

ANNUAL GENERAL MEETING

HELD VIA ZOOM

MINUTES OF THE MEETING HELD ON 23/09/21 @ 8PM

Present:	Hannah Brown (HB)	Victoria Cawkwell (VC)	Amanda Smallbone (AS)	Helen Tait (HT)	Lorna Winship (LW)
	Alicia Holmes (AH)	Lynda McIvor (LM)	Lisa Willis (LWS)	Meixuan (May) Chen (MC)	
Apologies:	Becky Ribchester (BR)	Katie Dresser (KD)			

Item No:	Topic:	Actions:
1	Welcome and apologies as above	
2	Minutes of the Annual General Meeting held on Thursday 8th October 2020 <ul style="list-style-type: none"> Brief overview of minutes presented by VC 	
3	Matters Arising: <ul style="list-style-type: none"> Trustee paperwork to be signed. This was all actioned. 	
4	Chair's Report <ul style="list-style-type: none"> Presented by VC. Introduction to Committee (HB, VC and AS). Introduction to the Friends and purpose of enriching the children's education and building a community. Spotlight on the purchase of the Defibrillator Machine & Cabinet plus Training for 12 Members of Staff. Details of Constitution and Policy Updates adopted during 2020/21. Reference to the impact of COVID-19 and how fundraising was more virtual in the previous 12 months. Review of fundraising and community building activity taken place in 20/21 including: 	

	<ul style="list-style-type: none"> ○ New YR Parent's and Carer's Virtual Coffee morning ○ <i>Crazy Hair & Wear What You Like</i> Themed Non-Uniform Days ○ Bags2School Collections ○ Virtual Balloon Race ○ Virtual Bingo Night ● Review of items made and sold: <ul style="list-style-type: none"> ○ Christmas cards ● Introduced £5,000 fundraising target for 2021/22. Suggested activities to meet the target include: <ul style="list-style-type: none"> ○ Non-Uniform Day ○ Book Fair ○ Christmas Card Project ○ Christmas Wreath Making Workshop ○ Bags2School ○ Tea Towel Project ○ Second Hand Uniform Sales ● Introduction to how people can get involved using their skills/time to support the Friends. ● VC thanked everyone who has supported the Friends in 20/21. ● Highlighted Parentkind membership and that all events are properly insured, legal and safe. ● Confirmed ways to find out more information about the Friends and how to keep in touch with the Committee via the Friends page on the school website, Facebook group, WhatsApp and email. 	
5	<p>Treasurer's Report for the year ending 31 July 2021</p> <ul style="list-style-type: none"> ● HB introduced the report detailing income raised was a total of £4,845.54. This was through: <ul style="list-style-type: none"> ○ Non uniform Days (Wear what you like & Crazy Hair Themes) - £784.94 ○ Bags2School Collections - £313.80 ○ Surplus Tea Towel Stock - £30.00 ○ Christmas Cards - £937.20 ○ Virtual Balloon Race - £320.54 ○ Jenny Ulyatt Calendar Sales - £328.00 ○ Library Just Giving Campaign - £1,901.65 ○ Online Fundraising & Account Adjustments - £229.41 ● HB advised that the Virtual Book Fair raised £255. This is not included in the income raised as it is received as a credit with Scholastic. This credit is spent directly by school on books for the school libraries. 	

	<ul style="list-style-type: none"> Grants to school of £3,378.72 comprised: <table border="1" data-bbox="405 271 1174 674"> <tr> <td>Dec</td> <td>Christmas Hats & Decorations</td> <td>£143.72 <i>(£0.32 per pupil)</i></td> </tr> <tr> <td>April</td> <td>Bug Club Subscription</td> <td>£800.00</td> </tr> <tr> <td>April</td> <td>News 4 Kids Subscription</td> <td>£400.00</td> </tr> <tr> <td>May</td> <td>Y6 Leavers Contribution (Hoodies)</td> <td>£250.00</td> </tr> <tr> <td>June</td> <td>Hardship Fund</td> <td>£20.00</td> </tr> <tr> <td>July</td> <td>Defibrillator Machine & Cabinet</td> <td>£1,446.00</td> </tr> <tr> <td>July</td> <td>Defibrillator Training for 12 Members of Staff</td> <td>£319.00</td> </tr> </table> Running costs of the Friends was £268.68 which comprised: <ul style="list-style-type: none"> Parentkind Membership - £123.00 DCC Lottery Licence - £20.00 Orange Collection Buckets - £3.88 Book Fair Distribution Bags - £8.10 Virtual Bingo Night - £38.71 Prize Winnings for Balloon Race - £60.00 Tea Pot - £14.99 HB encouraged the wider use of AmazonSmile and easyfundraising as a 'low effort' fundraising activity at no additional cost to supporters. HB advised that the accounts have been fully audited by an independent examiner of accounts and found no issues. They are ready to be finalised, signed and submitted to the Charity Commission. 	Dec	Christmas Hats & Decorations	£143.72 <i>(£0.32 per pupil)</i>	April	Bug Club Subscription	£800.00	April	News 4 Kids Subscription	£400.00	May	Y6 Leavers Contribution (Hoodies)	£250.00	June	Hardship Fund	£20.00	July	Defibrillator Machine & Cabinet	£1,446.00	July	Defibrillator Training for 12 Members of Staff	£319.00	
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6	<p>Appointment of an Independent Examiner of Accounts for the year ending 31st July 2022</p> <ul style="list-style-type: none"> HB advised that whilst BR has sent apologies she was happy remain as the Independent Examiner of Accounts. Unanimous show of hands to appoint BR as Independent Examiner of Accounts for year ending 31st July 2022. 																						

7	<p>Election of Officers and Trustees of the Committee</p> <p>Chair</p> <p>Vice Chair</p> <p>Secretary</p> <p>Treasurer</p> <p>Communications Officer</p> <p>Engagement Officer</p> <ul style="list-style-type: none"> • HB introduced the roles of Chair, Vice Chair, Treasurer, Secretary, Engagement Officer and Communications Officer. • HB nominated VC as Chair. Unanimous show of hands confirming VC's appointment. • HB nominated LWS as Vice Chair. Unanimous show of hands confirming LWS' appointment. • HB nominated LM as Secretary. Unanimous show of hands confirming LM's appointment. • VC nominated HB as Treasurer. Unanimous show of hands confirming HB's appointment. • VC nominated MC as Engagement Officer. Unanimous show of hands confirming MC's appointment. • VC nominated LW as Communications Officer. Unanimous show of hands confirming LW's appointment. • HT confirmed her role as patron. • ACTION: HB to distribute trustee paperwork to new Committee members for them to complete. • HB confirmed that whilst she is happy to take on the role of Treasurer that she would like the Friends to actively seek a replacement who can begin shadowing the role. This will then allow HB to step down at the next AGM. • The outgoing Committee wished to express their huge thanks to Amanda Smallbone for all her hard work and contribution to the Friends in different Committee capacities over the past few years. In particular she was an integral part of ensuring the new Constitution and Policies were navigated and adopted correctly as well as coordinating and being part of many successful fundraising projects. 	HB
8	<p>AOB</p> <ul style="list-style-type: none"> • No AOB so meeting concluded 	
Date and time of next meeting: TBC		