



Wednesday 14th September 2011

ANNUAL GENERAL MEETING

Item 1 - Welcome and Apologies

Present

Anita Baldwin (AB)
Kathy Beckerleg (KB) *Chair*
Helen Davis (HD)
Georgina Day (GA)
Simon Day (SD) *Secretary*
Laura Hesketh (LH)
Allison Kear (AK)
Linda Lawrance (LL)
Paul Stevens (PS)
Jo Williams (JW)

Apologies

David Kelly (DK) *Treasurer*
Jackie Kelly (JK)
Erika Williams (EW)
Steph Williams (SW)

KB welcomed everyone to the meeting and apologies were noted.

Item 2 - Chair's Report

KB read her report, highlighting the successes of the group during 2010/2011, a copy was given to SD for the records (a copy will be available on the website) and afterwards HD thanked KB and the rest of the group on behalf of the staff and children at the school.

Item 3 - Treasurer's Report

KB distributed the financial report compiled by DK, highlighting the most and least profitable fund raising activities, KB requested that more updates be made throughout the year.

Item 4 - Election of Officers

The officers of the committee for 2011/2012 were elected, KB agreed to carry on as chair, DK was re-elected in his absence and SD announced his decision to stand down.

The result of the elections were as follows:

Chair: KB	Proposed by: LL	Seconded by: GD
Treasurer: DK	Proposed by: HD	Seconded by: GD
Secretary: JW	Proposed by: HD	Seconded by: KB

Item 5 - Diary Dates

Bag2school Collection - Tuesday 20th September 2011

Parents to fill the bags and return them before 9.00am

Macmillan Coffee Morning - Friday 30th September 2011, 10.00am

Volunteers for this event are LL, SD and possibly KB

Monster Disco - Wednesday 2nd November 2011, 6.30-8.00pm

Volunteers for this event are AB, HD, GD, SD, LH, AK, LL, PS and JW. An enquiry was made about the sale of glo stick bracelets again.

Action: HD to check quantity of glo stick bracelets in school office.

Christmas Fayre - Wednesday 1st December 2011, 6.00-8.00pm

GD announce she would be unable to attend but could help prior to the event.

Action: Letters requesting donations to be distributed. Preparation to be discussed at next meeting.

Item 6 - Review of Previous Minutes

Summer Fete

The group agreed that this event was extremely profitable but it was suggested that a breakdown of the takings on each stall would be helpful to decide which stalls would not be worth repeating.

Sponsored Bike Ride

The group agreed that this event was also extremely profitable. PS was thanked for his enthusiasm and hard work. PS announced he is already planning and receiving sponsorship for the next event.

Happy's Circus

KB explained that no dates for 2012 were available, the earliest date available was Friday 26th April 2013 and secure this date the FoH would need to pay a £50 deposit. the group were all in flavour to book this date in the knowledge that the deposit would be lost if the group decided not to proceed at a later date.

Popcorn Maker

KB and SD both thanked PS for fixing the popcorn maker, a decision still needs to be made whether to use it at outdoor events only (because of the mess involved using it indoors) or to sell it. SD confirmed that the popcorn maker cost £500 but had paid for itself with popcorn sales.

eBay for Charities Account

KB informed the group that the FoH were now registered as a charity on eBay and SD had listed several items which had raised over £52 already. Volunteers were asked to help with this process and LL suggested that Dawn Dolphin may be able to assist.

Action: LL to speak with Dawn Dolphin.

FoH Newsletter

SD informed the group that the next newsletter should be ready in October.

Action: SD and KB to produce newsletter.

Item 7 - Wish List

KB explained the importance of compiling a wish list requiring funding, HD informed the group that the most urgent item on the wish list was laptop batteries, PS stated that he may be able to help with the recycling of the old ones to raise funds, he was asked to speak to Ross Twinning regarding the purchase and disposal of the batteries. The group supported the request to fund the purchase of the batteries.

KB suggested adding a PA system (which was thought to cost approximately £200) and raised the possibility of funding some of the school trips throughout the academic year.

Action: LH to research prices for PA system and PS to speak to Ross.

Item 8 - Fund raising procedures

KB informed the group that she was writing a charity constitution and distributed copies for members to browse through and suggest alterations.

Action: Members to give KB feedback.

KB also spoke about the successes and failures of fund raising events and it was decided to stop selling the items of school uniform, SD suggested the group have one last sale after school on Monday 19th September and the remaining items deposited in the blue bags on Tuesday 20th September for the Bag2school collection.

Action: LH and JW to sell items of school uniform.

KB suggested a fund raising thermometer to encourage and advertise the amount of money collected throughout the academic year, the group agreed with this suggestion.

SD suggested contacting the Rikenel Health Centre to enquire about the possibility of using the car park to raise funds later in the year.

Action: PS to contact Rikenel Health Centre.

PS informed the group that he had already been researching the possibility of the next sponsored event in the Forest of Dean which would include camping, he had already received pledges of around £500. Ideas for fund raising for the next meeting were requested.

Action: Members to think of fund raising ideas.

Item 9 - Any Other Business

AK explained a fund raising idea suggested by AB which involves the collection of plastic milk bottle tops, a collection box would be required in the main entrance to the school.

Action: HD to arrange box for the main entrance.

PS briefly mentioned a competition to win a minibus currently being offered by his employer, although concerns were raised about the maintenance, he felt this was worth thinking about.

Action: Decision to be made about entering competition.

Item 10 - Date of Next Meeting

Wednesday 12th October 2011