

Friends of Mulberry Park ET AGM Minutes

Date: 01/05/25

1. Attendees

- Sarah Phillips (Executive Headteacher)
- Behan Cleghorn (Co-Chair)
- Jessica Biddle (Co-Chair)
- Cat March (Secretary)
- Emma Aldington (Treasurer)
- Zoë Franklin
- Bryony Moore
- Sally Abraham
- Sarah Bogg
- Michael Bogg
- Olena Krokhamal

2. Welcome and Introduction

Sarah welcomed all attendees and opened the meeting. She provided an overview of the purpose and structure of the newly formed committee.

3. Formation of the committee

The committee has been formed following completion of expression of interest forms

4 people came forward: - x2 co-chairs, x1 secretary and x1 treasurer – this was sufficient to set up Friends of MPET

The committee members can hold office until the next AGM which must take place within 12 months of this meeting

The committee can co-opt a further 2 committee members (they can serve until the next AGM).

Sub-committees may be formed as needed, provided that at least one member of the main committee is involved in each.

Committee members all introduced themselves.

4. The Friends of MPET Constitution

Sarah informed the meeting that the committee has adopted the Parentkind Model Constitution – this will allow the Friends of MPET group to register as a charity. There were no objections from attendees. The constitution was signed by Bethan and Emma

It was confirmed that:

- All members of the school community (over the age of 18) are automatically members of the Friends of MPET. This includes parents/carers/guardians/teachers.
- All members are entitled to attend any AGM

5. Key Areas of Business

5.1 Fundraising

Discussion was held around how fundraising proceeds might be used. The following points were raised:

- Staff will be invited to contribute ideas via a suggestion list in the staff room.
- The committee will consult with the Student Council to gather ideas from pupils.
- A pupil vote may be held on shortlisted ideas.
- A fundraising target will be set based on chosen initiatives, and a visual progress tracker could be created
- One potential project is to improve shaded outdoor areas, such as installing pergolas. Community funding options (e.g. B&Q) will be explored.

5.2 Bank account

A bank account must be opened before any events involving financial transactions can proceed.

- Sarah has confirmed with the ETAT CFO that there is no preferred banking provider. Somerdale School currently uses the Co-Operative Bank. The Trust uses Lloyds

4.3 Administrative Set up

Friends of MPET is now a registered member of Parentkind, which provides insurance, resources, and support for PTA groups.

The committee will be given access to Parentkind's services.

A Friends of MPET logo will be created. It was agreed that a pupil logo design competition will be launched.

Friends of MPET will have its own dedicated email address. Communication to parents will be coordinated via Becky and Ina in the school office, using the school's official email address.

A WhatsApp Community will be created, comprising a main group and optional sub-groups for specific events. Sub-groups will be deleted post-event. An announcement channel will also be used.

The idea of class representatives was discussed. These reps would help promote events, recruit volunteers, and welcome new parents.

A dedicated Friends of MPET page will be added to the school website. Content for this page (including events, meeting minutes, and newsletters) will be maintained by the committee.

A Friends of MPET newsletter will be issued three times per year. Sally offered her design expertise to support this.

The committee expressed interest in liaising with the Somerdale Friends of group for advice and collaboration.

4.4 Venues

The school hall is available for meetings and events; booking is to be coordinated with Becky.

The possibility of using the Hub (e.g. for a quiz night) was discussed. Contacts: Sergio and Rich at the Hub.

4.5 Fundraising ideas

The following fundraising ideas were proposed by attendees:

- Regular donation option for parents unable to attend events
- Summer fete - games/drinks/ice creams for sale, BYO picnic, free entry but pay for activities
- Clothes/fancy dress swap/sale
- Curry evening (potential collaboration with Yata the school chef)
- Film screening (with refreshments)
- Cake sales (one for each class)
- sell ice lollies after school

- Bedtime story night
- Quiz
- pub night
- Disco
- Matched funding
- Sports competitions - netball/ 5 a side
- Sell ads for local businesses on the newsletter, low price, short term
- 100 club
- Toy sale
- Creative workshops e.g floristry
- Can we access any other sources of funding e.g. Curo community chest?

6. Actions:

DBS checks for Committee	Committee / Becky
Start a list in staff room for staff ideas	Sarah
Give committee log-ins for Parentkind website	Sarah
Set up bank account	Emma
Set up Friends of MPET email address	Cat
Set up Friends of Whatsapp community and send out to parents	Cat/Committee/Becky
Add friends of page to school website	Committee/ Becky
Meet with school council to get ideas and launch logo competition	Committee (once DBS checks are complete)
Get in touch with Somerdale Friends of group	Sarah to introduce committee