblebees), Patrick (Grasshoppers), Alex Gabucci (Turtles), Lucy Griffin (Dragonflies), Sarah Sargent (1B class teacher)

Apologies: Steve Drew (Treasurer), Catherine Michie (outgoing Chair)

1. Welcome

- Apologies
- Zoom housekeeping
- Introductions and overview of FoWHIS

2. Minutes of AGM held on 26 April 2021 and matters arising

Minutes from the last AGM were reviewed and approved.

3. Chairs Report for 2020-21

- Rachael gave a brief overview of some highlights and challenges since the previous AGM, including fundraising and spending activities, as well as community-building events. We have funded the Outdoor Classroom, classroom gifts, Maths Packs for Year 1 and Year 2 and more.
- Limited social events have been possible this year, and we initially focused predominantly on wellbeing during the pandemic.
- We have been able to start back in-person events with a play in the park for Reception, and a Bake Sale/Halloween end of term event.
- We have modernised many of our procedures, which has saved money through reducing printing costs. We have also introduced online payment options through SumUp and Give A Little.
- Rachael outlined the upcoming spending plans, and showed attendees a list of these priorities.



- If anyone is able to support with events, please do let us know.
- Rachael thanked the Committee, Mrs Harkness, Mr Massey, our new link liaison staff member Mrs Yates, and the teaching staff.
- We would like to say a big thank you to our outgoing Chair, Catherine Michie, who has now stepped down having contributed so much to FOWHIS over her time as Chair, and steered us through all of the upheaval during COVID restrictions. And also a big thank you to our outgoing Committee Member, Zandra Spencer, who has played a key role in organising fundraising opportunities in her time with FOWHIS, and who is kindly going to stay linked in with FOWHIS, but no longer as a member of the Committee.

4. Treasurers Report for year ending 2021

- Steve provided an outline of the fundraising income, and expenditure for the AGM.
- We agreed that the money raised is positive, given that we have continued to have to adapt events around COVID restrictions.
- Full figures are available in the report, which have been circulated.

5. Election of Core Committee members

- Co-chairs - Lauren Burlinson & Jess Geoghegan elected.
- Treasurer – Jeremy Horne elected.
- Secretary - Rachael Howell elected.
- Committee Members - Steve Drew & Alice Mayhall elected.

Lucy Griffin, Nic Peck & Emma Warnock-Parkes all joined the wider Committee volunteer group as non-elected members. Others have expressed interest in helping during events. Many thanks to all our volunteers.

6. Any other business

Committee meeting to be planned in next couple of weeks, and date will be circulated in due course.

7. Questions & Feedback

Positive feedback received about the work of FOWHIS. No additional questions raised.

- Thank you to everyone for attending.

Thank you for supporting Friends of West Hove Infants

*Supporting documents circulated electronically:



Minutes of AGM 26/4/21; Chairs Interim Report 2020-21, with Addendum
Report 2020-21; Treasurers Report 2020-21;.

ELECTION OF FOWHIS COMMITTEE

2021-2022

FOWHIS Committee Members	2019-2020 Elected	2020-2021 nominations
(Co-) Chair	Catherine Michie (resigned)	Lauren Burlinson (Co-Chair)
Co-Chair	N/A	Jess Geoghegan (Co-Chair)
Secretary	Rachael Howell	Rachael Howell
Co -Treasurer	Steve Drew (resigned)	Jeremy Horne
Committee Member	Zandra Spencer (resigned)	Steve Drew
Committee Member	Jess Geoghegan	Alice Mayhall
Committee Member	Lauren Burlinson	Vacancy



CHAIRS REPORT 2019-20

Interim Report

April 21

1. INTRODUCTION

As we're now two thirds through the new 2020-21 year, a brief supplementary review is below. The AGM will be held in November 2021 providing a full report.

2. ACHIEVEMENTS SO FAR 2020-Present

We have continued to focus on maintaining a sense of school community and connection, with wellbeing as the priority, involving the children in alternative socially distanced activities. We have continued to fundraise, thanks to the generosity of our WHIS families.

- New Spooky Spy Hunt around the neighbourhood
- New online Christmas Auction as an alternative to the Summer Fair Silent Auction
- Good attendance as FOWHIS Open Meetings moved to virtual meetings on Zoom
- New supplier for Christmas Cards providing online ordering and direct delivery (a change that was much needed)
- New online shop to sell FOWHIS Class Calendars and, new product for 2020, Class Photos. Amalgamated all online payments/donations onto SumUp Give a little
- Amazing response from WHIS families for donations towards local charity Fresh Start Brighton Christmas Cheer Appeal, this year collected via volunteer doorsteps
- New Classroom finally delivered on site February half term, first fit completed Easter
- Promoting the Pre-loved Uniform public Facebook page for people to pass onwards pre-loved school uniforms (donations optional)
- Hopefully for the last time, another generous Staff collection of treats and gifts, delivered to the school staffroom during the second school closure.
- Involving the local community through support and sponsorship (see below) with Christmas Auction
- Continued claiming backdated Gift Aid

3. HOW FOWHIS MONEY HAS BEEN SPENT SO FAR (April 2021)

In September 2020 FOWHIS and SMT agreed to an initial funding commitment for:

- Y1 and Y2 Maths Packs re-issued (ongoing FOWHIS commitment)
- New YR Home Learning Pack (to compliment the Y1 and Y2 Maths Packs) – being sent home soon
- £3,000 Year Group Gift (£1,000 each) to spend on activities and experiences. These are now booked for the Summer Term including Zoolab, The Beat Goes On and Pirates Day
- School made a Special Request for £1,200 to purchase x8 Chromebooks to support families without devices during remote learning



- Outdoor Classroom cabin - Paid in full (finally delivered Feb' 20, installed Easter 2020)

Spending Proposals for 2020-21

Thanks to everyone's amazing support of our fundraising activities, we have raised additional funds this year. Discussions are ongoing with SMT to allocate monies;

- Meeting with school Project Leads to agree further FOWHIS support and funding for the Outdoor Classroom to provide exciting curriculum lead, outdoor learning opportunities
- Y2 Leavers Gifts
- Working with SMT to identify any additional spending for summer term activities, dependent upon Covid restrictions

4. THANK YOU

There are so many people who support FOWHIS to enable us to continue to do what we do. Full recognition will be given at the 2021 AGM but we would like to thank;

- Mrs Harkness, Mr Massey and Mrs Smith for their ongoing support, and all the teachers, TA's and office staff who have stepped in, when we could not be on site
- **Tiff** for taking the Class Photographs and **Alice, Beth, Catherine, Rachael, Sarah** and **Zandra** for providing doorstep collection points
- The many local businesses for their generosity providing items for our first online Christmas Auction, and **Amy** who helped source and coordinate donations:

The Plate Factory, Timeless Toys, UberMummies, My Tiny Beast, Portside Personal Training, Yellow Wave Beach Sports, Ash Webster, Ora Fitness, Canhams Butches, Stoneham Bakehouse, Handcrafted in Hove, Curry Mahal Portland Road, Stone Hair, Salt Space, Little Swim School, The Green Cleaner,

- The FOWHIS Class Reps who have shared all our FOWHIS information, updates and requests and helped to keep us all connected

Dolphins: Sarah Sidonio; **Seahorses** Amy Louise Long. **Seallions & Dragonflies**-Jen Jahn-Hoggarth, **Turtles**-Jeremy Horne & Sara Alsaraf, **Bumblebees**-Jess Frost, **Caterpillars**-Jessica Garza, **Grasshoppers**-Natalie Sutton, **Lizards**-Lauren O'Byrne, **Marmosets**-Lauren Atkinson & Lauren Burlinson, **Toucans**-Lucy Shelvey, **Treefrogs**-Alma Gicquel

To all our WHIS families for supporting the various activities, enabling us to continue raising vital funds in these difficult times for everyone, and helping us to all feel connected within our Family of Friends, even when we were apart. To be continued...

Catherine Michie
Chair, FOWHIS
April 2021

CHAIRS REPORT 2020-2021 **Addendum to Interim Report , November 2021**



1. WELCOME

We would like to thank you for coming along to our AGM, which now return to our pre-COVID pattern of annually in November. We appreciate everyone taking the time to join us, and the support that so many parents have shown by getting involved with FOWHIS recently.

A little bit about us

Our aims are to help create a sense of school community, happy memories through fun, school-wide events and activities, and to fundraise to purchase play equipment, resources, activities and experiences that enhance and enrich our children's time at school, that would otherwise not be possible.

Parents and Carers automatically become members of FOWHIS when their child enrolls at West Hove Infants, School Road site. Being a "Friends of", membership is open to parents and carers, extended family members and the wider community who would like to support the school. We're run by a small core elected Committee, supported by our FOWHIS Class Reps and many volunteers throughout the year, without whom we couldn't do what we do.

Deciding how FOWHIS funds are spent

FOWHIS Committee and Senior Management Team (SMT) work together to agree spending commitments and budgets. This process begins in September, taking into consideration the School's Priorities, FOWHIS funds available, annual FOWHIS funding commitments and any longer term major project collaborations. An initial commitment is made and reviewed regularly, with additional requests pencilled in, pending fundraising income. Improvements have been made to ensure monies committed have been spent in a timely manner. We now have a link member of staff, Mrs Yates, who helps with communication with the staff team, and with organising the practicalities around events and activities where these impact on the school day.

2. ACHIEVEMENTS IN 2020-2021

Since our interim report FOWHIS have continued to provide the children with additional experiences, and to raise money for future purchases. We are pleased to report that we have:

- Been able to offer free events - Reception Play in the Park and our Halloween Bake Sale & face painting event.
- Created a resource box of dressing up clothes to allow children to take part in themed non-uniform events where their family may have forgotten/be unable to equip them with an outfit.
- Again funding maths packs to provide a home-learning resource for the children.
- Involved the children through activities including Christmas Cards and Class calendars, which are currently being completed.



- Supporting the wider community: Collecting NUD donations this term to join with schools all around the country in raising money for tree planting, along with providing resources to school to talk with the children about the cause.
- Agreed additional funding to equip and develop the new Outdoor Classroom area, to provide each year group with experience days, and to fund Christmas entertainment.
- Continued support from parents to volunteer and to use their skills, talents and contacts to enhance events/activities and minimise FOWHIS expenses
- Welcomed new Committee members, supported by an amazing number of volunteers at our social events and as we adapted through Covid and had to do things differently
- Involving the local community through support and sponsorship.

Challenges

- COVID continues to be a factor we need to take into account when planning events, and considering what will be possible in the months ahead.
- One of our major projects, the planned Reading Retreat has been delayed due to it becoming utilised as an additional storage space to allow for class bubbles. We are in discussion about re-starting this project.
- We have been operating with a very small committee, which has made it hard to continue running effectively and overseeing events and activities, but we are pleased to have new members joining us in recent weeks.

4. HOW FOWHIS MONEY WAS SPENT 2020-2021

We still raised a substantial amount of money despite COVID restrictions, thanks to the generosity of our WHIS families, and the hard work of our volunteers. This means that FOWHIS has been able to fund/commit to fund:

- Replenishment of the year 1 and 2 maths packs.
- Year group gifts (experience days).
- Funding to develop and equip the outdoor classroom area.

5. PLANS FOR THE YEAR AHEAD 2021-22

We hope to be able to run our usual Fresh Start Donations Appeal, which is usually a big success thanks to generous donations.

We also hope to provide leavers gifts. We also hope that further in-person events will be possible this year, such as our usual discos.

We are unsure yet what spending or fundraising commitments we can make, as in part this



will depend on the election to key vacant roles on our committee.

Focus and Help Needed

- Recruit new members to fill our Committee vacancies
- To continue to strive to be as inclusive as possible with our events and activities
- To foster a relationship with the School Governing Body
- To look into match funding and grant opportunities
- Seeking Volunteer(s) to work alongside Committee Members to improve our online presence.

6. THANK YOU

This year has continued to require us to adapt and change our usual processes, albeit with some welcome return to in-person events this term. I would like to thank the whole Committee for all their hard work, particularly as we have been an exceptionally small group over the past couple of years. I would like to particularly thank our outgoing Chair, Catherine, for going above and beyond in her dedication to FOWHIS, particularly during the upheaval of COVID.

- FoWHIS Class Reps who have become invaluable as a communication channel with parents/carers and, since March have taken over the roles previously provided by posters, book bags and face to face contact.
- Mrs Harkness and Mr Massey for their ongoing support, working with us to navigate through Covid19, the Year Group Heads who ensured funding commitments were delivered, the office staff and all the teachers, TA's and staff members for their continued support, stepping in to complete FOWHIS activities when we could no longer be on site.
- Mrs Yates for joining us as our link between FOWHIS and the teaching staff, and helping to field enquiries, and pass on messages to the staff team.
- Local businesses for their generosity supporting our social events, including The Co-Op, The Cooperative and Tesco providing donations to support social events.
- All our organisers, designers and volunteers who put so much time, effort and energy into staging such brilliant social events and activities for the children and families.

Finally, Thank You to all parents, carers and children for supporting the various events and activities, without which FOWHIS would not be able to raise the vital funds which enhances the children's time at school.



Friends of West Hove Infants (FOWHIS)
AGM November 2021

Rachael Howell
Secretary
FOWHIS
November 2021



TREASURERS REPORT

For this year's AGM we include a full report for the 2020-2021 school year.

Last year, we agreed to increase the reserves we held in the bank from the £500 in previous years to over £4000 in order to ensure we can fund maths packs and year group gifts. We have also discussed putting some money aside to cover repairs to equipment provided by FOWHIS and will do this in the future.

This year proved to be a very difficult year of fundraising for FOWHIS but we have done very well on the few events we were able to go ahead with. Both online auctions raised a lot of money. The Christmas one made £888.84 profit and the Summer Auction raised an incredible £1508.68! Class calendars and photos also did well this year raising £1292.60. We feel that the option to purchase individual class photos as well as the calendar really helped here.

We have again been able to support the school, children and teachers in a number of areas. Several events were not able to go ahead due to covid restrictions at the time. This includes our Autumn discos, "headteacher day", Film night, Easter Disco, Quiz night and our Summer Fair – all of which would have been significant fundraising opportunities.

Total gross income (before expenses) for this year was £9474.59, a little down on the previous year's figure of £12617.64. This is still a great achievement, given the circumstances.

We made an overall profit for the year of £7780.62, which is brilliant considering the challenges faced and again not much lower than the £8036.36 from the previous year.

We are delighted to report that we donated £17962.68 to the school for use on a number of projects across all years. Including £ 2588 on year gifts, £1691.51 on maths packs and £12183.37 on the outdoor classroom.

The main fundraising highlights for the year were:

- The summer auction raised £1508.68
- Calendars and photos raised £1292.6
- Christmas cards raised £426.64
- Non uniform days raised £995.91

After registering with HMRC to reclaim gift aid we have been able to claim some in this year and will continue to claim in the future. So far £ 606.01 has been claimed

A huge thank you goes to all the FOWHIS volunteers who make all of the above possible and to the parents, carers, family and friends who have supported these events over the year.



Co-Treasurers

Financial summary

Funds Raised	
Event	
NUD October 23rd	434
Calendar and Photos	1293.73
Stikln Labels	58.81
Christmas Cards	426.64
Christmas Auction	888.84
Amazon Smile	43.14
Everyclick	30.68
Readathon	248.53
NUD March	143.53
NUD May	375.77
T Towels	1193.95
STAMPTASTIC	2.75
Summer Auction	1508.68
Gift Aid Claimed	606.01
Other donations	525.56
	7780.62
	7780.62

Funds Spent		
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Friends of West Hove Infants (FOWHI)
AGM November 2021

Donations to School		17962.68
Maths Packs and resources	1691.51	
Outdoor classroom	12183.37	
Chromebooks	1200	
Sports week Ice lollies	58	
YR experience	700	
Year 1 & Year 2 experience	1888	
Y2 leavers gifts	241.8	
General/Admin	111	