

FOBS AGM on Friday 24th November 2017 at BROADCHALKE SCHOOL

Meeting began at 1.30pm

PRESENT Mandi Brockway (MB), Diana Cullen (DC), Debbie Binns (DB), Sarah Hallett (SH), Gemma Cullen (GC), Pam Clover (PC), Maki Jay (MJ), Natasha Vass (NV), Juliet Hitchings (JH), Archie Barr (AB)

- 1. Welcome** – MB welcomed everybody to the meeting and thanked all for showing their support for FOBS. MB briefly explained that an AGM has to be held every year but there have been 2 in 2017, so the next one won't be held again until Nov/Dec 2018. MB made sure there were enough people attending to make the AGM quorate, which there were.
- 2. Apologies & Introductions** – Becky Clinch (BC), Vicky Wardle (VW), Catherine Sharpless (CS), Gemma Barnett (GB)

MB reinforced the reason for FOBS and how much it brings to the school for the children -FOBS is a registered charity and its charitable objectives are:

To advance the education of pupils in the school in particular by:

- (1) Developing effective relationships between staff, parents and others associated with the school
- (2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

- 3. Minutes of the last AGM** -The minutes of the last AGM were referred to but not reviewed in detail.
- 4. Chair's report** – please see attached report from DC. MB thanked DC and BC for stepping in a chair and vice chair since September. DC presented the report and members were invited to approve it as an accurate record of the year's events, which they did. DC mentioned that BC has sadly had to step down as vice chair but is still keen to be actively involved.
- 5. Treasurer's report** – please see attached accounts for the year 1st Sept 2016 - 31st Aug 2017. SH presented the accounts and explained that Disposals for Education section show outstanding payables from 2015/16 of circa £9,500, hence the disposals total seems unusually high this year. This is highlighted in a note to the accounts. AB stated that the accounts have been independently examined and are a true reflection.

AB mentioned that there are expenditure items of a capital nature and recommended a separate schedule be produced. SH confirmed this would be done for the next financial year. **ACTION – SH**

SH thanked AB for examining the accounts and advised that they would be submitted to the Charity's Commission by 30th June 2018. **ACTION - SH**

The members were invited to approve the accounts, which they did.

- 6. Appointment of an independent examiner** – MB asked AB if he was willing to continue his role as independent examiner, he confirmed he was and MB thanked him.
- 7. Election of committee members** – The committee stood down but all apart from BC were happy to be re-elected. NV was proposed as the new vice-chair.

Chair – Diana Cullen – Proposed SH/Seconded DB

Vice chair – Natasha Vass – Proposed MB/Seconded JH

Secretary – Vicky Wardle (DB cover) – Proposed PC/Seconded MB

Treasurer – Sarah Hallett – Proposed MB/Seconded DC

8. Re-adopt constitution and trustees – it was agreed that the members are happy to readopt the PTA UK Model Constitution, whereby a subscription is paid for legal advice, fundraising ideas and public liability. Trustees are: Pat Weeks, Shosh Hobbs and Mandi Brockway. The signatories for the bank account are MB, SH and Shosh Hobbs and the bank is HSBC. **Action – MB to get trustees to sign the PTA constitution.**

9. Minutes of last general meeting

FOBS Spending Plans

Equipment for Reception class, Arts week, school trips – agreed at last meeting. Mrs Newman has been granted £500 from FOBS for new equipment in Reception class and there are no other teacher requests at present apart from the on-going rolling programme of established trips and visitors.

MB mentioned that a logo design competition was in place for the new FOBS logo and there would be a £10 book token prize to the winner. **Action – SH to buy the token.**

FOBS Events

GC advised that we are still looking for a hairy fairy for the Christmas Party day on Monday 18th December.

MB mentioned that 2 pupils (Ruby and Brooke) are kindly selling home-made Christmas decorations in aid of FOBS and the Stars Appeal on Monday 4th December. **Action – SH to give a float.**

- 1000 Club, name tags, easy fundraising online shopping – DC has done some online shopping and said it is really easy to use the website. MJ mentioned that people may need reassurance that the website is a safe site and JH mentioned that there is an app for the easy fundraising site. It was reinforced that FOBS get 20% discount for Easy2Name. SH suggested that the leaflets could be placed in the new starter pack and MB confirmed that they already are.
- Hampers – raffle tickets have been distributed for sale and the grand draw will take place on Friday 15th December. The hampers need to be ready for display on Thursday 7th December, so that raffle tickets can be sold at the Nativity. NV asked when do we collect the hampers for wrapping and this was TBC depending on when the baskets (kindly being organised by a parent) arrived in school.
- Nativity refreshments – PC mentioned that there are enough volunteers for the day, but more are needed for the evening performance. It was decided that soft drinks would be served in the daytime with mince pies, but no tea and coffee, to keep it simple. Wine, soft drinks and snacks would be served in the evening. A bar licence is already in place and PC asked MB if the circular bookcase could be used as a bar. MB agreed. **Action – PC to go to Booker**
- Nativity photos – Carolyn White has agreed to take photographs of Reception class in their Nativity costumes and FOBS will benefit from any sales.
- Story/Hot Chocolate Night is scheduled for Tuesday 16th January and Libby Cordle is organising. MB suggested 5.30-6.15 seemed a reasonable time to give children enough time to go home, have tea and get changed into their pyjamas. Volunteers are required to help out with this event.
- Class cake sales are going well and the next one is Year 3 and will be around February. DC suggested that another fundraiser could take place in term 3 / 4 and it was agreed that a movie night would be a good idea. **Action – DB to organise.**
- Bag2School are going well and the next one is planned for Tuesday 6th March.

- Non uniform day is planned for Thursday 8th March. This is when children bring chocolate for the chocolate tombola and in exchange they get to have a non-uniform day.
- Spring Fair on Saturday 10th March – DC mentioned that this would be addressed at the next meeting in January and would need ideas for a big draw. NV mentioned an auction of promises, such as people with skills offering their services. DC suggested a photo booth but SH suggested that this would be expensive to hire although PC said it could be done more cheaply with a Polaroid camera and some props if someone was prepared to organise it. It was agreed that the BBQ went well and GC suggested that something should be done indoors, such as a book store.
- Summer events – DC mentioned that we are still looking for a summer event and will speak to Becky George about a possible sky dive. The BBQ and bar both during and after Sports day continues to be very popular and FOBS will go ahead with this in 2018.
- Chalke Valley Challenge is going ahead in 2018 and a new committee has been setup to organise this event. There was some discussion around first aid at this event, GC suggested putting a request for any qualified first aiders in the newsletter. **Action – DC to put a request for first aiders to volunteer and be put on a list.**

10.AOB - none

11.Date of next ordinary meeting other business – Thursday 11th January 2018 at The Queens Head at 7.30pm