



**Southwood Lane, Southwood, Farnborough, Hampshire, GU14 0NE**  
**Chair – Ellen Burden**  
**Vice Chair – Rachel Clarke**  
**Secretary – Suzie Head, Treasurer – Donna Powers**  
**Charity Number: 1103531**

### FSIS AGM

**Southwood School 19/09/24 19.30**

#### **Attendees**

Ellen Burden  
 Rachael Clarke  
 Suzie Head  
 Donna Powers  
 Carolyn Riley  
 Crystal Scheffer  
 Katie Wilson  
 Jackie Walter  
 Zoe Wisken  
 Honey Attridge  
 Sarah Rife  
 Naza Kat  
 Lois Rose  
 Nikki Ketley  
 Laura Cordina  
 Kirsty Williams  
 Simona Susciuc  
 Rhianna Bailey  
 Ilaria Iacobini  
 Kate Reid  
 Zoe Dillan

#### **Apologies**

Emma Cooper  
 Laura Sharma-Smith  
 Lucy Boshier  
 Emma Jackson  
 Neil Juglall  
 Phil Richardson

#### **Welcome**

A list was sent round asking for attendees consent for their phone numbers and email addresses to be added to the FSIS communications – WhatsApp and email distribution list. Ellen welcomed everyone to the meeting. Everyone gave an introduction with their name and their child's class.

#### **Overview of FSIS and '23-'24 events**

Ellen shared what FSIS is and what we do. We are a group of parents and carers who volunteer to raise extra funds for the school. We are all dedicated to enhancing the experience of all pupils at Southwood Infant School, and we operate as a registered charity so have rules around how we fundraise. The funds raised go towards extra equipment, learning resources or activities that are not covered by the school's budget. We do this through various events and activities throughout the year, including a Christmas and Summer Fayre, plus ad hoc events like quiz nights, sponsored activities or cookie sales. Along with the two fayres, our other big successful event is the bunny hop fun run at Easter, which is a sponsored run where parents can come and watch the children run round the school. (Lois said she will volunteer a bunny costume!)

We also raise funds via passive opportunities such as the clothing bin by the bike rack, and Stickins name labels, where we receive a small percentage back.

We have just signed up to the Asda Rewards app when you scan between now and the end of Nov, and the school will get a certain percentage of your shop! We will add this to the school newsletter. Please sign up at Cashpot for schools and download the app. We are also registered for gift aid so can get an additional 25p for every pound donated.

**Asda Rewards Cashpot for Schools**

[Cashpot for Schools Terms & Conditions](#)   [Asda Rewards terms & Conditions](#)

<b>1</b>	<b>2</b>	<b>3</b>
<b>Download and sign up to the Asda Rewards app</b>	<b>Shop in store across Asda and George, or online at Asda.com</b>	<b>Asda does the rest</b>
Opt into the Cashpot for Schools campaign and select a specific primary school or select 'Schools in Need'.	Asda will donate a percentage of your shop to your chosen school each time you shop and scan.	The money raised will be donated through Parentkind to schools to spend on what they need most. This won't affect your own Cashpot earn.

**Once opted in and selected a school, we will add £1 to your chosen schools Cashpot to help get them started.**

Each school will get an additional £50 added to their Cashpot, after at least one customer has shopped and scanned their Rewards app.

We have monthly meetings and then smaller meetings in between to get the bigger events organised e.g. Christmas and Summer Fyare. We have a WhatsApp group where people can volunteer to lend a hand and throw out ideas. You can be involved as much or as little as you like..! It is always appreciated whatever time someone can spare, and really helps to spread the load if more people are involved.

We work in conjunction with Mrs Wisken or Mrs Hurlow and vote to approve items on the school Wishlist and can look at fundraising for a bigger item. The money we raise must be matched across the years e.g. if we purchase something specific to year R, then an equivalent amount of funds will then be used to benefit KS1. We would also like to raise money through grants.

It is good practice for all members of FSIS to have DBS checks, as this allows flexibility with organising any events in the school during school hours. Regardless of if you have a DBS check, the school requires you complete one specific for the site. It involves filling out a form online and bringing your ID in for the school office to check and confirm they have seen the original copy. This is at no expense to yourself.

### **Treasurer Report '23-'24**

Donna presented the Financial Report from 21/09/23-20/09/24. Please find attached this report which shows a breakdown of funds received via each event/activity, our charges and expenses, along with how the money has been spent.

### **Election of new officers**

Ellen explained the roles of each one;

Chair – Ultimately responsible legally, will go through risk assessments for Christmas/Summer Fayre, create agendas and run the meetings, main point of contact to liaise with Mrs Wisken.

Vice Chair – Supporting the chair, sharing ideas and be delegated to. Showing up and helping with the events.

Secretary – comms and minutes, previously produced the newsletter, along with supporting

<p>at events.</p> <p>Treasurer – invoices, paying expenses, producing yearly report, organising floats, banking cash from events and in charge of finances.</p> <p>Social media champion – not a legal requirement but a new role created last year so someone can champion our communications on social media.</p> <p>Co-Chairs – Rachael Clarke and Suzie Head were nominated and seconded</p> <p>Vice Chair – Lois Rose was nominated and seconded</p> <p>Secretary – Carolyn Riley was nominated and seconded</p> <p>Treasurer – Donna Powers was nominated and seconded to remain in role</p> <p>Social media champion - Crystal was nominated and seconded to remain in role</p>	
<p><b><u>'24-'25 event planning</u></b></p> <p><b><u>October and November ideas:</u></b></p> <ul style="list-style-type: none"> <li>• Pumpkin carving competition – children do it at home (and purchase the pumpkin themselves), pay 50p to enter so no expense for us. They can take a picture of the pumpkin and they could all be displayed in the school with the winner receiving a prize. Date – would need to be completed in w/c 21<sup>st</sup> Oct so it is before half term.</li> <li>• Halloween sweetie cone sale/trick or treat bucket. Date – last Friday before half term Fri 25th Oct. M</li> <li>• Bonfire night – ‘Smores’ kit – load on PTA events (website for parents/carers to buy in advance so we know how many to purchase) Other ideas included to sell glow sticks, wands, throw up lights, make your own slime, glow in the dark paint . Date – Tues 5th Nov is Bonfire Night</li> </ul> <p><b><u>December ideas:</u></b></p> <p>Mrs Wisken advised she would like to change the concept of the Christmas Fayre, moving it from a Friday after school, to a weekend morning; meeting Father Christmas as a pre-paid event booked through PTA events at a higher cost but including more things in the ticket price.</p> <ul style="list-style-type: none"> <li>• Christmas hanger decorating using tinsel etc, they are then hung up around the school as decoration, 50p to enter.</li> <li>• Christmas paperchain – £1 to buy a link of 10 paperchains, they are decorated by the children and hung up around the school. They are then cut at random in 3 places with 1st, 2nd and 3rd prize.</li> <li>• Christmas cards – the children draw them at school and parents/carers pre-order them</li> <li>• Elfridges was a huge money maker last year (£400)</li> <li>• Rotary Christmas Float – Rushmoor Rotary have a float that goes around the estate behind the school each year. We can volunteer to shake buckets and knock on doors and we get a percentage of the money raised. Last year was £410. <b>(Not stated at the meeting but added to the minutes after - they have shared the date as 17th Dec)</b></li> </ul>	<p>Please let Rachael or Suzie know if you would like to volunteer for the Rotary Christmas Float</p>
<p><b><u>Wishlist</u></b></p> <p>It was voted for and confirmed that FSIS would pay for the Panto visit again this year (circa £519.)</p> <p>It was voted for and confirmed that FSIS would pay for the African Drumming workshop again this year (circa £600.)</p>	

<p>It was voted for and confirmed that FSIS would pay for the renewal of Heartsmart Drumming workshop again this year (£450). This is a wellbeing program which creates a set of values to help build the children's self-esteem and self-worth, and give them strategies now that they can use moving forward. It has become part of the school ethos. It is an intention to prepare our children in the world. It also ties in any SEN needs. The program helps children to recognise these values through 'Boris the Robot'.</p> <p>At the end of the last school year in the monthly meeting, FSIS agreed in principle we would buy new outside benches however were waiting for the final cost of these. Since then, they have been given some TLC from the caretaker, and whilst we will need to buy new ones at some point, they have been made to last a bit longer. The Trim Trail equipment is also in need of replacing soon, and this may tie in together.</p> <p>The Woodland Walk is starting to grow out a bit and there was some vandalism over the summer, so Mrs Wisken would like to improve this area where possible. She would also like to plant a tree along the back fence that backs on to the path by the Crab and Anchor, however this is a very high cost.</p> <p>It was noted that BMW came and did some weeding for the school previously, and it would be beneficial if we could rally up support from parents/carers with their children and the local community to do some gardening and weeding work within the grounds.</p> <p>There are lots of areas that Mrs Wisken would like to change however funding is the blocker. It takes an awful lot of time, effort and expertise to write an application for a grant, which is unfortunately something that has not been possible so far. If anyone can offer any support with this at all, it would be greatly appreciated and could make a huge difference to the school.</p>	
<p>Everyone was thanked for coming to the meeting. It was agreed that the minutes would be shared with Terri to send along with the weekly school newsletter so that all parents can read the minutes, not just those in FSIS. It is hoped that this would help drive engagement across all parents/carers, and ensure that everyone is aware of how the money raised is spent to benefit their children and the school.</p>	

**Next meeting Wed 16th October 7:30pm at Southwood school – all welcome!**