

FOWS AGM (Annual General Meeting)

Wednesday 7th March 2018

Minutes captured by Lydia Beeston.

Meeting Venue: The Wheatsheaf Inn, Onneley

Meeting Time: 8:00pm

**** Next Meeting Times/Venue****

Wednesday 18th April 2018 @ 8pm @ Wheatsheaf Inn, Onneley

All very welcome & we would love your help

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Attendees:

- Natalie Bowen-Jones (Chair)
- Eve Bailey (vice Chair)
- Jessica Lear (Treasurer)
- Lydia Beeston (Secretary)
- Sarah Scott
- Nadine Smethurst
- Sharon Oakley

Agenda & Key Topics covered in meeting

***recurring monthly agenda item**

1. *Financial Update– JL (recurring)
2. FOWS Governance & Communications 18/19- NBJ/All
3. *New~ Ongoing asks of FOWS, responses & next steps - NBJ/All
4. 18/19 Planning- NBJ/All
5. Easter fundraiser planning 18 - NBJ/All
6. Summer 2018 Fete Update- NBJ/All
7. Social Media/FOWS Promotion/Engagement
8. AOB/next meeting- All

1. Financial Update - JL

- JL Confirmed £12.00 **received** by Snapes Bakery for outstanding payment from Fete 17.
- Still several invoices yet to be paid from Summer Fete (2017) from brochure- FOWS remain chasing.
- No outgoing to date since last meeting.
- FOWS all agreed & will maintain that going forwards they will reserve funds for a whole year worth of activities to prevent personal spend by committee members happening.

- **Current balance (as of 7th March 2018) ~ £3,635.43.**

2. ****IMPORTANT**** ~ FOWS Governance & Communications 18/19

- a. As we enter 18/19, all agreed at meeting a review of current distribution lists on what's app group & email communications was required. Going forwards there will be a regular action to review & update.
 - i. **Action:** Lydia to send message out on current/out of date what's app group & email confirming the closure of old comms in favour of sending comms only to those that are active participants (3 months+) and/or part of Woore School/Primary school. Now included is admin@woore.org.uk & head@woore.org.uk
- b. It was discussed that there is little paper trail evidence of conversations/asks of FOWS outside of our monthly meetings, therefore going forwards, FOWS will request that ALL asks are put in writing to the chair & secretary via email (nataliehaslingden@hotmail.co.uk and lydia_beeston@yahoo.co.uk). The asks will then be reviewed collectively, discussed as a group (no decision can be made on behalf of FOWS without a minimum of 5 members agreement). Chair & secretary will bring any asks/request to next monthly meeting as agenda item & will be documented accordingly. All responses will be updated via minutes but also a direct response via email to original sender.

3. **New/Ongoing asks of FOWS, responses & next steps** - NBJ/All

- a. A new but recurring agenda item will feature going forwards for 18/19.
- b. All ask/requests outside of FOWS committee group (please note: this includes Woore Primary School) will be officially documented via the minutes & updated where required.
- c. FOWS will respond via email direct to requestor, but also documented via minutes for paper trail.
- d. Any actions/responses required will be highlighted in yellow. Please respond direct to 'All' on distribution list for audit purposes.

Date received	Date reviewed	Requestor Name	Comms type	Brief summary of request/ask	FOWS response	Open/Closed
Unknown	07.03.18	Rachel James	Verbal	<p>A notice board by Mrs Ward's office.</p> <p>"FOWS Bay". For all those part of school (parents, staff) to have option to sell any items of interest via notice board. For there to be a donation box where if item to sell, a donation could be given direct to FOWS.</p>	<p>Thanks for the feedback.</p> <p>FOWS would be happy, with Mrs Ward's approval to have a notice board for the selling of items.</p> <p>FOWS are very grateful for any kind donation.</p> <p>FOWS will leave a box by the board once the school have made notice board available.</p> <p>FOWS would not be able to source man power to arrange this unfortunately. This would need to be arranged via the school.</p>	Closed
Unknown	07.03.18	Janet Roberts	Verbal	Garden Club~ Taskforce required for a big clean up, painting of fencing and general tidy up.	<p>FOWS understand the importance of the Gardiner Club, however due to low numbers of active community members and our commitment to our upcoming fundraisers; we would be unable to support a task force.</p> <p>We do however suggest mentioning this to parents via schools newsletter for support.</p> <p>FOWS would also be very happy to ask parents/local community for help via social media.</p> <p>Mrs Ward/Admin~ Please let us know if this is something FOWS could help with.</p> <p>Will review at next meeting (April before closing)</p>	Open/ pending closure
Unknown	07.03.18	Mrs Ward	Verbal	Ask by head of 4 I pads for the school to be purchased asap via funds raised to date by FOWS.	FOWS are working hard on fundraising events for 18/19, which have to date every year been extremely successful and	Open

					<p>brought the school some fantastic resources.</p> <p>In 2017, FOWS had in mind that they were fundraising for & agreed up to 12 I pads & until such funds had been raised, no money would be exchanged, however FOWS would like to review the wish list with Mrs Ward.</p> <p>Mrs Ward/Admin~ please could we ask for a reply to the following:</p> <ol style="list-style-type: none"> 1. Are the I Pads for the children or staff/both? 2. Confirmation that the ask is still for I Pads or is this negotiable? 3. What is the ask in terms of numbers of I pads required by the school? 	
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4. 18/19 Looking Forward- planned events- NBJ/All

- a. All agreed that FOWS will focus & be responsible for fundraising of 3 main events in 18/19.
 - i. Easter Hamper/Raffle
 - ii. Annual Summer Fete
 - iii. Christmas Fete
- b. Due to ongoing low numbers of voluntary parents on the FOWS committee, it was agreed that whilst more events is very much the ambition of the charity, without the support from parents/teachers attending meetings & actively participating in behind the scenes, our focus will remain on only the fundraiser's above.
- c. FOWS continue to ask for support via social media & also make events such a monthly meetings a public event for everyone to participate.

5. Easter fundraiser planning 18 - NBJ/All

- a. All agreed that due to the success last year of the Easter Hamper (£200+), FOWS would do this again this year.
- b. Lydia responsible for pulling hamper together.
- c. FOWS – All to sell tickets and promote hamper.
- d. Agreed on £1 per strip.
- e. Raffle to be drawn on Thursday 29th March.

- f. Feedback at next meeting in April.

6. Summer 2018 Fete Update- NBJ/All

- a. **Theme- Agreed – All agreed- Football World Cup**
- b. **Date- Agreed- Saturday 14th July 2018**
- c. Ice Cream Man- agreed.
- d. Village Hall provisionally booked. JL leading. No price et agreed or paid.
- e. Advertising update~ some new banners & boards are required. Usage of 'Stripes & Graphics' for the banners. JL Leading.
- f. FOWS all agreed on using Audlem printers again this year due to the good work & relationship last year.
- g. Raffle list- LB & JL will pull together all businesses/contacts used in previous raffles to help pull together a fantastic raffle in the summer.
- h. All- taken away a different area to pull together a list of prospective businesses to contact about a potential stall/advert in brochure. Will be reviewed at next meeting & letters will be sent.
- i. All agreed that this year & going forwards ALL adverts must be paid in advance by Friday 15th June in order for advert to go to print. No payment received, the advert will not be printed.

7. Social Media/FOWS Promotion/Engagement

- Previous meeting at 135 likes and 145 followers.
- **Up on previous month.**
- Current meeting at 144 likes & 155 followers.

Agreed Actions captured & will review/close at next meeting

Natalie:

1. Chase Lavinia for payment of outstanding invoice (Fete 2017)

Jess:

1. Easter Eggs~ look for offers on eggs, contact Marni about number of pupils & order.
2. Follow up on Village Hall booking with Beryl & Gordon.
3. Follow up & enquire with Stripes & Graphics on Banners and advertising for Summer Fete.

Eve:

1. Tin outside of Mrs Wards office for donations from any selling items made on notice board.

Sarah:

1. Chase Rugby Club for payment of outstanding invoice (Fete 2017)
2. Barn India Meal enquiry for fundraiser end of April.

Lydia:

1. Close down 17/18 what's app group & out of date email distro. Create new 18/19 what's app group & new email distro list.
2. Easter Hamper- pull together.
3. Audlem Printers- get in touch with Joe to confirm FOWS would like to do business again this year.

Nadine:

1. Hungers Heath Tea Rooms- voucher for Easter Hamper Tea Room.
2. Enquire with Parish Council about removal of HS2 banners for a couple of weeks so that FOWS can promote summer fete. Feedback to be shared at next meeting.

All:

Pull together list of business in certain patches in readiness to write for brochure interest/stalls.

- Audlem- Sarah
- Loggerheads/Mucclestone- Jess
- Madeley- Nadine
- Woore/Pipe Gate/Betley- Sharon
- Nantwich- Eve
- Market Drayton- Natalie.

AOB:

Next Meeting~ Wednesday 18th April @ 8pm- Wheatsheaf Inn, Onneley.

CLOSE
