

**Friends of St Margaret's C of E Primary School
Parent Teacher Association
Registered Charity No. 1031792**

ANNUAL GENERAL MEETING

MINUTES OF THE MEETING HELD ON 08/10/20.

Present:	Hannah Brown (HB)	Victoria Cawkwell (VC)	Amanda Smallbone (AS)	Helen Tait (HT)	Gianna Ulyatt (GU)
Ashley Hill (AH)	Suzi Wong (SW)	Lorna Winship (LW)	Lynda McIvor (LM)	Timea Meszaros (TM)	Ella Long (EL)
Paul and Claire Rose-Innes	Liza Rycroft (LR)	Suzane (Noah)	Katie Stoker (KS)	Mike Brown (MB)	Nao Hasegawa (NH)
Tamsin	Anna	Lindsey Mishreki	Tamsin	Mo Brown	
Apologies:	Becky Ribchester (BR)				

Item No:	Topic:	Actions:
1	Welcome and apologies as above	
2	Minutes of the Annual General Meeting held on Friday 27 September 2019 <ul style="list-style-type: none"> • Brief overview of minutes presented by HB 	
3	Matters Arising: <ul style="list-style-type: none"> • At the last AGM (27.9.2019) a grant to fund iPads was agreed in principle. The school governors subsequently agreed to cover the cost. The grant has therefore not been paid and funds have rolled over into this financial year. • A movie night fundraiser was agreed. COVID-19 has prevented this from going ahead. HB and LR have all the details and will review once life returns to normal. 	
4	Chair's Report <ul style="list-style-type: none"> • Presented by VC. 	

	<ul style="list-style-type: none"> • Introduction to remaining committee (HB, VC and AS). • Introduction to the Friends and purpose of enriching the children’s education and building a community. • Spotlight on <i>Now>Press>Play Virtual Reality System</i> and quote from Mrs. Stoker on the direct benefit to the children. • Review of fundraising activity taken place in 19/20 including: <ul style="list-style-type: none"> ○ Winter Disco ○ Cake Sales ○ Second Hand Uniform Sales ○ Rock Star Themed Non Uniform Day ○ Christmas Wreath Making Workshop ○ Pre Loved Christmas Jumper Sale • Review of items made and sold: <ul style="list-style-type: none"> ○ Christmas cards ○ Tea Towels • Introduced £5,000 fundraising target for 2020/21. Suggested activities to meet the target include: <ul style="list-style-type: none"> ○ Non-Uniform Day ○ Virtual Balloon Race ○ At Home Book Fair ○ Christmas Card Project ○ Christmas Pudding Sale ○ Bags2School • Introduction to how people can get involved using their skills/time to support the Friends. • VC thanked everyone who has supported the Friends in 19/20. • Highlighted Parentkind membership and that all events are properly insured, legal and safe. • Introduced ways to keep in touch via new Friends website, Facebook group, WhatsApp and email. 	
5	<p>Treasurer’s Report for the year ending 31 July 2020</p> <ul style="list-style-type: none"> • HB introduced the report detailing income raised was a total of £3,343.33. This was through: <ul style="list-style-type: none"> ○ Second-hand Uniform Sales - £96.50 ○ Cake Sales - £220.58 ○ Bags2School Collections - £250.80 ○ Winter Disco - £659.75 ○ Pre-Loved Christmas Jumper Sale -£44.50 ○ Non-Uniform Day (Rock Star’s Theme) - £283.16 	

	<ul style="list-style-type: none"> ○ Nativity & Christingle Drinks Donations - £94.45 ○ Christmas Card Project - £589.60 ○ Christmas Wreath Making Workshop - £138.17 ○ Tea Towels & Coasters Project - £863.03 ○ Couch to 5K - £36.00 ○ Easy fundraising and Amazon Smile - £66.79 <ul style="list-style-type: none"> ● HB advised that the book fair raised £915.25. 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 £7,579.35 comprised: <table border="1" data-bbox="403 741 1174 1341"> <tr> <td>Sept</td> <td>Sound System for Junior Hall (grant agreed in 18/19 but system installed in 19/20).</td> <td>£2,381.38</td> </tr> <tr> <td>Nov</td> <td>Now>Press>Play System</td> <td>£1996.00</td> </tr> <tr> <td>Dec</td> <td>Christmas Hats & Decorations</td> <td>£69.56</td> </tr> <tr> <td>Feb</td> <td>Infant Books</td> <td>£500.00</td> </tr> <tr> <td>Feb</td> <td>Performance of "Robin Hood</td> <td>£680.00</td> </tr> <tr> <td>Feb</td> <td>Hessian Material for Display Boards</td> <td>£37.99</td> </tr> <tr> <td>June</td> <td>Santa Presents</td> <td>£140.00</td> </tr> <tr> <td>June</td> <td>Bug Club Subscription</td> <td>£800.00</td> </tr> <tr> <td>June</td> <td>News 4 Kids Subscription</td> <td>£400.00</td> </tr> <tr> <td>June</td> <td>Composer Fees</td> <td>£300.00</td> </tr> <tr> <td>June</td> <td>Y6 Leavers Contribution (Hoodies)</td> <td>£274.42</td> </tr> </table> <ul style="list-style-type: none"> ● Running costs of the Friends was £155.57 which comprised: <ul style="list-style-type: none"> ○ Parentkind Membership - £110.00 ○ DCC Lottery Licence - £20.00 ○ Cancelled Easter Flowers Workshop - £14.62 ○ Stationary for Accounts - £10.95 ● HB encouraged the wider use of AmazonSmile and easyfundraising as a 'low effort' fundraising activity at no additional cost to supporters. 	Sept	Sound System for Junior Hall (grant agreed in 18/19 but system installed in 19/20).	£2,381.38	Nov	Now>Press>Play System	£1996.00	Dec	Christmas Hats & Decorations	£69.56	Feb	Infant Books	£500.00	Feb	Performance of "Robin Hood	£680.00	Feb	Hessian Material for Display Boards	£37.99	June	Santa Presents	£140.00	June	Bug Club Subscription	£800.00	June	News 4 Kids Subscription	£400.00	June	Composer Fees	£300.00	June	Y6 Leavers Contribution (Hoodies)	£274.42	
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6	<p>Appointment of an Independent Examiner of Accounts for the year ending 31st July 2020</p> <ul style="list-style-type: none"> ● HB advised that whilst BR has sent apologies that she was happy remain as the Independent Examiner of Accounts. 																																		

	<ul style="list-style-type: none"> • Unanimous show of hands to appoint BR as Independent Examiner of Accounts for year ending 31st July 2020. 	
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>Policy & Engagement Officer</p> <p>Teaching Staff Positions</p> <ul style="list-style-type: none"> • HB introduced the vacant roles of Chair and Secretary and asked if there were any candidates or nominations. No-one stepped forward. • HB nominated VC as Vice Chair. Unanimous show of hands confirming VC's appointment. • VC nominated HB as Treasurer. Unanimous show of hands confirming HB's appointment. • HB nominated AS as Policy & Engagement Officer. Unanimous show of hands confirming AS' appointment. • HB advised that she AS and VC had discussed the potential that the roles of Chair and Secretary may not be filled. All were in agreement that they were happy to cover the roles between the three of them however they would require further volunteer support to run fundraising events. • HT confirmed that she, Mrs Black and Mrs Bell would be teacher representatives. HB advised that due to Quorum (and the ability to vote on decisions) it would be best if Mrs Bell remained as an ordinary member. HT advised that Mrs Bell and Mrs Black will be attending meetings. • ACTION: HB to send trustee paperwork into school and to VC and AS to complete. 	HB
8	<p>AOB</p> <ul style="list-style-type: none"> • No AOB so meeting concluded 	
Date and time of next meeting: TBC		