

# Friends of Chiltern Gate School

## Minutes of the AGM held on Tuesday the 13th of January 2015 at 7pm in the Staff Room, Chiltern Gate School.

**Attendance:** Bradley Taylor (BT) Paula Granville (PG) Paula Bushe(PB)  
 Bridget Ledson (BL) Gareth Davies ( GD) Jackie Fryer (JF)  
 Deanna Fryer (DF) Marcelle Peacock(MP) Rukia Sattar (RS)  
 Eileen Verrall (EV) Alan Rose (AR ) Lisa Cook (LC)

**Apologies:** Nicola Sheridan (NS)Helen Thomas (HT) Alison Leslie (AL)  
 Alan Lawrence (AL) Rose-Marie Stidston (R-M S)  
 Rachael Grosse (RG)

Item	Discussion	Action
1	Welcome and happy new year to all. Apologises given on behalf of members. No new members to report.	N/A
2	<b>Chairman's Report-</b> GD gave his report, please see attached.	N/A
3	<b>Financial Report</b> – AR gave his report, please see attached. AR mentioned that Chiltern Gate was now eligible for Gift Aid should we receive any kind donations. Ask <b>AR</b> for form.	N/A
4	<p><b>Agreement of expenditure for 2015 from FCGS Funds</b>            The committee and members discussed several uses for the funds.</p> <p><b>1) MP</b> - Suggested an ipad for the Sensory Room. Cost approx £500.  <b>All in agreement</b></p> <p><b>2) LC</b> - Suggested a communication board situated outside for parent/carers, visitors, taxi drivers.  <b>All in agreement</b> - However this would not come out of FCGS Funds.</p> <p><b>3) EV</b> - Suggested development of outside garden space for Key Stage 1 pupils.  <b>All in agreement</b></p> <p><b>4) BT</b> - Discussed the need for additional transport such as a 9 seater mini bus. There is only one morning when the school bus is not in use. Options included buying outright or leasing.</p>	<p><b>MP/AR</b> to investigate ipads and costings.</p> <p><b>AR</b> and <b>LC</b> to look into costings.</p> <p><b>EV</b> would investigate possible options and report back.</p> <p>Further investigation required. <b>BT</b> to cost up different options, purchase, leasing etc and</p>

	<p>Great opportunity for pupils to get out and about and experience the community. Great for working with smaller groups.  <b>All in agreement</b></p> <p><b>5) BT</b> - Year 6 party and Year 6 Memory books would be funded by FCGS.  <b>All in agreement</b></p>	<p>present at an EGM to put to a vote.</p>
<b>5</b>	<p><b>Election of committee for the up coming year and review of the roles of Chairman, Secretary, Treasurer and deputies</b></p> <p><b>Chairman</b> - <b>GD</b> very happy to continue in role.  <b>All in agreement</b></p> <p><b>Secretary</b> - Unfortunately, Nicola Sheridan had to stand down due to personal reasons. We would like to say a very big thank you for all her hard work and support as the FCGS secretary and we look forward to seeing her soon.  <b>LC</b> proposed as new secretary  <b>All in agreement</b></p> <p><b>Treasurer</b> – The Treasurer had stood down, <b>AR</b> was suggested to become treasurer by members of committee.  <b>AR</b> was happy to help and support someone in this role, he would continue to help with banking etc but he considers this role needs an independent treasurer.</p> <p><b>Deputies</b></p> <p>For further discussion but <b>BT</b> would be the chairman’s deputy on occasions when GD is not able to.</p> <p><b>Review of Committees TORS</b>  Terms of Reference for the committee roles were available for all to study and take home should they wish.</p>	<p><b>GD</b> to discuss with other parent members to see if anyone maybe interested in the role.</p> <p><b>BT</b> would confirm with <b>RG</b> if she would like to continue as deputy chairman</p>
<b>6</b>	<p><b>Review of Constitution</b>  This AGM had not affected the constitution.</p>	
<b>7</b>	<p><b>Review of Christmas Bazaar and Date for Summer Fete</b></p> <p><b>GD</b> was delighted the recent Christmas Bazaar was a huge success raising lots of money and awareness for Chiltern Gate School.</p>	

	<p>Some areas, link the corridor, were very busy due to a high volume of people. This should be considered when planning/postioning of stalls for next time.</p> <p><b>BT</b> - wonderful event for all, parking on CGS playground full and had to use the school next door to accommodate visitors.</p> <p><b>JF</b> - No Arans food catering for next event. Must think of logisitics of what we need to do re catering – ask parents, other caterers. Maybe look at more games and parking layout.</p> <p>Overall a wonderful event, great success.</p> <p><b>EV</b> - We have exhausted all stocks so would need to re-stock for the summer event.</p>	<p><b>JF, EV</b> and <b>LC</b> to discuss layout</p> <p><b>JF, EV</b> and <b>LC</b> to discuss. <b>LC</b> to communicate with parents/carers re food, donations etc.....</p> <p><b>EV, JF</b> and <b>LC</b> to restock ready for next event.</p>
<b>8</b>	<p><b>Date and frequency of future FCGS meetings</b></p> <p>Next meeting to be held 10<sup>th</sup> March 2015 and 5<sup>th</sup> May 2015</p> <p>Summer Fete - 6<sup>th</sup> June 2015 to avoid Ramadan.</p>	
<b>9</b>	<p><b>AOB</b></p> <p>Suggestions were put forward of other ways to raise funds:</p> <ol style="list-style-type: none"> <li>1) <b>JF</b> - Carboot sale.</li> <li>2) <b>RS</b> - Sponsored walk with children.</li> <li>3) <b>BT</b>- Sports week at school include something, traithlon, sports day.</li> <li>4) <b>BL</b> – We should keep contact with parents/carers whos child has left the school to invite them to support fundraising events for FCGS.</li> <li>5) <b>AR</b> - Discussed PA system could be procured to help facilitate fundraising events.</li> </ol>	<p>Further discussion at next meeting</p> <p><b>AR</b> to price up PA system</p>

**Meeting closed at 8.05pm**

**See you all in March**