



17<sup>th</sup> November 2022

14.00

Alveston Primary School  
Community Room

## AGM 2021

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**Meeting called by:** Tim Eclair-Heath (Chair)

**Type of meeting:** Annual General Meeting

**Note taker:** Carly (Committee Member)

**Attendees:** Tim Eclair-Heath, Dani Gallon, Steph Hicks-Jones, Tammy Geden, Carly, Natalie Eclair-Heath, Caroline McBriar, Nicola May, Katie Lamb (committee members).  
Plus: 18 Parents & Teachers (names omitted from the public minutes for privacy-available upon request from an official body).

**Apologies:** Hannah Lawrence (Committee), Mrs Clewley (Head Teacher).

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### *Minutes*

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**Agenda item:** Welcome

**Presenter:** Tim

**Discussion:**

Tim welcomed all attendees to the meeting and explained that he will complete a presentation about how the year has gone. He notified all attendees that minutes would be taken.

**Action items**

**Person responsible**

**Deadline**

✓ N/A

N/A

N/A

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**Agenda item:** Chairman's Report

**Presenter:** Tim

**Discussion:**

Tim explained we currently have a committee of 8 people. Tim and Danni are due to step down and Becci has already stepped down. All other members are happy to continue on the committee. He outlined the 2021/22 year fundraising events and thanked everyone for their input. Tim ran through some of the highlights of our fundraising events:

Scarecrows, Bags for Schools, Christmas Cards, School Uniform Shop, Break The Rules Day, School Lottery, Summer Fayre.

There were also several activities that were held to support other charities and organisations by the Friends of Alveston such as the Shakespeare Race and Ukrainian Bake Sale.

The committee have purchased card readers to make it easier for people to make payments, set up the school uniform shop and the shed now has shelving and is secure, dry and organised.

The friends have continued to fund the water cooler in school, purchased selection boxes at Christmas, brought recorders for the children and replaced the school hymns iPad. Tim explained that the friends are putting some money towards murals for the school that are due to be completed over the Christmas Holidays and also towards an upcoming trip.

Our large fundraising goal for 2023 is to contribute towards the revamp of the school playground.

The event calendar has been published to allow people to plan ahead, and for volunteers to have a look at which events they are available to help at.

Tim thanked both the committee and all families for their support over the year.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ N/A	N/A	N/A

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**Agenda item:** Treasurers Report

**Presenter:** Danni

**Discussion:**

Danni displayed a presentation of the years incoming and outgoing funds. She explained each item we have funded, as well as all events, their costs to the committee and profits from each of these. Our total income was raised by 61% which has been incredible with the Summer Fayre going ahead.

Our closing bank balance was £17,100.75 in October 2022. We have raised a total of £6,543.90 this year which is an increase of 47%. A lot of effort was put into these events and the committee have done fantastically as no one had ran a Summer Fayre before so there was a lot of learning and estimation! Danni explained that the school lottery is really profitable for us, and we need to remind people how to

access this. The Christmas Raffle was also very profitable last year as we couldn't run a Christmas Fayre. The committee are excited to run the Christmas Fayre this year.

Danni explained the gambling license and film license etc., what they cost us, and how these benefit us over the year, as well as our insurance.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ N/A	N/A	N/A

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**Agenda item:** How can you get involved? **Presenter:** Tim

**Discussion:**

Tim explained how the committee has 8 members at present. There are currently three vacancies but under the new constitution we need two vacancies to be filled – a chair and a treasurer.

We do have the “Stars”, which is a group people can join if they would like to volunteer, this is our ‘go to’ group should we need any helpers for events or with the planning leading up to events. He welcomed anyone that would like to join that group and ran through a list of ways in which they can help. The time commitment is very flexible. The committee this year will be looking for a class representative for each year group moving forward to communicate information from the friends.

Tim outlined where parents / carers / families can go for information on dates of events, or who to contact with questions throughout the year.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ N/A	N/A	N/A

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**Agenda item:** Election of Committee Members **Presenter:** Tim

**Discussion:**

Nominations were put forward for the role of Chair and Treasurer and confirmed by a vote in the room through a show of hands.

Katie Williams will take the role as the chair with support of Steph and Tammy. Cindy is happy to take the role of the treasurer and Katie is willing to be the secretary. Chloe has also joined the committee.

The Committee was re-elected, voting confirmed through a show of hands.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Existing committee to arrange a handover of responsibilities to the new team.	Tim	Dec 17th

Action items	Person responsible	Deadline
✓ Update the Committee Diagram on the school website		

**Agenda item:** Update of FoA Constitution Document      **Presenter:** Tim

**Discussion:**

The FoA Constitution has not been reviewed and updated for some years. To ensure it remains current and standard, it was proposed that we adopt the “Parentkind” Model Constitution from March 2021. This was agreed by a show of hands.

Action items	Person responsible	Deadline
✓ Update school website with constitution document	Tim	Dec 17th

**Agenda item:** Any other business      **Presenter:** Tim

**Discussion:**

Tim opened the meeting for any questions. Mrs Newitt thanked everyone on the committee for their support and for everything they have done to support the school. Mrs Newitt added that the committee adds huge value to the school in terms of the opportunities and activities it offers for the children. Tim closed the meeting with a thank you to everyone for joining and reiterated that if anyone had any questions later or needed any further information to contact one of the committee members.

Action items	Person responsible	Deadline
✓ N/A	N/A	N/A

***End of meeting.***

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