



ANNUAL GENERAL MEETING

HELD IN THE ECOPOD AT ST. MARGARET'S AND VIA ZOOM

MINUTES OF THE MEETING HELD ON 30/09/22 @ 2PM

Present:	Victoria Cawkwell (VC)	Hannah Brown (HB)	Becky Ribchester (BR)	Helena	Rachel
	Helen Tait (HT)	Lorna Winship (LornaW)	Rowan	Lisa Willis (LW)	Liza Rycroft (LR)
	Lynda McIvor (LMc)	Kirsty McCann (KM)	Paul Latham (PL)	Meixuan Chen (MC)	Chris Ferguson (CF)
	Nic Down (ND)				
Apologies:	Emma Swarbrick (ES)	Annette Geragusian (AGe)	Angela Gunn (AG)		

Item No.	Topic:	Actions:
1	Welcome and apologies as above	
2	Minutes of the AGM held on Thursday 23 September 2021 <ul style="list-style-type: none"> Brief overview of minutes presented by VC and confirmed 	
3	Matters Arising <ul style="list-style-type: none"> All items covered by agenda 	
4	Chair's Report for 2021/22 <ul style="list-style-type: none"> Presented by VC Introduction to the Friends and purpose to benefit the school and ensure best educational experience for all pupils Key activities: raising money for school initiatives; social support network for parents; forum for parents to have a say; volunteering opportunities for parents Successes include Library Refurbishment projects Phase 1 (Y5/Y6 Library) - £8000 raised; Other successes include: Christmas Crackers for school; Bug Club subscription; Y6 Leavers Contribution; End of Year Ice Pops for school Events and activities last year included: 'Meet the 	

	<p>Friends' events; themed non-uniform days; Bags2School collections; children's Christmas cards; Christmas wreath making workshop; Easter egg hunt; Couch25K running group; Tea towels & coasters project; pre-loved uniform sales</p> <ul style="list-style-type: none"> • VC shared a number of ways to stay in touch: school website, Facebook group; volunteer WhatsApp group, email • VC shared thanks to everyone for supporting events and fundraising projects over the last year; and as outgoing Chair shared thanks to previous and current Committee members for ongoing support. • VC shared a message of thanks from the outgoing Committee members to all volunteers for their support with events such as the Book Fairs, discos, cake sales, summer fayres, uniform sales and the recent Easter Egg hunt amongst many others. • VC shared thanks to the school for their support with initiatives such as the Christmas Card and Tea Towel projects, and the book fairs. 	
5	<p>Treasurer's Report for the year ending 31 July 2022</p> <ul style="list-style-type: none"> • HB introduced the report, showing income raised was £4,912.28. This was through: <ul style="list-style-type: none"> ○ Grant Refund (Staff Training on Defib machine) - £319.00 ○ Just Giving Library Project Donations - £714.00 ○ Non-Uniform Days (Oct & May) - £551.52 ○ Bags2School Collections (Nov & May) - £240.90 ○ Christmas Wreath Making Workshop - £155.00 ○ Christmas Cards - £855.80 ○ Jenny Ulyatt 2022 Calendar Sales - £125.00 ○ Pre-Loved Uniform Sales (Mar & June) - £485.32 ○ Easter Egg Hunt - £317.61 ○ Tea Towel Project - £1,037.13 ○ Couch 25K Running Group - £111.00 • Income through Online Fundraising totalled £295.31 and was through: <ul style="list-style-type: none"> ○ Amazon Smile - £178.67 ○ Easy Fundraising - £116.64 • Just Giving Donations (raised specifically for the Library Refurbishment Project) totalled £713.90 • Income raised from the Book Fair totalled £1,122.26 • Expenditure through Association running costs totalled £360.58, broken down as follows: <ul style="list-style-type: none"> ○ ParentKind Membership - £128.00 ○ DCC Lottery Licence Fee - £20.00 ○ Zoom Account - £107.90 	

	<ul style="list-style-type: none"> ○ Boof Fair Distribution Bags - £47.96 ○ Stationary - £23.27 ○ Bank Account Fees (HSBC Acc.) - £30.80 ○ BOPP Transaction Fees - £2.65 <ul style="list-style-type: none"> ● Summary <ul style="list-style-type: none"> ○ Total income - £5,921.49 (+£1,122 Book Fair credit) ○ Total Expenditure - £1,939.59 (+ £8000 agreed for Library Project Phase #1 to be paid Oct. 22) ○ Account balance at close of financial year 31 July 2022: £10,442.52 ● Accounts have been independently examined by Becky Ribchester, Accountant ● New Coop bank account went live in May 2022 to allow access to cash and counter services in Durham with no banking fees ● All accounts with HSBC have been closed ● HB closed the presentation with information about how to help raise funds for the school at no extra cost to the individual via Easy Fundraising and Amazon Smile 	
6	<p>Appointment of an Independent Examiner of Accounts for the year ending 31 July 2023</p> <ul style="list-style-type: none"> ● BR confirmed she was happy to remain as the Independent Examiner of Accounts ● Unanimous show of hands to appoint BR as Independent Examiner of Accounts for year ending 31st July 2023 	
7	<p>Election of Officers and Trustees of the Committee</p> <p>Chair Vice Chair Secretary Treasurer Engagement Officer Communications Officer</p> <ul style="list-style-type: none"> ● VC introduced the roles of Chair, Vice Chair, Treasurer, Secretary, Engagement Officer and Communications Officer ● VC announced her intention to step down as Chair; HB announced her intention to step down as Treasurer; LornaW announced her intention to stand down as Communications Officer; MC announced her intention to stand down as Engagement Officer; LW announced her intention to stand down as Vice Chair and stand for the Chair role ● LW self-nominated as Chair; seconded by VC; unanimous show of hands confirming LW's appointment 	

	<ul style="list-style-type: none"> • LW confirmed AG self-nominated as Vice Chair prior to the meeting (in absentia for the meeting); seconded by LW; unanimous show of hands confirming AG's appointment • LMc confirmed as happy to remain as Secretary pending the vote; seconded by LW; unanimous show of hands re-confirming LMc's appointment • HB nominated PL as Treasurer; seconded by LMc; unanimous show of hands confirming PL's appointment • KM self-nominated as Engagement Officer; seconded by LR; unanimous show of hands confirming KM's appointment • No nominations were received for Communications Officer • HT confirmed her role as patron • ACTION: HB to distribute trustee paperwork to new Committee members for them to complete • VC welcomed new Committee members into their roles and thanked previous members (including Amanda Smallbone) for support in getting the Friends to a strong and stable position. • VC, HB, LornaW and MC were thanked for their support and contributions 	HB
8	AOB <ul style="list-style-type: none"> • None raised, the meeting was concluded 	
Date and time of next meeting: TBC		