



FRIENDS OF LAVANT PRIMARY SCHOOL - ANNUAL GENERAL MEETING

**Meeting on Tuesday 7th September
7.00pm in the School Hall
MINUTES**

1. Welcome & Apologies

Present: Polly Peart, Lorraine Foster, Sally Steele, Carly Charlick, Katy Van de Nierkerk, Siri Lundstrom, Kate Self, Lora Stares, Lorna Jones, Adrian King, Annette Stenning,

Apologies: Claire Griffiths, Rachel Ellams, Jenny Linfield, Rosie Rowbotham

2. Minutes of AGM 2020 and any matters arising

The minutes of the previous AGM on October 6th 2020 were approved as a true record of the meeting.

3. Chairs Report for 2020/2021:

Please see attached.

4. Treasurers Report for the year ending 31st August 2021

Please see attached.

Account information:

Community account: £6121.11

Business account: £652.86

Lorraine discussed the processes she will be putting into place to ensure consistency of finance reporting moving forward as there have been so many treasurers, using different systems in the role over the previous 18 months. This has caused a lot of confusion and we have not submitted our accounts to the Charity Commission for the previous financial year.

Lorraine is looking into Zoho/Quick Books or a similar system for The Friends to use which can be used by all treasurers in the future and make the end of year account much simpler and quicker.

Lorraine noted that she is unsure if all 100 club payments have been made this year. Lorraine will speak to Sally Till about what we do if someone asks for

their 100 club winnings to be put back into the account, what is the process for this?

Polly wishes to thank Lorraine for taking on the Treasurer role and for her diligence and attention to detail moving forward.

It was mentioned that the 100 club hasn't been promoted that well, despite letters and information in new starts packs, Facebook posts etc. It was agreed we will promote the 100 club by doing a 'live draw' outside school at the end of each month and having copies of the sign-up forms on the table outside ready to sign up.

It has been noted that processes and procedures of being a registered charity need to be tightened and Lorraine will put together short trustee pack detailing the responsibilities of each role for The Friends to follow.

Kate Self asked how the money raised is spent. We discussed the £250 class contribution at beginning of term from the Friends to help finance resources and extras that the budget does not cover. Adrian explained what was funded last year by the Friends including Climbing frame and Interactive boards. He also explained about the tight Government funding and budget.

Kate Self said she had seen that the Free School ask for a £40 contribution at the beginning of each term per family instead of asking for money throughout the year. We discussed how much of a community Lavant Primary School is, and how the events are for the children to enjoy as well as raising money.

5. All officers were stood down, and re-elected as follows:
 - a. Chair – Polly Peart
 - b. Vice Chair – Claire Griffiths
 - c. Secretary – Rachel Ellams
 - d. Treasurer – Lorraine Foster
 - e. Committee members - Katy Van-Nierkerk, Lora Stares, Sally Steel, Carly Charlick, Lorna Jones, Annette Stenning, Malcolm Stenning, Rosie Rowbotham, Jennie Lindfield,

It was recognized how much Claire Griffiths contributes to The Friends and how much all her hard work is appreciated.

GDPR forms were passed around and signed. It is noted that Polly will need to ask Jennie Lindfield, Rosie Rowbotham and Rachel Ellams to sign GDPR forms.

Lorraine explained as committee member you become a trustee and what this means for each person.

6. Changes to the Constitution

Explanation from Lorraine. Lorraine proposed to change accounts to say accounts will be audited during the autumn term. Adrian King advised AGM

used to be carried out in January. Sally Steele advised a physical date needs to be agreed. AK suggested by end of autumn term/31st dec, and it was put to a vote. A full house voted YES to changing date and the last day of the Autumn Term will be when the accounts will need to be audited for.

Action: Claire Griffiths to ask Charity Commission for Polly and Lorraine to be registered as contacts at the Charity Commission

Action: Lorraine to change the constitution text and get it approved by the Charity Commission.

7. Policies and procedures

Lorraine asked that less people have access to the account to ensure good procedures going forward: Polly, Lorraine and Claire. It was recognized that 2 people must count money before it leaves the building going forward. We agreed there would not be petty cash.

8. Gift Aid

We are registered for gift aid.

Action: Is Claire able to contact HMRC/log in to HMRC for gift aid details.

We have hit a wall with this. We discussed the bigger picture of using Virgin Money Giving for events and having a centralized account for the school. We do have this with Virgin Money Giving but they need our Gift Aid number. We are able to claim back 25% on some of our events with gift aid. Lorraine noted that we are able to claim back 4 years prior to 31 Aug 2021 so it is very important that we sort out these Gift Aid issues.

We discussed all parents to sign Gift Aid forms. Action: Lorraine to look into a gift aid form for parents.

This section of the meeting ended at 08:15 pm.



FRIENDS OF LAVANT PRIMARY SCHOOL

Committee Meeting

Tuesday 7th September 2021 7.00pm in the School Hall

Present: Polly Peart, Lorraine Foster, Sally Steele, Carly Charlick, Katy Van de Nierkerk, Siri Lundstrom, Kate Self, Lora Stares, Lorna Jones, Adrian King, Annette Stenning,

Apologies: Claire Griffiths, Rachel Ellams, Jenny Linfield, Rosie Rowbotham

Following on from the AGM:

1. Correspondence

Letter received for Christmas cards. Everyone agreed that we are happy to do this again but will use the same company as last year as the process was quick and simple with minimal admin involved. It was agreed to promote the mugs and calendars more to make parents aware it isn't just Christmas cards.

2. Events for Autumn term

Discussion over Covid impact on this year's events, rising infection rates, and what restrictions could be re-instated in the future.

Events agreed as follows:

24th Sept – Picnic on school field

All parents and children, after school 5-7pm. Discussion on entertainment. We would like to do some sports for the children, music. Parents encouraged to bring a picnic and make it a fun afternoon for all. If the weather is bad, it will be able to be cancelled easily. This is an opportunity for the parents to get together for the first time in 18 months.

Action: Katy will put together a co-op hamper to raffle at the picnic.

The friends will promote the 100 club, Gift Aid, and sell secondhand uniform.

Action: Lorraine to put together another 100 board and organize forms to fill out on the night for both the 100 Club and Gift Aid.

Action: Sally Steel kindly offered to arrange a tuck shop for the evening.

Action: Carly Charlick has kindly agreed to design a poster to put up at school and put on Facebook and send home on email.

Action: Polly Peart to write a letter to be signed off by Adrian King and circulated to parents asap.

9th October - Ground's day

Adrian King is unable to make this date but agreed to go ahead anyway. Polly Peart to drum up support and get it in people's diaries asap. It is agreed that children will be allowed, and we hope that this will help with people's availabilities to come. Could Amanda Smith's husband do bacon and coffee/tea again? Action: Polly/Adrian to ask Amanda.

22nd October - Cake Sale (Shop bought cakes only)

After school

6th November - Jumble sale

If the weather is fair, we will carry the tables outside and hold the Jumble Sale on the playground.

If not there will be a one way in/out system, and one way around the tables system with numbers limited to how many are allowed into the hall at a time.

Possibility to donate to charity left over things. My Sister's House was discussed. Set up will the afternoon before (Friday) and the hall is free. Action: Polly Peart to drum up support for setting up and for helping on the day as a lot of helpers are needed.

19th November - Winter Disco

It was discussed how helpful it would be to have diary dates sent to parents for the term.

Action: Polly Peart to Send provisional 'diary dates' letter for proposed events then send reminders closer to the date

4th December - Christmas Fair

Provisional date 4th December to be reviewed at next meeting depending on local Covid infection rates and updates from the Local Authority. Discussed scaled down version

It is noted that Children in Need is 12th November

Non uniform donation day dates to be decided next meeting

We discussed Sponsored event (perhaps a run), but it was decided to wait until spring/summer 2022 for this.

3. AOB

There was a discussion on the impact to the school if staff members caught Covid-19. It was agreed, that as much as the staff add a very welcome presence (and additional adult help), that we would try and arrange for any event this term to have minimal staff input to try and minimize this risk.

Card Reader discussion. We will discuss at the next meeting in more detail.

4. Date for the next meeting:

Tuesday 12th October at 7pm in School Hall.

Actions as follows:

ACTION	EVENT	WHO
To arrange the Co-op Hamper	Picnic – 24/9/21	Katy Van de Nierkerk
100 Club Board and forms	Picnic – 24/9/21	Lorraine Foster
Gift Aid Forms	Picnic – 24/9/21	Lorraine Foster
Tuck Shop	Picnic – 24/9/21	Sally Steel
Poster for Facebook, School, and email	To promote Picnic 24/9/21	Carly Charlick
Letter for Parents	To promote Picnic 24/9/21	Polly Peart
Ben Smith to be asked if he could help with Bacon Sandwiches	Grounds Day 9/10/21	Polly Peart
To arrange Helpers for set up and Jumble Sale	Jumble Sale 6/11/21	Polly Peart
To check availability of Disco 'man'	Winter Disco 19/11/21	Lorna Jones
Letter/forward plan of upcoming events	All Autumn Term	Polly Peart