

Boscastle School Association
Minutes of the AGM
Held on 20 September 2018
In School at 2:45pm

Present : Julie Potter [Acting Chair], Pollyanna Hughes, Dayana Rees, Shelley Ellis, Meghan Edwards, Sam George, Lisa Hickenbottom, Beth Forster, Sarah Costello, Carin Lindberg, Hazel Chui, Laura Mead [minutes]

Agenda:	Discussion:	Action:
1. Apologies	Mitch Griffiths, Chloe Michell, Frances Edwards, Tina Rutter, Steve Littlejohns, Heather Keat, Morwenna Gee	
2. Minutes of meeting	There were no minutes from the last AGM available	
3. Matters arising	<p>Agreed agenda for this meeting</p> <p>Finance report to be rolled over to next committee meeting</p>	<ul style="list-style-type: none"> • Structure of School Association • Election of Officers 2018/19 • Timing of future meetings • Sub-Committees • Communication with parents/friends • Date of Next Meeting <p>Put on agenda for next meeting.</p>
4. Structure of School Association	<p>Membership of the School Association was discussed. Clarified that all parents, staff and friends are on the 'Committee' and we have 4 Office Bearers: Chair, Vice Chair, Secretary and Treasurer.</p> <p>Meetings will be quorate if 6 members [including the office bearers] are at a meeting and decisions can be made with this number. Either the Chair or vice chair must be present.</p>	

<p>5. Election of Office Bearers for 2018/19 term.</p>	<p>All previous office bearers have stood down.</p> <p>Nominations for offices are as follows:</p> <p>Chair – Chloe Michell Vice Chair – Julie Potter Secretary – Frances Edwards Treasurer – Jeanette Pook</p> <p>And these were all willing to be elected. Sarah Costello was also nominated as Vice Chair in ballot but was not willing to stand.</p> <p>It was proposed that all those nominated were elected and this was agreed unanimously</p>	
<p>6. Timing of Future Meetings</p>	<p>Discussed best time for meetings but it was felt that no particular time suited everybody.</p> <p>It was suggested that as we only need 6 members at any meeting, they could be at different times to allow different groups to attend.</p> <p>May need to look at different venues for morning and evening meetings if school not available</p>	<p>Meetings to be rotated between Mornings [after school drop off] After school In the evenings.</p> <p>Chair/secretary to look at different meeting times and venues.</p>
<p>7. Sub Committees</p>	<p>It was suggested that we might want to have sub committees to deal with specific events such as Duck Race.</p>	<p>To be put on agenda for next meeting.</p>
<p>8. Communication</p>	<p>It was suggested that Facebook should not be the only way of passing on information about meetings etc although we should still carry on using it for those who find it best for them.</p> <p>It is hoped to set up a system of communication by email but we need to look into the best way of setting this up so that it is secure.</p> <p>Continue with letters from school as well.</p>	<p>Pin/Sticker times and dates of meetings.</p> <p>Chloe looking at <i>mailchimp</i> ? so we will wait to see how that works. Any systems to be run passed Ms Duffy to make sure they comply with Safeguarding and GDPR</p> <p>To be put on Agenda for next meeting</p>

	It was suggested that we get a noticeboard up somewhere in the playground for School Association to display info on.	
10. Date of Next Meeting	<p>The next AGM will be held early in September 2019</p> <p>The next Committee Meeting needs to be held as soon as possible.</p>	Office Bearers to find out availability of members and venues and notify committee of next meeting ASAP
The meeting ended at 3:15pm		