MINUTES OF THE AGM MEETING

Wednesday 12th September 2018

Present: AP, AG,RC, MB, FS, CS, JM, EM, CJ, GE, JC, PN, PN, KS, EP-W, VD, ST, AC, CM, TG, LF, NW, LT, MC

Apologies: OT, RW, CL, KE

1. Welcome

AP welcomed everyone to the meeting and introductions were made. AP thanked the committee for their hard work and support over the last year. Spoke about the aim of the Friends and commented that fundraising events continued to be well attended and successful.

AP thanked CJ for her support as Treasurer and TG for providing an Independent Audit of the accounts.

AP confirmed she was stepping down as Chair and wished the Friends the best of luck for the forthcoming year.

2. Minutes of the Last Meeting and Matters Arising

Approved with no matters arising.

3. Financial Report 2017/18

CJ went through the financial report which is also attached.

Income £15,991. Expenditure £16,979. Closing Bank Balance £20,046.

The expenditure included Clevertouch screens, gym mats, hall lighting, workshops, sports badges, Christmas treats and school trips.

4. Proposed Spending 2018/19

CJ explained that parents had been asked for any spending ideas for the forthcoming year. Following this, CJ and AP met with MC and Mrs Oosthuizen to discuss the spend.

The full list of spending is attached.

5. Election of committee members

Chair – AP stepped down as Chair. The position remains vacant at the moment.

Both MC and AG stressed how important it was to try and fill this position as soon as possible. It is crucial to have a Chair or two Co-Chairs in order to be the driving force behind the fundraising and as a point of contact with the school.

Treasurer – CJ

Secretary – The position remains vacant at the moment. Minutes will be rotated through meetings.

Following the meeting, BC offered to take on the role of Secretary.

Class Reps – AP will circulate list with minutes. Full quota.

CJ offered to produce next newsletter which will give a summary of 2017/18 income and detail 2018/19 spending plans.

NR offered her help with posters (liaise with CJ so see what is needed as there are already many templates on Dropbox).

6. Sub Committee for Advent Market

CJ & BC will continue to sit on this for the Advent Market. AP will ask SG if she still wishes to be part of the committee. AP asked for more volunteers. MC will sit on the committee on behalf of the school. AP to email Church committee to suggest they set a meeting within the next couple of weeks.

Following the meeting, JM offered her services on the Sub Committee.

7. Important Dates

Dates for the forthcoming year have been set with the school. They are attached to the minutes.

AP to send out info sheet for coffee afternoons and disco to Class Reps. CJ to confirm photographer for Nativity Photos w/c 26/11/18. The photographer has offered to film the dress rehearsals and produce a DVD, MC confirmed yes.

8. Timing of Committee Meetings

MC asked the committee to consider the well-being of the staff and to bring the committee meetings forward to 7pm. Some commented they may struggle to make the earlier time. AP suggested it was trialled for a few meetings.

9. AOB

Christmas Cards: CJ discussed the timings for the Christmas cards and the templates were handed to class reps. Class reps to go into classes w/c 24th September to complete the cards and to hand back to CJ by Friday 28th September. The company will produce the sample cards which will be returned to school and sent out to parents before October half term. Orders will have to be in received after half term. Christmas cards should be received by end of November. Christmas card greeting to say, 'Merry Christmas and a Happy New Year'.

Panto 2018 (Cinderella): AP confirmed that 119 tickets had been sold so far. Poster to be sent out via Parent Mail 14/09/18 as a reminder. Deadline for orders is Friday 12th October. Payment via Wisepay only.

Coffee Afternoon 28/09/18: The first coffee afternoon is on the same day as the Macmillan Cancer Support nationwide coffee morning. It was agreed that 50% of the funds would be donated to Macmillan. AP to add this to the poster.

Textile Recycling: AP confirmed the dates had been set for two further collections. The first on 04/10/18. AP has drafted a letter to go out via Parent Mail 14/09/18 and passed the collection bags to MC to go out in book bags 14/09/18.

CJ asked if the committee were happy to sell all future Mother's Day/Father's Day/Christmas presents at £2. The increase in price from £1.50 to £2.00 was trialled for Father's Day this year and it was a great success. The committee all agreed the new price of £2.00 going forward.

CS asked if the Friends were selling water bottles this year. AP confirmed that there was no more stock left and that she had asked Beats School Uniform to sell on behalf of the school. MC to chase this up.

CS commented that some of the playground furniture was broken. CJ confirmed that both the Friends and the school will be bidding for lottery funding to replace these items.

MC and AG officially thanked AP for her five years of service to the Friends and to all the members of the Friends for their support.

10. Next Meeting

The next meeting will take place on Wednesday 3rd October 2018 at **7pm.**