



Friends of St. Helen's Catholic Primary School

FOSH Meeting

Friday 5th September 2025

Time: 9 am – 10:30 am

Present

Eilis Clark – Abdullah (Chair), Liz Keeble (Head Teacher), Ailis Farrell (Vice–Chair), Dominic Clark – Abdullah (Treasurer), Renata Gawlik (Secretary), Ruby Smyth (Communications Officer), Natasha Brodigan, Irene Solis–Martin, Alison Greenwood–Kyndt, Vijeta Kumor

Absent

Welcome

Eilis Clark–Abdullah welcomed everyone after summer break and thanked them for their attendance.

Summary of the Summer Fayre

- Overview

We had a fantastic time organizing the Summer Fayre on June 11th! As our first event of this kind, everyone came together to make it a huge success, and we put in a lot of effort to raise funds for our cause.

- Financials

We're excited to share that we generated a total income of £5,003, with expenses coming in at £1,868, which means we made a wonderful profit of £3,135! Breaking it down, cash contributions were £2,724, while SumUp card machines added another £2,679. The presales we held the week before really helped boost our income!

Our main expenses included lovely treats for the day: £250 for ponies, £240 for IndiRock (thanks to the school for funding £210 of that!), £250 for a signer, and £120 for face painting,

bringing our total to £860. We were thrilled that the ice cream van didn't cost us anything and even provided a £100 donation, though we did miss out on some ice cream sales!

We also covered various yummy food, sweets, drinks, and stall items, including our amazing raffle prizes like a BBQ! The inflatables were a hit at £1,000, but that was our thank you for all donations, and it didn't cost anything during school hours, as they were enjoyed as enrichment activities for our kids.

- Feedback

We received wonderful feedback about the Summer Fayre! An impressive 68% of people rated it as excellent, while 16% thought it was good. Many who filled out our feedback forms mentioned that this year's event was fantastic—better than before—with lots of new activities, fabulous raffle prizes, and delicious homemade pastries.

- How Can We Improve

During our meeting, all the FOSH members shared their ideas and suggestions about what to keep for next time and what we could change. We're excited to continue building on this event and make the next one even better!

Most of us agreed that the atmosphere, inflatables, ponies, face painting, raffles, and "Splash the Teacher" were big hits. However, we identified a few areas for improvement:

1. Communication: We need more signs, including a map to hand out, with a clearer layout.
2. Volunteers: We definitely need more volunteers to help.
3. Outside Stalls: We should carefully check and consider the outside stalls.
4. Entertainment: Instead of hiring a signer, we should focus on our children's choir and other performances.
5. Music: Hiring a DJ to play music in the background would enhance the atmosphere, and we will need a microphone person.
6. Food: We should consider buying a second-hand freezer for our own ice cream stand. For S'mores, we should limit them to the Christmas Fayre.
7. Menu Variety: In the future, we would like to offer a more diverse food selection, including national dishes.

We look forward to implementing these suggestions and enhancing the next event!

Charity Status

Ailis Farrel (Vice-Chair) wrote our FOSH constitution, which is necessary for obtaining charity status. Immediately following the AGM and the signing by the trustees, all paperwork will be submitted to the Charity Commission. The application process can take between 8 to 12 weeks.

Dates for the diary

- Schedule of FOSH meetings

We intend to hold meetings on the first Friday of each month. Liz has updated the school calendar with these dates: 10/10, 07/11, 12/12, 09/01, 06/02, 06/03, 17/04, 08/05, 05/06, 03/07.

- Future Events

We have scheduled the following dates for this academic year:

- October 17th – Glow Disco: Eilis has booked TidiMix, who was a big hit at our previous disco.
- December 3rd – School Craft Extravaganza featuring Santa: We should hold a separate meeting to discuss this event in detail. The ideas we have are similar to last year's, which include having two Santa Grottos. We have already booked one Santa, and Liz will talk to the second one.
- December 5th – Christmas Fayre
- March 11th – Mother's Day
- June 17th – Father's Day
- July 11th – Summer Fayre

Ruby will create a FOSH events planner for families titled "Date to Remember." This should be distributed as soon as possible. Additionally, the poster should be printed and placed in an outside white frame over the gate to display the event's schedule.

- Proposed events

FOSH members also proposed another Disco on 6th February with a Valentine's theme. Also, we would like to do a sale of preloved costumes that families can donate, and would like to set up a small second-hand shop before World Book Day. We have also been talking about All Saints Day, which we could plan to do with Remembrance Day around 11th November. Because our school is multicultural, we thought that doing Heritage Day with a show of traditional food from different nationalities, as well as showing culture would be an amazing opportunity to hold our community together. We would also like to socialise parents together

and do a Quiz Night in January or February. We also would like to do another Family Disco as the previous one was a big success – date to be set up for June.

Preparation for AGM

- Comms – invitation for AGM with job specification for trustees to go out.

Communication regarding the AGM and job descriptions will be sent out on Monday. Ruby will create a carousel for social media and WhatsApp groups. Eilis will review the job description, and Renia will make edits if necessary.

We also need to invite teachers to this meeting. Eilis will send the invitation email.

- Financials for 2024/25

Dom will create the annual treasurer's report.

- Key milestones

Ailis and Ruby will create videos explaining who we are as FOSH, our mission statement, and showcasing footage from our events. Renia will hand over all available pictures and videos.

- Election

All trustees will resign, and anyone can nominate themselves to be a trustee. After the election, new trustees will sign all necessary paperwork for charity status.

- How do we plan to reinvest the funds back into the school?

We would like to present at least three major projects to parents that outline how we intend to use the raised funds. One idea is to create a mural with an artist who was involved in Southend Jam as part of Family Day, along with building a small stage for kids and a dress-up hut nearby.

Additionally, we have discussed investing in benches with umbrellas, which would be useful during lunchtime, learning sessions, and school events.

Another idea is to establish beach hunts and enhance our nature area and front garden.

- Growing our community

We can grow our community by involving more people in events and discussing cooperation between the school and the church with Father Victor.

AOB

Dom highlighted a communication problem: people still don't know who FOSH is and what we do for our school. Alison and Ailis proposed an excellent idea for a promotional video. If we obtain permission from volunteers, we could interview the children about their parents' support for FOSH and what it means to them. This would be a wonderful way to demonstrate the purpose of FOSH and the reasons why we all dedicate our time to running it.

Next meeting: AGM Thursday 18th September 2025, 6 pm School Hall