

West Pennard C of E Primary School
Minutes of an Annual General Meeting of the Friends of West Pennard School
Held at 7.30 p.m. on Tuesday 6 November 2007

Present: Helen Burchell (Head Teacher and President), Libby Syddall (Chair), Julia Hutchison (Deputy Chair), Arabella Browne (Treasurer), Issa Bonnar (Secretary), Aimee Creed, Nicola Evans, Polly Hewitt-Cooper, Mike Hooper, Jan Lawford, Sara Maher (Committee member), Paul Manning, Andy Townend (Committee member), Mel Warburton and Angela Wittleton.

1. Chairman's Opening Remarks

Libby Syddall recapped on a busy year as FWPS Chair, full of successful and fun events. She had been delighted by the completion of the Library upgrade, the continuation of subsidised coach travel for school trips and the FWPS Website launch. A Chairman's Report will appear in the next newsletter but she gave special thanks to Andy Townend for the fantastic sum of money raised at this year's Glastonbury Festival.

Libby presented Andy Townend with a case of wine, and a bouquet for Corinne, from the FWPS as a thank you for five year's of hard work and personal sacrifice to organise FWPS stewarding at the Glastonbury Festivals; money raised through stewarding now forms the lion's share of annual FWPS income.

Libby also thanked Roger and Sarah Longman for organising the 2006 Christmas Fair, her co-organisers Julia Hutchison, Mel Warburton, Nicola Evans and Polly Hewitt-Cooper for the wild west themed 2007 Summer Fair which raised record profits, Samantha Heath and Sarah Staniforth for the Easter themed annual Bingo with Fish and Chips Supper, Mike Hooper for the FWPS website and buy-in facilities, Paul Manning for the illuminating safety caps and badges now being sold to raise FWPS funds, Andy Townend for organising the recent Scavenger Hunt and Issa Bonnar the Greenbank Fun Swim, Sarah Alden for running the Thrift Shop, and those seeking sources of external funding as part of the Playground Apparatus Renewal sub-committee.

Mike Roper of Logical Elements gave a presentation of a tracking system being marketed to schools for school trips and with potential for parents to receive updates on after-school clubs. The product had been trailed at the Blue School and the target date for product availability was January 2008, the price had yet to be established but there was potential to underwrite the purchase cost through corporate sponsorship. Sara Maher proposed a trial to establish the viability of the scheme for West Pennard School, Andy Townend observed that any FWPS funding for the purchase should depend on its usage.

2. Apologies

Apologies were received from Helen Morley (Deputy Head Teacher), Samantha Antell (Committee member), Rita Ayres, Wendy Christensen, Claire German, Samantha Heath (Committee member), Sarah Hoggett (Committee member), Sarah Longman (Committee member), Nicola McCrum, Wendy Rowe and Sarah Staniforth.

3. Minutes of last meeting

The minutes having been circulated were proposed by Libby Syddall, seconded by Arabella Browne and agreed by the meeting.

4. Election of President (under Rule 5.8.5.)

Helen Burchell was re-elected as President for a second year as proposed by Issa Bonnar and seconded by Libby Syddall.

5. Matters arising

There were no matters arising.

6. Treasurer's report and adoption of audited accounts (under Rule. 5.8.1.)

The Current account balance was £331.71 and the Reserve account £30,788.41, giving a balance of £31,120.12. Allowing for funds already allocated of £18,215 we have funds available of £12,905.12. Funding already allocated are for the coach travel subsidy - £2000, Christmas parties - £250, Christmas pantomime - £500, First News - £50, 100 Club prizes and draws - £200, booster seats £50, keyboards - £180, Playground Buddy Scheme - £185, Kinetic Theatre for Science - £325, Skipping Day - £325, sports clubs - £100, country dancing costumes - £300 and funding for play equipment - £13,750. £5,743 external funding for the playground apparatus project is in a separate fund.

Arabella Browne presented the Report and Financial Statements for the year ended 30 August 2007 that had been signed by Lynette Edwards as the independent examiner, copies had been circulated to current FWPS trustees (elected officers and committee members) and additional copies were available at the meeting.

The annual report states that total receipts for the year were £11,052.06 (2006: £4,677.63) and net receipts less expenditure were a surplus of £1,484.02 (2006 deficit: £15,753.28); the bank balances at the year-end totalled £13,826.59 (2006: £12,342.57) to carry forward.

It recorded that: The FWPS achieved another successful year with its main achievement being the upgrade of the library including installation of the Junior Librarian Software. In addition much time has been spent researching and applying for grants to assist in funding new playground equipment.

Julia Hutchison proposed and Sara Maher seconded a motion to accept the Report and Financial Statements for the year ended 30 August 2007; the motion carried.

7. Appointment of an auditor (under Rule. 5.8.4.)

The meeting agreed to re-appoint Mrs Lynette Edwards as independent examiner/auditor for the FWPS as proposed by Arabella Browne and seconded by Libby Syddall.

8. Election of Chairman (under Rule. 5.8.3.)

Nicola Evans was elected as Chairman as nominated by Libby Syddall and seconded by Issa Bonnar.

9. Election of Deputy Chairman (under Rule. 5.8.3.)

Julia Hutchison was re-elected as Deputy Chairman for a second year as nominated by Mel Warburton and seconded by Angela Wittleton.

10. Election of Treasurer (under Rule. 5.8.3.)

Arabella Browne was re-elected as Treasurer for a second year as nominated by Libby Syddall and seconded by Issa Bonnar.

11. Election of Secretary (under Rule. 5.8.3.)

Mel Warburton was elected as Secretary having been nominated by Issa Bonnar and seconded by Julia Hutchison.

12. Election of 6 Ordinary Committee Members (under Rule. 5.8.3.)

Libby Syddall thanked Samantha Antell, Samantha Heath and Sarah Hoggett who were standing down having served FWPS as Ordinary Committee Members.

- Andy Townend was re-elected as an Ordinary Committee Member for a third year as nominated by Issa Bonnar and seconded by Libby Syddall.
- Sarah Longman was re-elected as an Ordinary Committee Member for a second year as nominated by Roger Longman and seconded by Su Chilcott.
- Sara Maher was re-elected as an Ordinary Committee Member for a second year as nominated by Julia Hutchison and seconded by Andy Townend.
- Mike Hooper was elected as an Ordinary Committee Member as nominated by Libby Syddall and seconded by Issa Bonnar.
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13. Appointment of new signatories to FWPS bank accounts

The following motion was put to the meeting:

- (a) The Bank is requested to continue an Account in the name of Friends of West Pennard School and is authorised to accept instructions (1) for operations on the Account and (2) to release items held in security or safe custody in the name of Friends of West Pennard School from:

- Arabella Browne
- Nicola Evans
- Helen Burchell

- Mel Warburton
on behalf of Friends of West Pennard School, even if the account becomes overdrawn as a result of the Instructions.

- (b) Where Instructions to the Bank are given in any form that is not in writing [writing means for this purpose a document bearing an original written authorised signature(s)] the Bank is entitled to accept them if satisfied that the instruction is genuine. Friends of West Pennard accepts that the Bank may require them to enter into a separate agreement(s) with the Bank and/or comply with any further conditions covering

any means of providing Instructions that are not in writing:

- Arabella Browne
- (c) The Bank should send statements of the account to the Treasurer
- Arabella Browne

The motion was proposed by Andy Townend, seconded by Angela Wittleton and duly agreed.

14. Re-appointment of Prize Co-ordinator, Public Relations Co-ordinator, 100 Club Co-Ordinator, Birthday Book Scheme Co-ordinator and FWPS Website Co-Ordinator:

Libby thanked the wonderful team of parents who make a big contribution to the FWPS as our Co-ordinators, keeping alive the fundraising initiatives of earlier committees. The meeting passed a motion, proposed by Sara Maher and seconded by Julia Hutchison, to re-appoint:

- Wendy Christensen as the Prize Co-ordinator for a third year,
- Wendy Rowe as Public Relations Co-ordinator for a fourth year,
- Sarah Longman as 100 Club Co-ordinator, Nicola McCrum as Birthday Book Scheme Co-ordinator for a sixth year, and
- Mike Hooper as FWPS Website Co-ordinator.

15. Requests from School

1. Playground Apparatus Renewal (12.09.07-5.2, 12.06.07-10, 25.04.07-10, 06.03.07-7, 17.01.07-5.1, 14.11.06-17)

Helen Burchell said that Awards for All had declined the lottery funding application and the school would therefore need the full amount of FWPS funding agreed at the last meeting. Issa Bonnar is to contact the anonymous donor to realise their pledge of £4,000. Andy Townend will contact the supplier to seek to reduce the project cost before the order is placed. Helen thanked the sub-committee of Issa Bonnar, Arabella Browne, Marion Colman, Julia Hutchison and Roger Longman for their work on the project. Helen would be writing to Michael Eavis to thank him for contribution made to the project costs through Festival funding.

The following expenditure was discussed and voted upon individually. A total expenditure of £2700.05 was agreed by the meeting.

2. Cross Country Team tabards

Helen reported that Kate Lewis was arranging the supply of tabards for the cross-country team and hoped to fund their purchase by holding a coffee morning. The FWPS being were asked to fund any shortfall from the target figure and the meeting agreed a contingency of up to £140; Proposed by Issa Bonnar, seconded by Julia Hutchison

3. Literacy resource - Jolly Phonics

The meeting agreed to spend £205.05 to purchase supplementary resources for the new phonics based literacy scheme from the Jolly Phonics range; Proposed by Libby Syddall, seconded by Mel Warburton.

4. Literacy resource - Jelly Bean

The meeting also agreed to spend £184.50 to purchase reading books from the Jelly Bean range also to support the new literacy scheme; Proposed by Libby Syddall, seconded by Mel Warburton.

5. Library resource

Following a successful software trial it was agreed to spend £170.50 on an additional library resource aimed at teaching children the study skills to fully utilise the potential of the newly upgraded library; Proposed by Libby Syddall, seconded by Mel Warburton.

6. New Maths Scheme - Abacus (12.09.07 -5.12)

Helen briefed the meeting the new Abacus numeracy scheme which would enhance interactive teaching capabilities, strengthen lesson planning particularly in terms of long term planning of syllabus teaching from Reception to Year 6, facilitate more effective handover of lesson plans when there was a staff absence, give flexibility to adapt the lesson plan to suit children who needed extra support and could be updated to take in future curriculum changes. The scheme provided an interactive planner enabling the teachers to utilise resources from other software, linked assessment capabilities, workbooks to support the scheme and linked activities, and interactive Talk Maths CDS tying in with other curriculum objectives such as problem solving, reading and listening.

The scheme cost £3,200 and the replacement of consumables such as workbooks would be factored into subsequent school budgets. The meeting strongly expressed the opinion that FWPS funds should not be used for spending that would normally be addressed by the school budget. After discussion the committee agreed to contribute £2,000; Proposed by Aimee Creed, seconded by Nicola Evans.

Long term budgeting

To maximise the potential of Festival derived funding in particular, an agenda item for the next meeting will be to discuss long term spending and investment objectives; Proposed by Andy Townend, seconded by Nicola Evans.

16. Future fundraising events

Nicola Evans said that the January meeting would discuss new fundraising ideas and agree the FWPS events for the year.

The next newsletter would invite parents to put forward their fundraising ideas.

17. Any Other Business

1. FWPS Website launch (12.09.07 -3.4, 12.06.07 -9, 25.04.07 -6, 06.03.07 -20)

Mike Hooper will be looking at the various buy-in accounts for our Website to check that transactions made are registering properly and the appropriate funds are received by FWPS. Mike asked that anyone who had placed orders through the Website let him have brief details of the buy-in being used, the transaction dates and value of orders.

2. FWPS letterhead

A footer of fwps.org.uk is to feature on the FWPS letterhead.

3. Bags-2-Schools

Angela Wittleton proposed using the Bags-2-Schools fundraising scheme, which had the potential to raise around £250 from two collections of old, clothes sent in by parents. The details are on the Secretary's file and the scheme will be discussed at the January meeting.

4. Illuminating School badges and caps (25.04.07 -3.2, 6.03.07 -2.1, 17.01.07 -7)

Paul Manning proposed that next newsletter promote the FWPS badges and caps, sales potential being strongest during winter. Paul would forward details of suppliers for replacement batteries so these could also be featured or for stocks purchased by FWPS to sell on.

5. FWPS Open House

Mike Hooper proposed that a day time FWPS meeting be arranged to encourage participation by a larger number of parents, to be held on the school premises either just prior to the end of school or at the end of the school day. The initiative will be discussed at the January meeting.

6. Written notification of Requests from the School

It was agreed that we receive written notification of Requests from the School in advance of committee meetings; Proposed by Issa Bonnar and seconded by Libby Syddall. This is to support FWPS trustees (elected Officers and Ordinary Committee Members) in discharging their duties when voting upon funding requests.

7. Christmas Fair sub-committee

The next sub-committee meeting will be at 8 p.m. on Thursday 8 November.

18. The dates of Committee meetings for the year ahead

Committee meeting dates for the year, including that of the next Annual General Meeting, will be agreed at the meeting at 7.30 p.m. on Thursday 17 January 2008.