

Kirtlington School Friends (KSF) Registered Charity: 1044990

AGM Meeting – Wednesday 27th September 2017

Venue: Kirtlington School

Attendees :

Bethan Hilsdon, Kate de Villiers, Jackie Croker, Jess Jenkins, Kay Usher, Debbie Perry, Alison Brown, Lucy Emmerson, Ali Law and Louise Williams

Apologies:

Catherine Smith, Victoria Miller, Olivia Houslander, Julie French

AGENDA

Chair – open remarks about the past year and support to the school

School – fundraising priorities for 2017-18 year

Treasurer – summary of the previous year's accounts

Electing the Officers' positions Chair, deputy Chair, Secretary, Treasurer

Preliminary discussion of events for this term

MINUTES OF AGM:

1.Chairperson Remarks:

This year marks KSF's 22nd anniversary as KSF was set up in 1995.

A reminder to all present that we need 4 Officers (chair, deputy chair, secretary and treasurer) plus a minimum of 3 others on the committee. There can be up to 9 people on the committee with voting rights.

We are members of PTA.org.uk and the officers believe that it is a good idea to continue as this provides KSF with insurance and useful info on their website.

Bethan Hilsdon thanked everyone for coming to AGM & extended thanks for helping at fundraising events during 2016/17 and in particular thanks to Catherine for her role over the last 2 years.

Miss Williams also extended thanks, stating that the committee adds so much to the school and everything that the committee does is greatly appreciated, so please keep supporting the school.

Bethan confirmed that Catherine will step down as secretary, Bethan, Kate and Jess all stated that they would be happy to step down but will carry on in their positions if there are no volunteers.

Bethan confirmed that if she were to carry on as chair this would be her last year.

Reflected on 2016/17 – KSF’s two biggest events were Xmas Bazaar and Lamb Ale, both have been very successful raising more than the previous year. Other smaller events – film nights and ice-cream sales always work well and don’t require huge effort.

In May 2016 we took the decision that subsequent fundraising from Lamb Ale 2016 onwards would focus on the new fort and we have now met the target of £16K.

A breakdown of fundraising for the fort was circulated and is attached to these minutes. Thanks to Jackie for producing this document.

2. Fundraising priorities for 2017-18

We are no longer fundraising for the fort and the school’s wish list for the coming year is as follows:

- Music Lessons (circa 1K)
- Year 1 reading scheme
- Resources for teachers (£500)
- PSHCE scheme of work (2K) – resources to help teachers with the children’s social/personal development
- ICT equipment

3. Treasurer Remarks – Summary of accounts

Attached is a fundraising summary for 2016/2017, which was circulated at the meeting.

Funds raised in 2017-18 as follows:

Fundraising from events	£5,368
Parent donations	£6,018
Village Hall Committee donation	£1,000
Aviva Grant	£1,000

In addition, we have also received a small amount (£15.16) via Easyfundraising credit. Jackie confirmed that this was set up by Vicky Bennett

We will be able to claim gift aid on some of the donations and Jess is planning to make a claim before the end of the year.

Expenditure as follows:

Initial payment for the fort	£10,000
Books for school	£251
Year 6 leavers books etc	£210
PTA membership	£63

The balance in the Lloyds account is just over £8.5K at the start of this school year of which £6K will go towards the fort and there will be £2.5K remaining for other funding requirements for the school.

We have found the lost giro account info but need to access the account. Jess will contact the Post Office. The cheque books have the school's address on so we may need to ask school to confirm that we are the new officers of KSF, otherwise it may be difficult to access the account, if indeed it is still current. The info we have dates back to when it was first used in 1990's.

Jess noted that all funds raised since KSF started specifically fundraising for the fort are restricted funds and restricted and non-restricted funds have been noted in the final accounts since the 2015-16 accounts.

Action: Jess to get info from Vicky about the set up of Easyfundrasing credit

Jess to claim gift aid

Jess to follow up giro account

Bethan to arrange with school for a note to go on the school's website to advise parents about Easyfundraising to try to raise additional funds

4) Electing the Officer's positions Chair, Deputy Chair, Secretary, Treasurer

No-one has volunteered to take over the positions of chair, deputy chair and treasurer so Bethan Hilsdon, Kate de Villiers and Jess Jenkins will carry on in these respective roles.

Bethan Hilsdon – proposed by Jess Jenkins, seconded by Debbie Perry

Kate de Villiers – proposed by Alison Brown, seconded by Kay Usher

Jess Jenkins – proposed by Debbie Perry, seconded by Lucy Emmerson

Debbie Perry has agreed to take on the role as Secretary, proposed by Jess Jenkins, seconded by Lucy Emmerson.

There are 5 additional committee members proposed and seconded at this meeting - Jackie Croker, Kay Usher, Lucy Emmerson, Alison Brown and Ali Law

The quorum with voting rights are the 4 officers plus Kay Usher, Lucy Emmerson and Alison Brown.

Those who sent apologies will be asked if they wish to continue on the committee

It was noted that we do not publish committee members phone numbers or email addresses on the Charity Commission website. Debbie as Secretary will be the main contact and the contact number and email address will be via the school.

Action: Catherine to do a handover to Debbie

Debbie to add new committee members with voting rights to the Charity Commission website

Bethan to follow up those who were absent to check who will join the committee

5) Preliminary discussion of events for this term:

The Christmas Bazaar date has been set for 1st December 2017 from 5-7pm

Next meeting will be on Wednesday 11th October at 7.30pm at Bethan's house to discuss plans for the Christmas Bazaar.

Next event will be a film night on Friday 13th October with a Halloween theme. Jobs for committee members agreed as follows:

Bethan Tickets and posters

Ali Find a suitable Halloween film

Lucy purchase pizza and popcorn

Jess + Lucy check the stock in school loft the week before (5th/6th)

Jess money and list of children attending

Help on the day (set up and during event): Debbie, Alison, Ali, Jess

Help clearing up: Kay and Bethan

Miss William confirmed there will be a member of staff on site who will be present at the end of the film

THANK YOU to EVERYONE for coming and for your contribution.