

FRIENDS OF TOWNLEY SCHOOL & PRE-SCHOOL MINUTES OF AGM MEETING HELD 16TH SEPTEMBER 2016

Those Present: Bex Bradbury (BB), Elaine Reed-Hughes (ERH), Denise Freeland (DF), Sarah Saywell (SS), John Saywell (JS), Yvonne Chenery (YC), Victoria Lavender (VL), Karen Beers (KB), Sasha Williams (SW), David Williams (DW), Helen Chappell (HC), Maria Higgins (MH), Maggie Ford (MF), Kelly Wilson (KW), Mary Morgan (MM), Carrie Wheeler (CW), Claire Rooney (CR), Susan Gibson (SG), Garf Montgomery (GF)

Apologies: Lou Carver (LC), Suzanne Fletcher (SF), Natalie Paine (NP), Tina Manning (TB)

Chair BB opened the meeting and thanked all those present for attending. BB stated that it had been another successful year fundraising for the activities and events for the Children. She thanked all those who have supported FOTS and wished success for the next year.

1.0 Receiving of the accounts for 2016

BB handed over to ERH who provided the meeting with an overview of the previous years accounts and explained to all that there was also a separate breakdown for each activity/event held and should anyone wish to view these in more detail a copy will be available in the FOTS folder held at the School. The current account balance is £1030.99. ERH also advised all that Tina Manning had recently held a Family Fun Day and raised an amazing £500.00 on behalf of FOTS and that this money would be transferred into the account within the next few days. Huge thanks to Tina Manning.

2.0 Election of The Committee

In accordance with the FOTS Constitution all Trustees/Committee Members from the previous year are required to step down.

2.1 MH requested it be minuted that she thanked the retiring team for all their hard work over the past year. She could not have done this past year without the continued support of the FOTS team. There was a round of applause for those stepping down.

2.2 Moving forward DF stated that there are 10 Trustee/Committee positions available overall, to include that of Chair, Treasurer & Secretary. A minimum of 2 Trustees is required to enable Charity status to continue. DF advised that no nominations had been received in writing to the Chair prior to the AGM.

DF had however since received an email from Lou Carver expressing her interest in the position of Trustee & Chair. DF therefore proceeded to nominate LC for the position of Trustee and Chair, this was seconded by BB.

Carrie Wheeler then raised her hand and also expressed her interest in the position of Chair. She was then nominated by KW and seconded by MM.

Due to their being two nominations for this position a vote was put to the Members present at the meeting. The vote was tied with both LC and CW receiving 7 votes.

CW then made a suggestion to the Members of the possibility of also electing a Vice-Chair and this was agreed by all. Discussion then took place with CW regarding this and it was decided that as LC had also expressed interest in the Trustee position that LC be elected Chair and CW elected Vice-Chair. All agreed and election took place.

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- 2.2 The position of Treasurer was then discussed. DF advised the meeting that Natalie Paine had spoken with her that morning and also confirmed in a text her interest in taking on the Treasurers role. DF then proceeded to nominate NP and this was seconded by CW. All agreed.

DF asked the meeting if anyone was interested in the position of Secretary, there were no takers, so DF expressed her interest in taking on this position and that of Trustee, she was subsequently nominated by ERH and seconded by BB. All agreed.

- 2.3 DF was asked to explain and define the role of a Committee Member. She explained that as a Committee Member you will be responsible for making decisions about upcoming events, issues, expenditure and will be expected to help in the organisation of such events whenever possible. This will include attending meetings to discuss the above matters. DF advised that at least 50% of the Committee must be available for a meeting to be held. Each Committee Member is entitled to one vote on any matter discussed, as long as they are present at the meeting. With the Chair having a second casting vote, should there be a tie. DF also informed the meeting that all Trustees/Committee Members will be expected to read and sign a copy of the FOTS Constitution. MH also said that they will need to sign a copy of the Schools Code of Conduct and she would also like all Committee Members to be DBS cleared and carry out First Aid training.

Action : DF/MH

MH wanted it noted that FOTS is a separate organisation to the School and that the FOTS Committee make the final decision on how and where the funds are allocated. She also pointed out that any complaints or queries about FOTS must be directed to the Chair of FOTS and not direct to the School.

- 2.4 DF suggested that the Committee Members hold quarterly meetings to discuss and agree on upcoming events and expenditure.

MH enquired what the difference was in the meetings and who can attend. DF explained that all parents/guardians/carers/teaching/non teaching staff employed by the schools and persons over 18 that the Committee deems appropriate are considered a Member and they may attend any General Meeting held by FOTS. The elected Committee and anyone that they choose to invite (i.e. Headteacher) whom they feel would be beneficial to the meeting attend Committee meetings.

- 2.5 DF then asked if we could please continue with the election of the remaining Committee Members.

The following Members present were then nominated/seconded and elected by all as Committee Members:

Sarah Saywell, Sasha Williams, Karen Beers, Claire Rooney – SG was nominated but declined. A parent not present, Emma Thorne, agreed via text to be nominated by MH, this was seconded and all agreed.

Total Committee Members elected 9, 2 of which were also elected as Trustees, Lou Carver and Denise Freeland.

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2.6 All present agreed that the elected Committee seemed to be a fair representation across the school years.

It was also agreed that another notice for the benefit of new parents be done explaining the role of FOTS and also asking for new supporters/volunteers.

Action : DF

The Committee still has one remaining position and it was felt that it would benefit from another parent from either pre-school or Class 1. CW said she would follow this up.

Action : CW

3.0 **Any other business**

3.1 MH spoke about the shed for pre-school. She advised that the shed had still not been ordered and that the funds are still in the account. MH to speak with pre-school about getting this done.

Action : MH

3.2 MH mentioned the proposed costs of the Christmas panto school trip and that they were very high. She asked whether it would be possible for FOTS to pay half?

KB asked if this outing was necessary? The children do love it but it will cost in the region of £1600.00. SW said that she would like this event to go ahead for the children. YC was Boo'd for being a Grinch and making the suggesting of every other year, whilst MF suggested FOTS dress up and put on the panto themselves.

CW said that before a decision is made she will investigate the possibility of other venues that offer similar trips.

Action : CW

3.3 **Swimming Pool**

Discussion took place regarding the pool. It was asked by SG if it would be better to close the pool and go elsewhere. MH explained that the parents wanted the pool open and if the parents continue to support FOTS with fundraising for its upkeep then it would be more beneficial to the children than going off the premises, mainly due to time constraints.

The pool is a huge expense and does not receive any funding from the Government. However, ERH confirmed that there is enough money in the account at present to cover 2016/2017 maintenance costs, as long as additional fundraising can be done for the other events during the year.

SW asked if the pool funding could be kept separate from other funding to make it clear to the parents and those donating which pot they are paying into. DW also proposed a plan of making a visual board, like a bar chart perhaps. ERH explained that a separate breakdown of the Pools yearly expenditure is documented with the main accounts.

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- 3.4 DW asked DF if there was a list of proposed events and how much each event would be hoping to make for the coming year. DF explained that ERH had produced a yearly action plan which is in the handover folder. This also contains the breakdown of expenditure and profit for each event held the past year. This will be used by the new Committee as a guide for future events/activities.
- 3.5 Discussion then returned to the matter of the Pool.
SW asked BB if there was any other way of opening the pool to the public to make money. BB said that she had been told of a grant which may be possible to change the use of the pool. This would mean that the pool could then be run as a side business and be open to the Community and School all year round. It was agreed that this would make a great addition to the Village and make fundraising each year easier. It would also enable the teachers to be more flexible during lesson time if the children had access to the pool all year.
CR explained that the pre-school had looked into National Lottery funding recently, but there is a very rigorous process and usually you need an Agent to help with the submission and this can be very costly. MH expressed concern about achieving the grant under these circumstances. It was agreed that the new Committee would investigate this further in due course.
Action : Committee
- 3.6 MH wanted to thank YC for all her hard work running the pool, mostly in her own time. It would not have been possible without her. All agreed.

DF brought the meeting to a close by making sure everyone had signed the attendance register. She reminded the newly elected Committee Members present that they would need to fill in and sign all necessary documents in due course and proposed that a Committee meeting be organised as soon as possible to discuss the Winter Term events. DF to obtain email addresses etc. to "get the ball rolling".

Action : DF

Meeting Closed.

Post meeting note from the outgoing Chair : Thank you all for attending. Please ensure you spread the word to our new parents about Friends of Townley. FOTS will always need support, the events are loved and needed by our children and these events do not run themselves. All parents and carers are welcomed and any offer of help is greatly appreciated.

Post meeting note from the Secretary DF : I have since spoken with Natalie Paine about taking on the position of Trustee, however Natalie has declined at this time.