

## **Friends of Snitterfield School (FOSS)**

### **Annual General Meeting Minutes**

Wednesday 9<sup>th</sup> July 2025

Snitterfield Primary School, School Road, Snitterfield. STRATFORD-UPON-AVON. CV37 0J

Present: Charlotte Phillips (Chair)  
Karen Mason (stand-in Secretary)  
Mrs Rowena Silk  
Miss Melanie Findlay  
Becky Green (Year 4 class rep)  
Olivia Rainford  
Will Gough  
Melissa Gough  
Ele Bacon  
Charlie Butler  
Michael Dickety

Apologies: Katy Roberts (Vice-chair)  
Sarah Brice  
Emma Mackay (stand-in Treasurer / Year 6 class rep)

#### 1. Welcome and Apologies

CP as Chairperson acknowledged the apologies received (noted in the minutes). KM explained that she has temporary stepped in as secretary as required.

All were welcomed to the meeting and thanked for their attendance. A brief outline of the AGM meeting was shared.

#### 2. Minutes of AGM held on 27.11.2024

Previous minutes were not available to share but had been previously distributed. No amendments and noted as a true record.

#### 3. Matters Arising

No matters arising.

#### 4. What is FOSS?

For new attendees it was recognised that a brief overview of Friends of Snitterfield School (FOSS) is shared.  
CP highlighted:-

Parent Teachers Association (PTA 18409).

Charitable Status (No. 1049837).

The PTA consists of an army of committed, willing and dedicated volunteers. Its aim; *to raise funds that will benefit all children at Snitterfield Primary School, through enrichment activities and learning provisions.*

Examples of what previous funds have contributed towards was shared.

#### 5. Chairpersons Report 2024/2025

CP prepared a highlight report on activity during 2024/2025.

It was acknowledged that it has been a difficult year in recruitment of volunteers and therefore fundraising efforts have been limited. Capacity has been stretched of committee members and wider volunteers.

Fundraising & Events have seen FOSS deliver:-

Christmas Fayre Bonanza (Father Christmas)

Christmas Carol Service drinks

Snitterfield Village Fete (Tea Tent)

There is desire to finish the school year with an end of year School Disco.

Funds raised through FOSS have this year contributed towards the following:-

Whole School Pantomime Trip at Christmas (buses) in December 2025.

2025/2026 must be seen as a year to rebuild.

## 6. Treasurers Report (Finances) 2024/2025

CP as chairperson shared the financial position:-

|                  |                  |                         |               |
|------------------|------------------|-------------------------|---------------|
| <b>2024_2025</b> |                  |                         |               |
| Expenditure      | £150.00          | DJ                      |               |
|                  | £120.00          | Parent kind membership  |               |
|                  | £35.00           | Tea and coffee expenses |               |
|                  | £41.00           | Christmas expenses      |               |
|                  | £57.00           | Disco Expenses          |               |
|                  | £51.00           | Fete Contribution       |               |
|                  | £25.00           | Fete Voucher            |               |
|                  | £250.00          | Workshop                |               |
|                  | £290.00          | Coach                   |               |
|                  | <u>£750.00</u>   | Panto                   |               |
|                  | <u>£1,769.00</u> |                         |               |
| Income           |                  | £500.00                 | Christmas     |
|                  |                  | £510.00                 | Fete Tea Tent |
|                  |                  | <u>£213.00</u>          | Disco         |
|                  |                  | <u>£1,223.00</u>        |               |
| Closing balance  | £3,191.30        |                         |               |

The 2023/2024 accounts due for submission to Charity Commission are to be submitted on 22.07.25

## 7. Appointment of Committee Roles

As a summary, the requirement is for the following election of trustees of the committee; Chair, Vice-Chair, Secretary, Treasurer.

In addition, ordinary committee roles; class/year group reps, School liaison, events press and publicity.

CP explained that on the basis that no other trustees of the committee were present, the election of trustees and a committee for 2025\_2026 will need to be moved to an Extraordinary General Meeting to be held early September, as per the constitution. A date of Wednesday 24 September 2025 was **agreed to be actioned**.

CP gave her intention to step down from Chair at the meeting in September. Resignations were also indicated for Sarah Brice and Emma Mackay (treasurer).

KM/CP gave an overview to those present in terms of the formal requirements as per the regulations of the Charity Commission and the adopted Constitution for the PTA. Meetings to be held a minimum of quarterly, 4 trustees appointed, accounts submitted annually once audited.

A number of people present expressed an interest to progress Foss in September.

## 8. Any Other Business

Planning for 2025/2026 was discussed at length. With headteacher RS present it was helpful to be able to tentatively pencil in the following fundraising activities for the Autumn term. All agreed for the following:-

- Presence of FOSS at School open evening on Wednesday 17 September 2025
- FOSS EGM Wednesday 24 September 2025
- Either Halloween / Bonfire event for October/November
- Christmas Carol Service drinks 15<sup>th</sup> December 2025
- Christmas Bonanza Fayre at School (to include visit from Father Christmas) 11<sup>th</sup> December 2025
- Drinks to be served at KS1 Christmas production 17<sup>th</sup> December 2025

Other ideas expressed:-

- School cookbook
- Fireworks evening
- Pub Quiz
- Social evening for parents
- More discos for the children
- Fete Tea tent again
- Valentines event
- Something for Easter
- Tea Towel portrait

Communication channels for 2025/2026 will continue via the weekly School Newsletter circulated to parents and carers on Fridays. This in addition to the circulation via the year group whats apps on behalf of class/year reps.

RS offered the opportunity to update the FOSS information on the new School Website. KM to follow up in September after the EGM.

Detail on the end of school disco was discussed, to progress outside the meeting.

**Meeting ended at 19:16.**

**Signed** \_\_\_\_\_

**Chairperson**\_\_\_\_\_