

FRIENDS OF BANWELL
Minutes of the Annual General Meeting
held on Friday 4 October 2013

Welcome and Opening Remarks by Chairman

Rachel Farrell opened the meeting by welcoming everyone and explaining the purpose of the Annual General Meeting (AGM) which is to formalise and show public accountability for the administrative processes of running the committee.

Attendees: Rachel Farrell (Chair), Siobhan Armstrong (Treasurer), Harry Cadwallader (Trustee), Tina Snee, Kerry Young, Sarah Bissett, Karen Barnard, Lucy Bolton and Rebecca Lopez.

Apologies: Becky Jeavons, Jo Arnold, Jacky Salewski (Secretary). [In Jacky Salewski's absence, Siobhan Armstrong agreed to act as Secretary for this meeting].

Minutes and Matters Arising from previous AGM

There being no other matters arising, the Minutes from the 2012 AGM were accepted.

Chairman's Report

Rachel Farrell began by thanking all the committee members, parents, staff and children who have helped make yet another successful fundraising year for Banwell School, raising over £3,000. Without everyone's effort and enthusiasm it would not have been possible. The Friends totally revamped the Christmas Fayre and Rachel said that she hoped everyone present agreed that this was very successful and raised £1,300. There was also a school disco, many cake sales, an Easter Raffle and participation in the Big Banwell Weekend celebrations. Rachel also talked about the Mother's Day Secret Shop, which unfortunately made a slight loss, but said that she was confident of recouping the money by selling the remaining stock at future events. The Friends continue to provide teas/coffees at productions, nativity plays and sports day, which all make a profit. The Friends' aim is to help support the school in any way possible. This year the Friends have purchased bark chippings for the Explorer Challenge, a camcorder, class cameras and memory sticks and continue with the year on year commitments such as the TV Licence, Y6 Leavers' Bears, Musician of the Year awards, Scroll of Honour parties and Golden Guy party refreshments.

Treasurer's Report

Siobhan Armstrong provided a breakdown of the year's financial activity (see attached Trustees' Annual Report) which also included a list of some of the most successful events (Page 3). Siobhan was pleased to report that the accounts for the last financial year had been audited and were in good order. She also stated that she would be in discussion with David Jacobs (the auditor) in the next week to review the layout of the Trustee's Annual Report. David Jacobs has suggested amendments to some of the section headings to make the presentation of expenditure easier to understand. The report would be updated before being circulated as the attachment to the AGM minutes. Siobhan also drew special attention to the list of Year-On-Year commitments which means the Friends need to raise over £1000 every year before being able to consider new projects.

The Constitution and Terms of Reference

The Constitution for the Friends (The rules and regulations by which the Friends are governed) is almost 20 years old. The Chairman explained that it had become apparent over the last few years that some of the regulations that were appropriate in 1994 are no longer realistic. The 1994 Constitution does not follow the full format required by the Charity Commission so it is the Committee's intention to review and update the rules accordingly.

Siobhan Armstrong has volunteered to undertake this task and has already done a lot of background work. There is a formal procedure to follow which ensures that the proposed amendments are made visible to all members and that they are encouraged to become fully involved in the process. The procedure for amending the Constitution will be explained in the School Newsletter and issued via the school website. The aim is to have the new Constitution in force by the next AGM. Indeed, one of the proposed changes is that the date of the AGM be moved forward from October to July. This and all other proposed amendments will be open to discussion as part of the formal procedure.

There is also work in progress to ensure that all Committee positions, including Trustees, have up to date Terms of Reference and Guidelines. This is to help Committee members handover their positions when they leave and to smooth the induction process for the new incumbent.

Election of new committee members

Nominees for the following positions were accepted:

<u>Position (Nominee)</u>	<u>Proposed</u>	<u>Seconded</u>
Vice Chairmen (Joint) Lucy Bolton Rebecca Lopez	Rachel Farrell Siobhan Armstrong	Siobhan Armstrong Rachel Farrell
Treasurer Jo Arnold	Michelle Lynam	Maureen Parker

Other Committee positions remained unchanged:

Chairman	Rachel Farrell
Secretary	Jacky Salewski
Voucher Co-ordinator	Libby Redden

Trustees

Siobhan Armstrong was accepted as a nominee to fill a vacancy as a Trustee (proposed by Fiona Houghton and seconded by Gareth Thomas). Two other Trustee positions remained unchanged and were confirmed as Sue Atkinson and Harry Cadwallader. Nicky Mills has stepped down and will be a Y2 class representative. Matthew Westcott no longer works at the school.

Class Representatives

Class reps for the following this year were confirmed as follows:

Reception: Emma Parkinson, Miranda Kellett

Yr 1: Jules Phythian, Jade Harper

Yr 2: Nicky Mills, Becky Alexander

Yr 3: Mo Parker, Jo Arnold

Yr 4: Tina Snee, Kerry Young

Yr 5: Becky Alexander, Debbie Mitchell

Yr 6: Karen Barnard, Becky Jeavons

Fund Raising Objectives for 2013/2014

The Friends have been asked to consider helping to update some of the computers in the ICT suite. This could possibly become a rolling project. Harry Cadwallader explained that the school purchased a new server last year which has made the running of the computer network much better but that the technology of the 30 computers in the suite is now lagging behind. Some of the computers are newer than others so it would make sense to replace the oldest first. There was also a feeling that some of the computers might be better replaced with iPads rather than PCs. Harry confirmed that quotes for the new computers, and advice on the best way to proceed, would need to be investigated. This would be an expensive project which could possibly be achieved as a rolling programme rather than in one shot. He agreed to keep the Friends informed of progress.

Forthcoming Events

Rachel Farrell outlined the events that have already been confirmed for this year. Additional events will be advertised in the weekly School Newsletter:

Children's Christmas Cards – These have already been designed by the children and have been submitted for printing.

Wednesday 16 October – Cake Sale. This has already been advertised on the School Newsletter.

Tuesday 5 November – Banwell Firework Display. The Friends will be selling hot drinks and soup. Volunteers will be needed to help with this.

Friday 29 November – Christmas Cracker 2013, 5-7.30pm (around the Sports Hall). This is to follow the style of last year's event. Details have already been sent to all parents/carers to ask for their support and to put their names on lists displayed on the Friends' Notice Board opposite the school office. The event will only go ahead if there is sufficient support. A decision will be made at the end of term.

December – Refreshments for parents attending the **Nativity Plays.**

January – School Disco. To be confirmed.

Closing Remarks by Chairman

Rachel Farrell thanked everyone for attending the meeting and gave special thanks to Siobhan Armstrong who was stepping down as Treasurer after two years in post and a further three years as Secretary. Rachel thanked her for the knowledge that she has passed on that has been particularly valuable to Rachel as she settled in to her first year as Chairman. Rachel also went on to say that Siobhan would be standing in as Secretary until Jacky Salewski was able to return from sick-leave.

Date of Next meeting

The next Friends of Banwell meeting will be announced as soon as possible. The main aim of the meeting will be to discuss arrangements for the Christmas Cracker 2013 but as the decision to run the event will not be made until Wednesday 23 October it was difficult to plan

a meeting date at this time. The date of the October 2014 Annual General Meeting will also be advertised in due course.