

FRIENDS OF WEST PENNARD SCHOOL

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 17TH November 2009 AT 7.30 PM

Attendees:	Helen Burchell (Head Teacher & President) Nicola Evans (Chair) Frances Fawcett (Vice Chair) Arabella Browne (Treasurer)	Issa Bonnar Polly Hewitt-Cooper Andy Townend Naomi Wilson Julia Hutchison	Paul Manning Libby Syddall Claire Hearne Mel Warburton
Apologies:	Sarah Hoggett	Rosalind Ives	Alison Wrathall

The 100 Club was drawn at the AGM and the winners recorded by IB.

Chairman's Opening Remarks (Nicola)

I would just like to start by saying that we have had yet another fantastic year and we have put in place many things that have given the children a great deal of pleasure and made donations for added extras to enrich and enhance learning throughout the school. I feel that we have done particularly well over the past 12 months given the economic situation and the cut backs that we have all had to make which makes fund raising so much harder. In no particular order I would like to mention; the 100 Club organised by Sarah, the Greenbank Swim organised by Issa, the Bags2School organised by Issa and Angela, the website shopping which provides extra income organised by Mike, the Summer Fair organised by Julia, Polly, Frances, Arabella and Rosalind, the Christmas Celebration organised by Julia, Polly, Frances, Arabella and Rosalind, and particularly the raffles which have made us so much money over the last year and have been handled so brilliantly by Polly, the Thrift Stall, Yellow Moon, organised by Frances and, lastly but most definitely not leastly, the huge amount of work done by Andy in organising the Stewards at the Glastonbury Festival. Obviously all the money that we have raised is put to good use by you, the committee and we have contributed to some very worthy requests from the school this year. We have paid for a huge variety of extras including theatre group visits, the trim trail, various enrichment weeks, coaches for school trips, the new vegetable garden, robots for an after school club, ICT cameras, birthday books, Christmas parties and life skills courses.

We must remember that this is why we are here, our sole aim is to raise money to provide the best that we can for our children. In today's environment it is particularly difficult to ask people for donations of money but we are only trying to give our children a head start in life, their futures in the money earning world are not necessarily going to be easy which makes it so important that we enhance their learning in any way we can.

I would like to thank all of you, those I have named above and those staying on the committee, and particular mentions to Arabella Browne who steps down as Treasurer tonight having completed her allowed number of years as an officer. Thank you Arabella for all the hard work that goes on unnoticed behind the scenes and for arranging all those cheque signing sessions in such interesting places!!! Thanks especially to Polly who stands down as a committee member tonight due to a longer term venture that she and Nigel have planned. Congratulations to you both and a huge thank you for the amazing job you have done in making the FWPS raffle what it is today. Thanks too to Sarah Longman who has left us during the year but has made a big contribution to the committee especially with the 100 club organisation. Many thanks to Frances who is standing down as Vice-Chair tonight. She has been an invaluable member of the team and I can't thank her enough for her extremely loyal help and support throughout the year. I would also like to thank Nicola McCrum for all her work in organising the Birthday Book scheme and Andy for all his work and support of the FWPS with organising the Stewards and raising such a huge amount of money for us. We wouldn't be able to have provided half of our gifts to the school without him, so thank you again. There are others who

have not been named but continue to support us in any way they are able. Your help, time, support and money are always welcome and I personally thank you all.

Minutes of the Last Meeting

The minutes of the last meeting were circulated, proposed by Frances, seconded by Andy and approved.

Matters Arising

Deleted: ¶

There were no matters arising that were not covered in other points of the agenda and discussed during the meeting.

Treasurer's Report & Approval of the Financial Statements

Total Funds

Current A/c Balance	£ 852.06
Reserve A/c Balance	£ 24022.15
<u>Total Funds:</u>	<u>£ 24874.21</u>

Allocated Funds:	£ 7735.00
Available Funds:	£17139.21

Actions since last meeting:

Bag2school chq now arrived	£ 188.00
Thrift Shop	£ 25.00
Tai Chi – donation	£89.00

It was noted that Clive Barnett who runs the Tai Chi club donated the income raised from this after school club. It was requested that a 'Thank You' letter should be sent acknowledging this kind donation – Alison to action.

After a short discussion it came to light that the available funds stated above did not include the 2009 Festival income. After outstanding costs and other parties had been paid Andy informed the meeting that approximately £23,000 would be donated to the FWPS. Andy advised that the cheque had been received by the school and Helen confirmed that it had been put in the safe. – Arabella to action.

Copies of the accounts were circulated, proposed by Paul seconded by Nicola and approved.

Appointment of an Independent Examiner

The appointment of Lynette Edwards was proposed by Polly, seconded by Frances and approved.

Election of President

On behalf of the committee, Nicola asked Helen to continue as President for the coming year. This was proposed by Arabella, seconded by Frances and approved.

Election of Chair

Helen thanked Nicola for her leadership of the FWPS during the past two years and for achieving so much to benefit the children of the school. Helen offered a big personal thank you, and proposed a vote of thanks for Nicola. Nicola confirmed that she was stepping down from her position and she welcomed the new Chair, Libby Syddall, whose nomination was proposed by Issa, seconded by Naomi and who was elected for the coming year.

Election of Vice Chair

Frances confirmed that she was standing down from this position and Nicola and Helen thanked her for all her hard work and support. Mel Warburton was proposed by Libby, seconded by Helen and elected as Vice Chair for the coming year.

Election of Treasurer

Nicola and Helen thanked Arabella for completing her maximum term of office and Arabella thanked all members for their help and support during this time. Claire Hearne was proposed by Arabella, seconded by Polly and elected as Treasurer for the coming year.

Election of Secretary

The committee were pleased to announce that, although she was unable to attend this AGM, Alison Wrathall was happy to take on this role. This was proposed by Libby, seconded by Mel and Alison was elected as Secretary for the coming year.

Election of Committee Members

Arabella was proposed by Claire, seconded by Polly and elected for the coming year.
Paul was proposed by Libby, seconded by Mel and elected for the coming year.
Naomi was proposed by Julia, seconded by Issa and elected for the coming year.
Frances was proposed by Nicola, seconded by Julia and elected for the coming year.
Rosalind was proposed by Nicola, seconded by Frances and elected for the coming year.
Andy was proposed by Nicola, seconded by Frances and elected for the coming year.

Naomi, Alison and Claire were welcomed to the committee.

Appointment of new signatories

Signatories on the FWPS bank account for the coming year will be: Treasurer plus any ONE other from President, Chair and Vice Chair.

It was resolved that National Westminster Bank plc be requested to act as the bankers of the organisation.

Requests from School

- Anti-bullying Theatre Group including workshops Yrs 1-6 £400 - Proposed by Claire, seconded by Mel
- Christmas Parties £175 - Proposed by Arabella, seconded by Frances
- Yr 6 Cloakroom Benches maximum of £462 – Proposed by Andy, seconded by Libby
- After School Club equipment to a maximum of £500 – Proposed by Paul, seconded by Naomi

Christmas Fair

Libby is coordinating this project and stalls, games and the staffing rota are to be finalised shortly. Libby confirmed that the Fair would run from 6pm until 8pm on Friday 11th December 2009.

Any Other Business

Nicola advised the meeting that the following coordinators were required if activities were to be continued:- Yellow Moon, thrift, 100 Club, festival steward organisation and Bingo Fish & Chip supper. In response Libby advised that she would be reviewing the current fund raising events and in addition she had received ideas from people wishing to run new events such as a Fish & Chips Quiz Night, an Auction of Promises and a musical evening.

IB advised the meeting that she was happy to carry on organising the Bag2school project but that she would need help particularly with leaflet drops in the village and on collection days. Nicola advised that Mike would be happy to carry on helping with production of the FWPS Newsletter.

Nicola thanked Polly for all her hard work organising the forthcoming raffle and although Polly hadn't asked for help, Nicola asked that an assistant be found for Polly to help with her administration tasks as this job has now become so huge. In response Claire offered to help.

As in previous AGM's, Issa requested that a date be set for the Greenbank Swim in 2010 so that she could book the venue. After a short discussion a date was not forthcoming but Libby agreed to advise Issa of the date within the following week. Libby to action.

Date of the next meeting: Monday 11th January, 7.30pm, Staff Room