



Engayne Primary Friends Association
Minutes of the AGM of the Steering Group Meeting
Held on Wednesday 27th September 2023
At Engayne Primary School

Present

Mrs Emma Ward, Mrs Sara Sankey, Mrs Katy Webb, Mrs Carol Ellis, Mrs Nicola Willis, Mrs Joanna Hodder, Mrs Faye McNulty, Mrs Aoife Dillon-Brecht, Ms Becky Barrett, Mrs Anna-Kaarina Ahti, Mrs Susan Craddock, Mrs Angela Gravestock, Mrs Angela Bell and Mr Anthony Osamudiamen.

Apologies for Absence

Mrs Michelle Lawrence, Mrs Kelly Rose, Ms Annie Davies, Ms Katie Game, Miss Sam Fullman, Mrs Whyman and Mrs Leigh Allen.

1. Chairs Introduction and Welcome Address – Mrs Emma Ward

Hello and welcome to tonight's AGM for Engayne Primary Friends Association.

My name is Emma and I am the chair of the EPFA. Thank you to everyone for attending tonight and it is nice to see some new faces here tonight, as well as some of the current EPFA team (introduce team) and thank you to Mrs Sankey who is the president of the EPFA.

For those to the EPFA AGM, this is the only formal meeting we have like this - the rest are much more relaxed and usually include a glass of wine in the pub!

Reasons for tonight's AGM is to:

1. Finalise the accounts from last year 2022/2023, which will be done by Katy on behalf of Michelle our treasurer who sends her apologies.
2. Summarise the EPFA fundraising activities over the last year (**Katy**)
3. Elect members into the main roles of the committee for 2022/23 (**Katy/Emma**)
4. Presidents speech from Mrs Sankey

Before we launch into the formalities of the AGM I would like to take a moment to say a few words and to say some thank-you's.

Tonight will be my last AGM for the EPFA and although I am still going to be part of the EPFA for the next year, I wanted to officially say a few words and thank you's.

When I joined the EPFA in 2015 my eldest was in Year 1, he is now in Year 9 Hall Mead and my youngest is currently in Year 6. Since I started the EPFA it has grown year by year to this successful parents association and something that I have been extremely proud to be a part of.

I can still remember my first time I attended a team meeting and how nervous I was to walk into the pub and not know anyone.

The meeting went well and I was so excited when I came out with my first official job..... to buy a post box for the school office!!! It's still there by the way!

After a few more meetings I was voted in to run the refreshment side of the EPFA. This role had never been run properly and no-one actually knew how much was spent on refreshments and how much we actually made.

I grabbed the challenge with both hands and took the role very seriously! There were spreadsheets of sweets created and I knew exactly how much everything cost and where the best deals were to be had.



I can still remember how many sweets there are in a 3 kg bag of Swizzles and how many bags of popcorn you can make out of a 3kg bag!

Finally, we started making money from refreshments and has become a destination place at events like xmas fayre and sports day!

In 2018 towards the end of the year, I attended a team meeting where the team were desperately looking for a new chair. I remember myself and Natalie walking into that meeting. Saying that there is no way that we are going to take on any roles, especially the role of chair or vice chair.

Well I came out of the meeting as chair and have been in that position since 2019!

It has been my pleasure to be part of this amazing experience and team.

I have seen many people come and go but all have had one thing in common, which is to make the EPFA an amazing success and create experiences and memories for the children, which for me as chair was always my aim. The money raised was always a bonus to me (although I think i must be close to raising £200,000 for the school)

I could go on for hours talking about all the events and success we have achieved over those years, but you have only got to look around the school to see all the amazing things we have donated or talk to the children about the fun events we have run or to see their faces when they walk into the hall at the discos!

The EPFA is an amazing team to be part of and I have made many friends and learnt skills that I never knew I needed. I look forward to having lots of fun and enjoying my last year at Engayne and on the EPFA.

Finally, I would like to say a few thank yous. Firstly to Michelle who is not here tonight. She has been our treasure for a few years now and has continued to do so even though her son left in 2020. She has been amazing at keeping up to date with everything fiance related and keeping us up to date with figures and telling off when we are spending too much!!!. She has also been a big part of growing the EPFA to the success it is. A massive thank you to her. She has agreed to shadow our new treasurer up until Christmas, which is amazing.

Secondly to our amazing team who have dedicated hours to the EPFA and pulling off the most amazing events and experiences for both children and adults. We have had such a fun year and whatever is thrown we always step up to the challenge. It has been great to new people join this year and bring a new ideas and future the EPFA

Also, to Sara, our President of the EPFA. We have built up a great relationship over the years and always support us in our events. Even though I know some days she dreads seeing my name appear in her inbox!

Last few....I promise! Thank you to the office staff, especially Sharon and to Keith and Ian the caretakers. Also to the teachers for helping us run events like sweet rolls and especially at events like discos and movie nights.

A big thank you to Maa Eye Care, Cafe Gelato, and Accord Estate Agents. Without these companies' support the EPFA would be lost without them.

OK enough of me talking let's get onto the formal part!

2. Minutes of the Previous AGM

The Minutes were agreed with no corrections.

3. Presidents Address – Mrs Sara Sankey

Since becoming Headteacher in 2013, I thought I'd reflect on my speeches over the last decade and remember what we have achieved together, which is amazing.

Every year we have has success at improving Engayne with new projects for the children. Working with Emma continues to be a dream and she has got used to my quick emails and the word no! We do laugh over some situations!



These have included:

- the art wall wraps in 2 buildings
- a sandpit
- a KS1 stage
- resources for forest school and OPAL
- library books
- theatre groups and other visits
- supplementing school visits and the curriculum
- the amazing outside area for year 1
- painting on the playground
- maths resources
- Now Press Play headphones and stories

This time last year we were still trying to get planning for the pool area. We now have a pool which will last for future children. We have a shower, new flooring, lighting and separate changing rooms. The main cost was re housing boilers so they are safe. Hopefully we can now let the pool which will produced added income for the school.

The annual planning of the Mothers' Day and Fathers' Day sales, sports day refreshments, year 6 disco, chocolate rolls, other discos, movie nights, the Christmas Fayre and scarecrow trail all are appreciated and so much time in preparation is needed.

The Engayne community continue to be very lucky to have dedicated volunteers to raise money for the children of Engayne school. All of the committee are so keen and we are so lucky to have you!

We are looking forward to the new event of the laser show in October where tickets have sold out!

2023-24

The EPFA's funding will continue to support the annual running costs of the swimming pool. I first mentioned a shade project in 2020. The cost being £5000 to £25,000. This is the next project we would like to have for the children. Each summer seems to be very hot and shade is something we lack. There are 2 areas where children can be in the shade but also shelter from rain. Unfortunately, costs have risen, but we have plans to show you.

When asking children, they often just ask for more of things and we are well resourced in other areas.

With kind regards Mrs Sankey

4. Treasurers Report – Mrs Michelle Lawrence read by Mrs Katy Webb

Treasurers Report September 2022 to August 2023 by Michelle Lawrence

It has been another amazing year for the EPFA raising a total of £82,642.81. Profits after all expenditures is £38,943.90. The total raised is up from £18,674.76 for the years 2021/2022.

The majority of these funds were raised from the sale of Adventure Island Vouchers. Total sales so far this year are £39,323. We have so far made a profit of £13,806.40 and have almost sold out of tickets. Thanks go to MAA Eyecare and Café Gelato for selling these through their shops and who have confirmed they will continue to do so throughout next year.

It was great to be able to hold a Christmas Fayre again last year and this raised an incredible £8,041.28. We had a new event this year, the Spring Ball, which raised an impressive £4,034.53. It proved so popular that a date was immediately set for next year. The Mothers and Fathers Day sales proved as popular as ever raising £1,880.43 and £1,334.83 respectively. Unfortunately, due to bad weather our Inflatable day had to be cancelled but we hope to hold this again in the near future.

Donations made to the EPFA were £2,007.14. We have had some very generous anonymous donations via CAF (Charities Aid Foundation) which totalled £950 and a donation of £400 from Shirley Tours. Unfortunately, Amazon are no longer running their donation scheme but we did manage to get £375.82 before this closed.



We have already paid deposits and started spending for upcoming events including the Laser Show, Spring Ball and Christmas Fayre.

Available funds as of 31st August total £78,826.80.

Donations made to the school totalled £4,702.16. Some of the items paid for were:

Swimming Pool Costs £3,639.00

Reception Treat £200

Bookbags £525

Opal Signage £337.56

NB : Please note some event figures may not match up. This is because some items such as refreshments are bought for multiple events at one time and then the actual amount used is used to calculate the profit made at the event.

Income and Expenditure Summary

Profit

	In	Out	Profit
Adventure Island	£39,323.00	£25,516.60	£13,806.40
Bags to School	£189.00	£0.00	£189.00
Penny Wars	£1,021.45	£0.00	£1,021.45
Bicester 2022	£719.50	£942.75	-£223.25
Christmas Cards	£1,138.63	£0.00	£1,138.63
Easter Egg Roll	£389.99	£55.19	£334.80
Father Day	£3,708.00	£1,380.37	£2,327.63
Movie Night October 2022	£1,069.44	£302.23	£767.21
Mothers Day	£3,734.15	£1,531.18	£2,202.97
Scarecrow trail	£1,189.10	£0.00	£1,189.10
Wreath Making	£698.45	£512.00	£186.45
Halloween Pumpkin and Sweet Box roll	£418.17	£26.40	£391.77
Christmas Fayre/Santa storytime	£11,026.93	£3,391.80	£7,635.13
Christmas selection box roll	£412.55	£42.00	£370.55
Spring Ball	£8,685.82	£5,081.79	£3,604.03
Christmas Discos	£1,858.74	£534.20	£1,324.54
Empties Please	£22.00	£0.00	£22.00
Christmas Fayre 2023	£0.00	£200.00	-£200.00
Movie Night 2023	£1,034.93	£161.12	£873.81
Easter Discos	£2,063.96	£437.38	£1,626.58
Leavers Disco	£257.15	£521.92	-£264.77
Summer Disco	£1,697.15	£264.51	£1,432.64
Laser Show - October 2023	£0.00	£800.00	-£800.00
Spring Ball 2024	£0.00	£500.00	-£500.00
Summer Sweet Box Roll	£0.00	£39.99	-£39.99
Sports Day	£1,130.00	£665.15	£464.85
Break the rules day	£854.70	£0.00	£854.70



Inflatables - CANCELLED	£0.00	£792.33	-£792.33
Totals	£82,642.81	£43,698.91	£38,943.90
Totals less Adventure Island tickets	£43,319.81	£18,182.31	£25,137.50

Donations made to the EPFA

Amazon Smile	£375.82	£ -	£375.82
Donations made via website/CAF/Shirley Tours	£1,350.00	£ -	£1,350.00
MAA Eyecare	£ 246.00	£ -	£ 246.00
Easy Fundraising	£ 35.32	£ -	£ 35.32
	£ 2,007.14	£ -	£ 2,007.14

Donations made to Engayne	£ -	£ 4,702.16	-£ 4,702.16
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Total raised including donations	£84,649.95	£43,698.91	£40,951.04
Total raised including donations not including AI tickets	£45,326.95	£18,182.31	£27,144.64

5. Fundraising and Social report - Mrs Katy Webb

Welcome Coffee morning / welcome drinks

The coffee morning was well attended, with people bringing their children with them, which we think is why it was so successful. The community centre is also accessible which also helped. It was a nice informal chat and resulted in members joining the EPFA. Unfortunately, the welcome drinks in the evening was not well attended but it did ultimately result in the EPFA secretary, so it was not a complete loss!

Penny Wars and 10p rolls (pumpkin / selection / egg roll) Not including the Summer sweet box roll £2187

Thank you to all the teachers who help with the 10p rolls at the end of term. We know it's not easy and another thing for them to do (in addition to their daily teaching jobs), but it really does make a difference. Thank you to Miss Annie Davies for kindly donating the pumpkins, selection boxes and easter eggs. We are yet to account for the sweet box roll (the 10ps are still in Mr Ricketts office) so this number will actually ultimately increase.

Scarecrow Trail £1189.10

There was another great effort with all of the scarecrows and a good turnout generally. Thanks to Maa Eyecare for kindly selling the scarecrow trail maps for us at the last minute, following a request from some of the more elderly residents who showed a keen interest in participating in the trail. Thanks to Jamie at Accord Sales and Lettings for being the sponsor and having the estate agent boards put up – it made it easier for hunters to find houses. We did really have to 'push' the scarecrows and encourage people to sign up and participate. For next year's scarecrow trail and to ease the burden on Maa Eyecare, ICOL Security have agreed to sell the maps from the first day which we are hoping will make it even more accessible for all the local residents and not just those with connections to Engayne.

Bicester Shopping trip -£223.35

Unfortunately, this event did not make any profit, and in fact made a loss for us which was disappointing. However, this was due to a number of factors. Firstly, we struggled to sell seats and secondly, we had a lot of last-minute cancellations which we refunded. Therefore, for this year's trip, we have made it clear that no refunds will be given and we have also taken a deposit. We have also advertised earlier and so far, have had a good uptake. It will also be advertised in The Bulletin, run by the Upminster & Cranham Residents Association.

Christmas Fayre & Christmas Card sales



£9,139

What a great Christmas Fayre, our first proper one post Covid. Story time with Santa and the Santa train proved a massive hit. The story sittings all sold out quickly and the fact that children could still ride the train even without a story time ticket was great. Santa was amazing and put a lot of energy into the story, the children loved it. Having professionals cook on the BBQ made it quicker and stress free. We also spaced the games out better in the games room, having removed some of the games. We also changed the entrance from KS1 to KS 2 to help with the people flow / people traffic, which it did. We had a new photographer this year, but as always, the photo slots all sold out. So, all in all, it worked out well. The Christmas cards are an EPFA favourite (and loved by all - the children and the recipients). This year we changed to online ordering as opposed to people having to send forms back in. The early organisation also helped. There are lots of thanks to go around:

Mrs. Sankey and teachers for allowing the children to take the time to create the artwork and Mrs Kelly Rose for the large amount of administration. For this year, we need to remind parents and caregivers by way of Squid reminders.

Christmas wreath making evening

£186.45

This year, we held the event in the hall at the church next door to the school. Whilst it isn't a big money maker event for us, it did get everyone into the spirit and the fact it was a 'bring your own' event went down well, as did the raffle run on the night. We did leave advertising this a bit late and also the actual date of the workshop was also a bit late. Thank you to Claire Thripp at Bliss Flowers for making it so enjoyable and to the church for agreeing to us using the hall. This year we have a new florist, Emma, from Blooming Florals and given our observations from last year, we have advertised the event earlier and have also secured an earlier date so this will hopefully boost profits. We have already taken some bookings!

Someone Special Sales

£3215

At the Mother's Day and Father's Day sales we introduced gifts so that everyone was catered for, hence the "& someone special". Everything went smoothly and we sold out of everything at both events. We used a new wholesaler "Cutcost" which worked out well and there was a good selection of gifts at a good price. It was lovely to see all the children buying things and it's clear from some of the conversations we had that they know their parents and caregivers well, there was a reason behind every present and we certainly have some chocoholics amongst us!

Break the rules day

£854.70

This raised a great amount and the children absolutely love it. It's so much fun and was fantastic to see pictures of all the children. It was also lovely to see the teachers take part.

Spring Ball & raffle

£4,035

A new event to the EPFA calendar and it was clear to see that everyone had a fantastic time. It was a great success, so much so that another is confirmed for Saturday 23rd March 2024 – this time with an Alice in Wonderland theme. Everyone will be pleased to hear that plans are under way!

Sports day refreshments

£464.85

The newly purchased BBQs worked well and were definitely worth the investment. Unfortunately, as is always the case, volunteers were slow to sign up, but we did manage to get enough to hold the refreshment stand. Thank you to all the parents who helped out.

Inflatables afternoon

£0

We had rebooked, Ellis Leisure and were due to have some larger inflatables this year to cater more for the older children and to get more children through at a time. As per last year, they had good communication. Unfortunately, despite our best efforts, we were scuppered by the weather and following instruction from Ellis Leisure, had to cancel the event at the last minute due to the strong winds. We had also arranged for a local company, The Slough Dough Pizza Company (owned by a parent of 2 children at the school, Mr Alan Baker) to be present and the arrangement was that the EPFA would receive 20% of sales after the first £250. We also agreed to have a new ice-cream vendor (Carly's Ices (owned by Perry Barnes)). Again, we had agreed a good deal with the ice-cream



vendor – the greater of £175 cash donation to the EPFA or 20% of the sales. We had rescheduled for the Inflatables afternoon for Wednesday 20th September, but again had to cancel at the last minute due to the terrible weather. This has meant that there has been a sizeable loss to the EPFA coffers, as the event usually raises approximately £2,000. However, Ellis Leisure have agreed to hold our deposit for the following year and for the next inflatables afternoon which is confirmed for 3rd July 2024. Hopefully next years will be a success and bring in some much needed funds.

Discos (Christmas, Easter, Leavers, Summer)

£4118.99

The Christmas disco went well, but we had new helpers and volunteers and made lots of changes including needing a committee member to be present in the corridor between the classrooms.

Well, what can we see about the Easter discos – it was certainly an event! We had flooding of the classrooms caused by the torrential rain, which meant long queues with people standing outside in the rain and also had to momentarily shut the tuck shop when it ran out of money and the tables were pushed back and we thought it unsafe to remain open. We also had to ask the DJ to control the children more due to them pushing at the tuck shop. We also had to alter the pick-up, and it was difficult to control parents and children in the rain and to ensure that the children were picked up safely and had lots of parents complaining. At the end of the day, we run the discos because the children love them and we are all trying our best whilst ensuring the children are safe at all times whilst ‘in our care’. We just wish the parents / carers could sometimes appreciate this a little more.

Following the Easter discos, for the Summer discos we made some changes to the tuckshop to minimise and risk of a reoccurrence and also to crowd control by making up sweet bags for every child to purchase. However, there was more rain and flooded classrooms to contend with yet again.

With the Leavers disco, overall the event went well and there were no problems at all. We had also stopped doing fizzy cans. A few points for us to takeaway and use this year, which include: (i) buying more oasis cans; (ii) having more ‘bigger’ candy style sweets, with less pick and mix and more wrapped /prepared sweets.

For all of the discos, there was low take up of tickets from the children in Reception and Year One, but it is not clear for what reason. Going forward we will also be reminding the DJ told to keep the music low for the younger years, so as not to overwhelm any of them.

6. Election of Officers

This is to ensure we meet our constitution and the necessary charity commission regulations.

Prior to the meeting today Mrs Emma Ward and Mrs Katy Webb have both confirmed that they are happy to continue as Chair and Secretary respectively. Mrs Michelle Lawrence has indicated that she intends to step down from her role as Treasurer and there has been one new nomination for this role. This is from Mrs Angela Bell. The intention being that Mrs Michelle Lawrence will notionally stay on until after the Christmas Fayre, to show Mrs Angela Bell the ropes, but with the latter being official Treasurer going forward.

Unanimously from the meeting attendees Mrs Angela Bell was voted in as Treasurer. Note that we received votes for Treasurer from other members not in attendance: (i) Ms Katie Game; (ii) Mrs Kelly Rose; (iii) Ms Annie Davies; and (iv) Mrs Leigh Allen who all send apologies for not attending in person.

Furthermore, in order to ensure a smooth transition and to succession plan, Mrs Susan Craddock will undertake the non-official role of Vice Chair and shadow Mrs Emma Ward during the course of this year. Whilst a non-official role, a vote was nevertheless undertaken. Again, unanimously, from the meeting attendees Mrs Susan Craddock was voted in as Vice Chair. Note that we received votes for Vice Chair from other members not in attendance: (i) Ms Katie Game; (ii) Mrs Kelly Rose; (iii) Ms Annie Davies; and (iv) Mrs Leigh Allen who all send apologies for not attending in person.

Thank you very much for your votes.

Therefore, the following will constitute the EPFA Committee:



Position of Chair:	Emma Ward
Position of Vice Chair (non-official):	Susan Craddock
Position of Treasurer:	Angela Bell
Position of Secretary:	Katy Webb

7. Date of Next AGM

The next AGM meeting proposed: Wednesday 25 September 2024.

8. Date of next committee meeting

The next EPFA meeting will be held on Wednesday 11th October, 2023 in The Golden Crane.

9. Meeting Close

The meeting closed at 20:17.

Housekeeping

By signing the meeting's attendance sheet, attendees consent to their details being kept on record for GDPR purposes, and so they can receive a copy of the minutes.

Please also note you will automatically be added to the invite list of our next committee meeting being held on 11th October.