Friends of Shortlanesend School

**Parent Teacher Association**

# Registered Charity No. 1106602

## ANNUAL GENERAL MEETING

**Wednesday 17th October 2018**

**Minutes**

**In attendance:**

Barry Hilton (Chair), Amanda Solway (Treasurer), Jane Tomlinson (Secretary) (JT), Olga Hilton, Mr Chad Wilson (CW), (LH), Miss Nicki Oxenham (NO), Matt Walker (MW), Lana Walker, Lizzy Wedgewood-Bates, Robyn Beresford, Mrs Emily Knight, Mr Mark Easter, Mrs Debbie Light.

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| 1 | **Apologies:**  Lisa Hastings, Tasha Boyns, Belinda Burton, Emma Mayer. |  |
| 2 | **Minutes of the 2017 General Meeting :**  Agreed (Proposed by Barry Hilton, seconded by Amanda Solway, all in agreement) |  |
| 3 | **Matters arriving from the minutes:*** All matters from the 2017 AGM had been auctioned and closed.
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| 4 | **Chairs Report for 2017/18:** This had been circulated prior to the meeting. The Chair spoke to it, no questions were raised. |  |
| 5 | **Treasurer’s Report for the year ending 31st August 2018.** * A written report was circulated prior to the meeting which the Treasurer gave a verbal explanation to.
* The accounts for the financial year ending 31st August 2018 were signed as a correct record by the Chair (BH) and the secretary (JET).
* No questions were raised by the members in regard to the Treasurer’s Report.
* It was noted that an invoice still needed to be raised by the school in relation to the Year 6 Flambards trip at the end of the last school year.
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| 6 | **Election of Officers and Trustees of the Committee:**No nominations had been received by the secretary in relation to the appointment of officers and committee members for FOSS. Two of the three standing committee members indicated that they were willing to stay on, but would like some more help from FOSS members, even if they were not able to stand as a committee member.Therefore it was proposed that the following members be elected:**Chair:** Barry Hilton (Proposed by Amanda Solway, seconded by Chad Wilson)**Treasurer:** Amanda Solway (Proposed by Barry Hilton, seconded by Chad Wilson)A discussion was held as to the Secretary role and it was decided to split it into 2 roles, that of the Legal Secretary (who would be a Trustee for the Charity and be responsible for legal paperwork) and that of an Administrator (organising events, meetings, etc). Jane Tomlinson agreed to stay in the Secretary role for the purposes of legalities, whilst Mr Chad Wilson agreed to take on the administer role.Formally proposed by Mark Easter and seconded by Barry Hilton.The pros and cons of electing other officers to the committee were discussed, the All members present were in agreement with the roles agreed above. |  |
| 7 | **AOB*** A discussion took place regarding grant funding to allow for the placing of astro-turf on an area of the school field.
* A list of proposed events, and dates was put together (see below)
* The first event is the Christmas disco on Thursday 06th December 2018. Agreed to do hot dogs as proved popular last time (and less sweets for the kids). Agreed to have 2 people on hot dogs, 4 people in the hall, 42 in kids chill out zone and 2 in the corridors. JET to ask Ryan if he can do the disco.
* Discussed that school also need to raise an invoice for the science equipment (approx £600).
* To look to book Animal Encounter (approx £300) and Squashbox Theatre (approx £350) again for all of the children to enjoy.
 | JET |
| 8 | **Date and time of next meeting**Thursday 29th November 2018, 16:30-17:30. |  |
| 9 | **Close** |  |

**Future Events:**

**Christmas Disco (Thursday 06/12/2018 – 17:30-18:30)**

**Christmas Raffle (to do a cash prize and DVD player)**

**Bingo (Wednesday 16/01/2019)**

**Spring Disco (Thursday 28/03/2018- 17:30-18:30)**

**Easter Egg Hunt (Thursday 04/04/2019)**

**Summer Fair (28/06/2019)**

**Summer BBQ & Raffle (23/07/2019)**