

The Friends of St Margaret's School 2017/18.
Minutes of the meeting held on Friday 22nd September 2017.

Present:	Liz Scott (LS; Chair)	Jo Sangster (JS; Vice- Chair)	Karen Worrall (KW; Treasurer)	Jo Jakeman (JJ; Secretary)	Helen Tait (HT)
	Gianna Ulyatt (GU)	Victoria Cawkwell (VCa)	Amy Bell (AB)	Emma Gaudern (EG)	Matthias Lichtenfeld (MG)
	Gineth Loftus (GL)	Chirag Merchant (CM)	Eleanor Smith (ES)	Valerie Cornish (VCo)	
Apologies:	Lorna Winship				

Item No:	Topic:	Actions:
1	<p>Welcome from the Chair & introductions. LS opened the meeting and thanked everyone for their hard work in 2016/17.</p>	
2	<p>Treasurer's update. KW shared the accounts from 2016/17, which have been signed off by the independent examiner. The accounts were accepted by the group. It was agreed that with a balance of roughly £7k, we should look to donate £5k to the school and keep a balance of £2k to fund this year's fundraising activities.</p> <p>Grants to be made with money raised in 2016/17:</p> <ul style="list-style-type: none"> • Ipads / Imacs • Feasibility study for after-school facilities • Theatre Performance at school • Christmas crackers / gifts <p>Fundraising priorities for 2017/18</p> <ul style="list-style-type: none"> • Further IT equipment • Performing arts equipment, e.g. new sound system and portable microphones • Curtains for junior hall (JJ to speak with Michele Woods for quotation.) • Coloured sashes for the infants. (AB to investigate prices.) 	<p>JJ</p> <p>AB</p>

	<p>LS stated that The Friends will continue to support the school as they explore options for extensions to the buildings to provide rooms for after-school club, music room etc.</p>	
3	<p>Calendar of events:</p> <ul style="list-style-type: none"> • Second hand uniform sale – 6th October 3.30pm; EG and CM to coordinate. Ask parents to remove old name labels before donating. JJ to produce poster. • Car boot – discussion deferred as LW was not able to attend the meeting. • Discos – Eventbrite largely successful. Friday 24th November; R&Y1 5.00-6.15pm, Y2 upwards 6.30-7.45pm. ES & LS to organise ticketing; EG to book DJs and organise refreshments. • Christmas cards – (VCo to coordinate) despite the difficulties last year, we will use the same company again as they have made significant changes to their ordering system. Pupils will create their artwork which needs to be ready for collection from school on 19th October. It will come back to school with unique identification codes; parents log on and order and pay for cards online. • Nativity plays on 13th and 14th December: Friends to serve refreshments. LS to organise. • Christmas lunch: Friends to provide crackers (KW). • Canvas bags to be replaced by tea towels this year and will be ready in time for Mother’s Day. • Non uniform day 8th Dec: PJ Day. Other dates TBC. • Bags 2 School dates TBC. JJ to email Stina for dates. 	<p>JJ</p> <p>LS</p> <p>KW</p> <p>JJ</p>
4	<p>AGM</p> <p>The group noted and congratulated Helen Tait on her recent marriage and change of surname from McDaid.</p> <p>Election of trustees:</p> <ul style="list-style-type: none"> • Liz Scott for position of Chair. Nominated by KW, seconded by VCa. • Emma Gaudern for position of Vice Chair. Nominated by ES, seconded by JS. • Jo Jakeman for position of Secretary. Nominated by VCo, seconded by KW. • Karen Worrall for position of Treasurer. Nominated by EG, seconded by JJ. KW to step down in July 2018; CM to shadow in the meantime with a view to stepping up next academic year. <p>Helen Tait (formerly Helen McDaid) and Alan Baker are also reappointed as trustees (given their roles of Headteacher</p>	

	and Deputy Headteacher). All six trustees will need to sign an Acceptance as a Trustee Form and will be signatories on the bank account. KW to coordinate.	KW & All Trustees
5	Any other business: Internet banking to be re-established in order to make reimbursement of expenses smoother. Karen Worrall to be the Primary User. Helen Tait (formely Helen McDaid) and Elizabeth Scott to be Other Users. The daily payment limits will be £2000.	KW
Date and time of next meeting: 20 th November at the Stonebridge Inn, 8pm.		