**In attendance**

Andrea Visus (AV) (Outgoing Trustee/ Year 1 Class Rep)

Erica Belanger (EB) (Outgoing Trustee)

Caroline Field (Year 6 Class Rep)

Eva Gheorghiu (Year 3 Class Rep)

Nauri (Year 5 Class Rep)

Isma Adams (Reception / Year 3 parent)

Mulki (Reception parent)

**Apologies**

Emma Duckworth (Reception Rep)

Erica Alfonoso(Year 2 Class Rep)

Yasmeen Cappuccini (Year 4 Rep)

**1. Welcome**

Following a welcome to all attendees, AV opened the first General Meeting of the Friends of the William Hogarth School (the FOWHS) of the academic year by outlining the purpose of this meeting. She confirmed that there was a need to discuss and agree next steps for the the FOWHS due to not having enough Trustees to meet the legal requirements of being a charity. She clarified that the two current Trustees are unable to continue in role due to work commitments and no longer being at the school. For the FOWHS to continue charitable work for the benefit of the school, it requires at least two Trustees, with the Constitution allowing for up to five.

2. **Trustee Vacancies** – **Potential Options**

AV continued by detailing three potential options. Questions were asked by attendees around what each option meant, in particular about the duties involved in being a Trustee and what the school and parents lose if the FOWHS is dissolved, and were addressed along the way.

**Option 1: At least two volunteers register their interest to become a Trustee**

Hold a formal meeting to vote the Trustees into role and continue the Friends activity. Main duties of Trustee include:

* holding AGM and 2 other wider general meetings and sharing minutes with parent community
* encouraging parent and wider community engagement and participation to deliver fundraising and community building events
* discussing and agreeing with school and parents allocation of funds
* completing annual accounts

**Option 2: At least two volunteers register their interest to become an *Interim Trustee***

If we do not receive at least two volunteers confirming their interest in becoming a Trustee, we could look for at least two volunteers to become an Interim Trustee. An Interim Trustee would differ from a Trustee, as they would only undertake minimum duties to “hold the fort” during the pandemic. This would avoid dissolution of the charity, loss of associated tax benefits to support future fundraising and allow for smooth resumption of community and fundraising activities when feasible in 2021. There would not be the usual responsibility to generate fundraising and community events for an Interim Trustee.

Duties would be limited to:

* register as Interim Trustee to the Charity Commission.
* become account holder on current bank account.
* discussing with the school the allocation of the existing funds and sharing with parents relevant requests and checking parental agreement to any such requests.
* submitting the annual accounts in 2021, (which would require minimal input if there was no new fundraising activity and previous accounts would be available to model this submission).
* keeping open a search for longer-term Trustees to deliver option 1, at the end of the pandemic/ the AGM in 2021, or revert to option 3 below as a fallback.

**Option 3:  Dissolve the FOWHS as a charity and allocate all funds and assets to the school**

If no volunteers register their interest to be a Trustee or Interim Trustee, this will mean:

* At a second online meeting, a motion to dissolve the FOWHS will be voted on. Dissolution of the FOWHS would mean the charitable status of the FOWHS will be lost, including the tax benefits and public trust held in that status. This will also lead to a loss of clear direction to drive fundraising and community activity and an increased reliance on parents and class reps to generate spontaneous activities and for all funds to be provided directly to the school.
* Any parent joining that meeting will be able to vote on this motion. If two-thirds of the parents attending the meeting vote to dissolve the FOWHS, or there are simply not enough volunteers to take up the vacancies, the motion to dissolve will be passed.
* The outgoing Trustees will register this with the Charity Commission and allocate all funds and assets to the school, allowing them to use the money as they see fit.

**3. Wider Discussion and Next Steps**

EB and AV confirmed that accounts and up to date documentation will be filed to the Charity Commission shortly.

AV confirmed that there had been no interest registered in becoming a Trustee to date.

A further question was asked around the future of the fundraising and community activities and it was acknowledged that whilst it is possible to continue fundraising and community activities more informally and spontaneously with the school, the structure and tax benefits of charitable status would be a significant loss.

As a result of the discussion around the future work and the Trustees duties, it was agreed that the potential to become an Interim Trustee should be highlighted to the parent community to try to save the work and charitable status of the FOWHS. A second online meeting date was confirmed as Friday 6 November at 12pm. The date to register interest for any Trustee vacancy would be Thursday 5th November by email to [williamhogarthpta@gmail.com](mailto:williamhogarthpta@gmail.com).

The meeting ended with confirmation that the minutes of the meeting would be shared with parents along with a request for volunteers to act as Interim Trustees. The aim would be to send the communication prior to the end of half term.

**Next Meeting Details**

Topic: FOWHS General Meeting 2

Time: Nov 6, 2020 12:00 PM London

https://us04web.zoom.us/j/76982853535?pwd=WFU3em53c3YrbEh1a1YrbVpFeFl5QT09

Meeting ID: 769 8285 3535

Passcode: 4ybyWp