



FRIENDS OF LAVANT PRIMARY SCHOOL - ANNUAL GENERAL MEETING

**Meeting on Tuesday 15th November
7.00pm in the library**

Minutes

- 1. Welcome**
Polly Peart, Lorraine Foster, Sally Steel, Rachel Ellams, Malcolm Taplin, Katy Van-Niekerk, Cailin Clunes, Olita Williams, Kate Self, Siri Lundstrom
- 2. Apologies**
Amanda Homer, Rosie Rowbotham, Adrian King, Lorna Jones
- 3. Minutes of AGM 2022 and any matters arising**
Minutes were all agreed.
Changes to constitution complete
Gift Aid registration complete
Malcolm's surname is Taplin not Stenning as shown in the last minutes.
- 4. Chairs Report for 2021/2022**
Please see the attached report from Polly Peart for information
- 5. Treasurers Report for the year ending 31st August 2022**
Please see attached report from Lorraine Foster for information
PP to send email address for Nicolette Frogley to LF
PP to contact the Co-op through Neighbourly to access the small change boxes
Sales boost needed on the 100 club as it has dropped £25 a month as people have left, it was agreed that this would take place in January.
We need to get signed forms from people willing to give money via gift aid it was suggested that this happened when other forms were signed. Will be sent to all parents in January and then given out to new parents each September.

LF to organize handover meeting with the new treasurer and RR who is going to take over the 100 Club admin.

PP to pass RR email address for LF.

Community account: £1995

Business account £3000.15

TOTAL 4995.15

Cash from Jumble Sale: £800 approx.

6. Election of Officers and trustees including

a. Chair – Polly Peart

Only one person wanted to be the Chair who was Polly Peart.

This was supported by Sally Steel and Seconded by Katy Weller

b. Secretary – Rachel Ellams was nominated by Siri Lundstrom and seconded by Malcolm Taplin

c. Vice Chair – Cailin Clunes was nominated Kate Self and seconded by Katy Weller

d. Treasurer – Olita Williams was nominated by Lorraine Foster and Seconded by Polly Peart

e. 100 Club Secretary – Rosie Rowbotham was nominated by Cailin Clunes and seconded by Siri Lundstrom

f. Committee members

Siri Lundstrom, Katy Vanierkerk, Malcolm Taplin, Kate Self,

Amanda Homer, Rosie Rowbotham,

Helper - Sally Steel

7. Policies and procedures including:

a. GDPR consent form – completed by all committee members.

Polly to print out copies for absent parents who usually attend meetings.

8. Gift Aid

Completed (see above for actions)

9. Correspondence

No correspondence at this meeting

10. AOB

Just Giving has been set up and is all complete – thanks to Siri for doing this as it has been on the agenda for a very long time!

A leaflet will be produced for companies to advertise in. The page can also be used for sponsored events **SL to look into how much**

they take out for sponsored events etc. This also means that we would not have to do invoices etc. for companies.

A card and flowers will be sent to Claire Griffiths.

PP gave a plant and card to Lorraine with thanks for all her help as Treasurer.

All members of the Friends Committee need to have a valid DBS check that they have done for this school. Anyone who has not yet done this will need to see Anette Stenning as soon as possible.

11. **Date for the next meeting**
September 2023