



Friends of Bourton Meadow

AGM Minutes

Date / Time	Thursday 26 th September 2019 / 19:30
Venue	Bourton Centre
Minutes	Charmaine Clarke
Attendees	Heidi Young, Louise Dallaway, Charmaine Clarke, Louise Richardson, Tim Norman, Lizzie Hall, Nina Stockill, Sheryne Shillingford-Reed, Janelle Wahren, Tracey Steventon, Becky Tattersall, Iga Ciesielska, Debra Bowden, Lucy Berry, Lois Roche, Claire Barrett, Anita Stubbings
Apologies	Fiona Hebert, Kay Hannan, Liv Green, Lucy Swanson, Sally Payne, Jenni Parks, Tina Kench, Justine Norris

No.	Item
1.	<p>Welcome and Introduction</p> <p>Heidi extended a warm welcome to everyone and thanked them for coming.</p> <p>The committee elected in September 2018 consisted of 8 people, however due to changes in personal circumstances 5 people had to step down or reduce their time commitments over the course of the year. The current active committee members were introduced:</p> <ul style="list-style-type: none">○ Heidi Young – Chairperson○ Louise Dallaway – Treasurer○ Charmaine Clarke – Secretary <p>Unfortunately, with just 3 people the group cannot continue to function, putting on events and running fundraising initiatives for the benefit of the school. All 8 positions will be open for election this evening, if they are not filled then Friends of Bourton Meadow will be dissolved tonight. We really hope that it doesn't come to this, as FoBM have raised vital funds over the years, and funded equipment and upgrades that the school could not have afforded otherwise.</p>
2.	<p>Minutes from previous AGM</p> <p>The net profit from 2017/18 was £24,678.80 – a fantastic year. The main income generators were:</p> <ul style="list-style-type: none">○ Rainbow Run - £8,431.15○ Christmas Fair - £5,716.42○ Tesco Grant - £3,000○ 2 x Discos - £3,840.13○ Gift Aid – £1,501.66○ School's Out – £1,147.48○ Uniform Shed – £538.35○ Pantomime - £419 <p>Funds were allocated to the Multi Use Games Area (£40k), and the bike racks (£500).</p>

Annual Report & Treasurers Report

Annual Report

The annual report detailed activities and equipment funded over previous years:

- 2013/14: £2,500 – Funding to work on the Nursery kitchen
- 2014/15: £8,600 – New play and audio equipment
- 2015/16: £5,000 – Books for the library and funding towards the KS2 playground
- 2016/17: £9,125 – Renovations to school pond and playground
- 2017/18/19: £48,998 – Multi Use Games Area (£40k) and Sound Proofing for the hall and Bourton Centre (£8.9k)

In 2018/19 we were fundraising for the sound-proofing. Main events and activities were:

- Christmas Fair - £4,853.65
- Glow Disco - £1,230.34
- Panto Tickets - £353
- Refreshments at Sports Day and Carols on The Playground - £488.45
- Uniform Shed - £419.58
- Rainbow Run - £5,683.40, which included Gift Aid of £984.66

Treasurers Report

The report for 2018/19 recorded a net profit of **£13,628.31**.

Funds were carried over from September 2018, so total funds available for 2018/19 were £56,773.50. £48,998 was spent on the MUGA and sound proofing.

The remaining funds stand at **£7,775.50**.

Income and expenses were compared for previous years.

Gift Aid has generated an additional £3,897 over the past 3 years. We are now able to claim Gift Aid on funds raised from dress down days.

3.

Election of Committee and additional roles

All the committee roles were filled, allowing FoBM to continue for another year. Thank you very much to Heidi Young, who is Chairperson for a second year, and the 7 new members that joined the committee.

- Chairperson: **Heidi Young**
(Voted Louise D / Seconded Charmaine)
- Vice Chairperson: **Tracey Steventon**
(Voted Heidi / Seconded Nina)
- Co-Treasurer's: **Louise Dallaway & Lizzie Hall**
(Voted Heidi / Seconded Charmaine & Voted Louise D / Seconded Heidi respectively)
- Secretary: **Sheryne Shillingford-Reed**
(Voted Heidi / Seconded Charmaine)
- Committee Member: **Claire Barrett**
(Voted Louise D / Seconded Heidi)

4.

	<ul style="list-style-type: none"> ○ Committee Member: Sally Payne (Voted Charmaine / Seconded Heidi) ○ Committee Member: Jenni Parks (Voted Tracey / Seconded Heidi) ○ Committee Member: Becky Tattersall (Voted Heidi / Seconded Louise D) <p>In addition to the formal committee roles, we are very fortunate to have Lois Roche as Treasurer Support, Louise Richardson handling Events Marketing & Social Media, and Charmaine Clarke for transitional support and handovers.</p> <p>A sincere thank you to everyone for offering their time and efforts to support FoBM.</p>
5.	<p>Head Teachers Report & Spending Plans</p> <p>Lucy conveyed how pleased she was that the committee was going to be able to continue for another year and extended her gratitude for the funds raised to date, reiterating how much of a difference the MUGA and sound-proofing have made to the children.</p> <p>The next (already agreed) project to be funded is an upgrade of the sound system – it is very old and not fit for purpose. It is used for assemblies, school plays, music performances etc. by all children throughout the school. The cost will be £8,700. The Halloween disco on 22nd October will hopefully raise the outstanding balance of approx. £1000.</p> <p>There are two proposed projects for the remainder of funding in 2019/20:</p> <ol style="list-style-type: none"> 1. New iPads – The ones the school currently has are used all the time, but they are very old. These would be used across the whole school. This does not have a set budget associated with it, the school would purchase as many as possible with the funds raised. 2. Road improvement & Lollipop person – Everyone is well aware that traffic flow is a major issue at the start and end of the school day. Lucy has been speaking with the council about establishing a lollipop person outside the main school entrance. The school is able and willing to fund the salary on an ongoing basis, but there are significant set up costs which the school cannot cover from their budget. These costs include dropping the curb to allow for wheelchair access, training and uniform for the employee, insurance etc. The set up costs are £14k, however the council are prepared to offer matched funding at 50%, and have also been able to secure a grant. This leaves £5k outstanding which could be allocated from FoBM fundraising. <p>The committee will make a decision on which project to approve shortly, and feedback to Lucy.</p>
6.	<p>Upcoming Events</p> <p>There are a number of exciting events already in the calendar:</p> <ul style="list-style-type: none"> ○ Spooktacular Halloween Discos – Tuesday 22nd October ○ Christmas Fair – Saturday 7th December ○ Aylesbury Panto – Saturday 28th December ○ Rainbow Run – June 2020 ○ Sports Day Refreshments – Date TBC

7.	<p>Meeting Dates</p> <p>FoBM would like to publish meeting dates for the year to give people as much notice as possible.</p> <p>Wednesday 9th October Thursday 7th November Wednesday 4th December Thursday 16th January Wednesday 12th February Thursday 12th March Wednesday 8th April Thursday 7th May Wednesday 3rd June Thursday 2nd July</p>
8.	<p>Ideas & AOB</p> <p>A brief discussion took place regarding lots of potential new ideas, including an outdoor cinema and circus. These will be further explored over the coming meetings.</p> <p>No other business raised.</p> <p>Heidi thanked everyone for coming, for their input, support, and a special thank you to the new committee members, and everyone else who has offered to help in various roles.</p> <p>Meeting ended.</p>