

FRIENDS OF ST MARY'S SCHOOL (FOSMS)

ANNUAL GENERAL MEETING

Thursday 19th October 2023

MINUTES

1. **In Attendance:**

Sam De Wet (SDW), Sandra Clark (SC Tres), Leanne Matthews (LM), Stacey Cox (SC), Rhian Mcleod (RM), Michelle Pharo (MP), Rob Addison (RA), Megan Medcalf (MM), Krysta Collin (KC), Hannah Thomas (HT) and Shonni Ostridge (SO).

Apologies:

Apologies were received from Kirsty, Sarah Milward (SM), and Emma Woods (EW).

2. **Minutes of the last Annual General Meeting**

Due to the small nature of the previous PTA (3/4 members) minutes were never needed or produced.

3. **Chairpersons Report**

The Chairperson SDW agreed that due to the influx of new members and the increasing numbers of children attending St Mary's Primary School it was necessary to start afresh.

4. **Treasurers Report**

The Treasurer, SC (Tres) informed members that the opening balance for the account was £2170.11, we had since received a payment from "My Childs Art" for tea towel purchases in the sum of £28.30 taking us to £2198.41. So far this year we had spent £324.50 on road safety signs to try to deter motorists from speeding past the school and increase safety and visibility for the children entering and leaving school. In addition the sum of £406.00 had also been spent on hiring a coach to take all of the children to the pantomime at Christmas. This left us with a balance of £1467.89.

SC Treas went on to explain that extra care should be taken around large lay outs for events to ensure we could make back monies to cover the spend.

SC Treas explained that any monies that were spent in the preparation of events by members would be refunded once receipts were provided. Large spends would need the approval of members. All members were reminded to keep hold of their receipts for submission as they accompany our accounts.

It was agreed by members that for all future funding requests a funding request form should be completed and submitted to the FOSMS for consideration. It was also agreed that this would be critical if we wanted to apply for charitable status in the coming months.

5. **Election of the new committee**

The current members of the committee stood down –
Chairperson SDW, Treasurer SC Treas, Vice Chairperson RA and Secretary MM.

SDW explained that she would step aside for the nomination of a new Chairperson.

LM was nominated for the role of Chairperson which was seconded by KC.
RM was nominated for the role of Vice Chairperson and was seconded by RA.

SC Tres was nominated for the role of Treasurer and was seconded by MP.
SC was nominated for the role of Vice Treasurer and was seconded by LM.
HT was nominated for the role of Secretary and was seconded by MM.

6. **PTA Change of Name**

It was agreed by all in attendance that going forward we would use the name:-
FOSMS – Friends of St Mary’s School.

7. **Adoption of new constitution and policy documents**

It was agreed by all in attendance that we would adopt a new constitution as laid out on the Parent Kind website who we were insured with, and we would also adopt the following policies:

Code of Conduct
Conflict of Interests
Equal Opportunities
Finance Management
Risk Management
Safeguarding
Volunteering
Data Protection and Privacy
Social Media

These documents would be signed by the Chairperson and reviewed annually or before if updates were received. They would also be added to the St Mary’s School website under the FOSMS page for good practice and transparency.

8. **Change of Bank**

It was agreed by all members that we needed to open a new bank account for any monies received via our collective fundraising efforts. LM agreed to contact Barclays on behalf of the committee and open an account. It was agreed that LM and SC would be signatories. It was noted that we would need online access to our new account, a debit card to make purchases easier and a cheque book.

9. **Any Other Business**

Several topics were raised which will be discussed further at the next meeting of FOSTMS.

- a. Donation of £1,000 from Aviary Developments.
- b. Book purchasing and stamping.
- c. Pre Loved uniform.
- d. Christmas Book / Jumper donations.
- e. Sweet donations for Panto trip.

LM expressed her grateful thanks to SDW, SC Treas, RA and MM on behalf of all members and St Mary’s School for their hard work and dedication over the last 4 years.

10. **Date of the Next meeting**

The date of the next FOSMS meeting would be held on 7th December 2023 at 7pm, further details to follow.