

# AGM Meeting Minutes



<b>Date:</b>	23 <sup>rd</sup> September 2021
<b>Time:</b>	19:30
<b>Location:</b>	Zoom
<b>Attendees:</b>	<p><b>FoBIPs:</b> Amy Coleman, Donnamarie Davenport, Adriana Elliott, Zoe Breakwell, Ed Rycroft, Jeunine Crabtree, Mel Garland, Orlaith Horsman, Katarina Harvey</p> <p><b>Non-members:</b> Jacky Sykes, Rachel Sanderson, Deborah Tagg, Jenny Abbott, Matthew Horsman, Gemma Cleaver, Zoe Rycroft, Simon Sykes, Tom Cooper, Helen Gillam</p>
<b>Apologies:</b>	

## Minutes

Item	Discussion
<b>1</b>	<p><b>Welcome, Housekeeping &amp; Apologies:</b> Welcome everyone to the Annual General Meeting for 2020/2021</p> <p>Thank you all for giving up your time to join us for this meeting, Donnamarie confirmed that in accordance with our Model Constitution we had the required number of attendees to form a quorum and therefore declared this meeting valid.</p> <p>Housekeeping: All participants were asked to be muted for the duration of the call and ask questions via the chat function where Adriana took note and returned to these later in the meeting. Participants were advised they did not have to switch their camera on and the meeting was being recorded for the purposes of the minutes and will be deleted as soon as the minutes have been circulated and agreed by the committee and Jacky Sykes.</p>
<b>2</b>	<p><b>Minutes from AGM 2019/2020</b> The main features were highlighted, please see original circulated via email with the meeting invitations. No outstanding actions from these.</p>
<b>3</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Change to our model constitution – this has been updated recently following the recent pandemic to allow virtual meetings and AGMs, this was the only change and it was accepted by all committee members.</li> <li>• Class Funds – we direct some of the raised funds each term directly to each class, for the teachers to spend on anything the class specifically needs. However, we now have a new class in the school, <i>St James</i>, as there has previously been a mixed year group. The new class would be starting the year with no funds to spend, therefore it was considered fairest to divide the total sum equally between all the classes, now £66.12 each.</li> </ul>
<b>4</b>	<p><b>Explanation of Committee Roles</b></p> <p><i>Chair</i> – directs meetings, making sure everyone's views are heard and everyone is involved in the meeting. Ensures all committee members are familiar with the constitution, and their role and responsibilities as a committee member and trustee</p>

	<p><i>Vice-Chair</i> – support the Chair with meeting preparation, steps in when Chair is unable to attend and supports the chair with our public communications</p> <p><i>Secretary</i> – supports the Chair to build effective communication links between the school and FoBIPS and maintains accurate records of meetings and communications</p> <p><i>Treasurer</i> – ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. They keep the committee updated with regular reports, and ensure end of year reports are completed for the AGM and the Charity Commission annual return.</p> <p><i>Committee Member/Trustee</i> - our committee members are equally legally responsible for the control of FoBIPS, its property and its funds as the Officer roles. They are also trustees of the Charity they have voting rights in committee meetings to make decisions on behalf of FoBIPS.</p>
<p><b>5</b></p>	<p><b>Chair Report</b> Donnamarie presented to the group – please see the attached presentation and Chair Report for details. Highlights 2020/21: Throughout the pandemic we have maintained a strong relationship with the school and managed to develop some new events that could be socially distanced and these proved to be extremely successful. These included; The Pumpkin Hunt, Christmas Advent Windows, Curry Night, MDGR secret parcels, and Easter Hunt, the latter held in conjunction with <i>The Butchers Arms</i> pub who kindly also contribute to FoBIPs regularly from their meat raffle proceeds. Mr Purewal also kindly ‘Ran the MAT’ this year, raising over £500 for the school, and we are very grateful for his efforts. We had our best ever FDGR raising over £300 also. We are very grateful for the level of support provided by the community to engage in these events and still raise so much money for the school despite the pandemic and lockdown conditions. It has been an extremely difficult year where we have been challenged to think differently to come up with events that are safe and still enable engagement from the village community and parents. This has been achieved through the passion and effort of the all the FoBIPs team members and their families alongside Jacky and all her teaching staff, and the countless volunteers who contribute throughout the year. We are proud and thankful to all for helping us raise over £5000 in such challenging and unprecedented times.</p>
<p><b>5</b></p>	<p><b>Treasurer’s Report</b> (please see attached) Katarina highlighted some of the key amounts raised making a total this year of £5052.98! Main expenditures have been for the playground improvements and class funds. The account still holds £5321 for the upcoming year. Donnamarie also pointed out there are operating costs for the PTA of around £335 per year which includes membership to Parentkind which is an essential source of support and information for the group.</p>
<p><b>6</b></p>	<p><b>Accounts Verification</b> In accordance with our registered charity status we are required to have our accounts independently verified and unfortunately our previous accountant, John Crawley of Affordable Accounts, is no longer able to perform this role. Donnamarie proposed 3 new options for this service; TFGP - £200 +VAT Vikki Reeve ACCA volunteered free of charge Grineaux Accountants - £50-100 For the purpose of the minutes all members of the FoBIPS committee confirmed their choice; Ada (Vikki), Amy (Vikki), Katarina (Vikki), Orlaith (Vikki), Mel (Vikki), Jeunine (Vikki), Ed (Vikki), Zoe (Vikki).</p>

<p><b>7</b></p>	<p><b>Election of Committee Members</b></p> <p>Each of the Committee Positions of Office were re-elected;  Donnamarie nominated Adriana as Vice-Chair seconded by Zoe Breakwell  Adriana nominated Donnamarie for Chair, seconded by Amy Coleman  Donnamarie nominated Amy Coleman for Secretary, seconded by Ed Rycroft  Adriana nominated Katarina for Treasurer, seconded by Orlaith Horsman</p> <p>For the Committee Members Donnamarie nominated Mel, Orlaith, Zoe, Ed and Jeunine and they were all seconded by Adriana. All members have already stated they are happy to be renominated.</p> <p>We are also excited to propose some new members tonight, not all are able to be present at this meeting but have provided written confirmation that they are happy to take up these positions, are eligible to be trustees, accept the model constitution and have read the trustees documentation.</p> <p>New members therefore proposed are 1) Madeleine Harrington, nominated by Zoe Breakwell 2) Danson Joseph, nominated by Ed Rycroft and 3) Rachel Sanderson, nominated by Amy Coleman - Donnamarie seconded all nominations.</p> <p>Thank you to new members for joining us, we are looking forward to working with you.</p> <p>If anyone else attending the meeting is interested then feel free to chat to Donna or one of the team for more information.</p>
<p><b>7</b></p>	<p><b>Future Plans</b></p> <ul style="list-style-type: none"> <li>• Playground Improvements – we have purchased some new equipment for the outdoor areas including some new Trim Trail equipment, a Reading Shed and some new seating, due to be installed in the October half term.</li> <li>• 10k for Tech – thank you to Mrs Wines for the thermometer visual display on the playground to show progress with this endeavour. Jacky explained the school are in need of 30 new tablets as the current ones are now outdated and are very well used by the children. The MAT have also contributed 30 new laptops which has been a great help.</li> <li>• Christmas Fayre (proposed date Sat 4<sup>th</sup> December) – we plan to host a scaled down version this year to protect the community. It will include FoBIPs stalls including the Tombola, a Grotto, Café, Class Stalls, Raffle and potentially a bouncy castle. We are also hoping to raise some sponsorship from local companies to support this event, if anyone knows of a local business who might be interested please send us an email at <a href="mailto:fobips@gmail.com">fobips@gmail.com</a>. We are also aware this is the same date as the village light switch on and having discussed this with the appropriate committee and we hope by combining the two events on this day we will provide a full day of fun and activity in our local community.</li> <li>• Any ideas for new events or projects are also welcome so please let us know if you have any thoughts or email us at <a href="mailto:fobips@gmail.com">fobips@gmail.com</a></li> </ul>
<p><b>8</b></p>	<p><b>Any Other Business</b></p> <p>No questions verbally or via chat from the group.</p> <p>Jacky said that herself and all the teachers would like to say a big thank you and are very grateful for all the hard work FoBIPs does for the school.</p>
<p><b>9</b></p>	<p><b>Close</b></p> <p>Thank you all for attending the meeting, we appreciate you giving up your time and bearing with us over zoom. We are extremely lucky and grateful for the support we receive from our village businesses, community, school and parents.</p> <p>Welcome again to our new members, a general committee meeting will be organised for members very soon.</p>

<p>Minutes of the AGM will be circulated via email. Please let us know any questions or comments you have by 30<sup>th</sup> September to Amy via email please. They will then be circulated to the whole school community by the end of October in the newsletter.</p>
---

---

**Next AGM Meeting: Sept 2022 – Date to be circulated nearer the time**

---