

Friends of Chiltern Gate School

Minutes of the AGM held on Tuesday the 2nd of February 2016 at 7pm in the Staff Room , Chiltern Gate School.

Attendance: Bradley Taylor (BT) Gareth Davies (GD) Jackie Fryer (JF)
Maria Bovingdon (MB) Rukia Sattar (RS) Lisa Cook (LC) Helen Thomas (HT) Nicola Sheridan (NS) Alan Lawrence (AL) Lynn Fitzpatrick (LF) Marcelle Peacock (MP)

Apologies: Paula Bushe (PB) Claire Dancer (CD) Bridget Ledson (BL)
Khawer Tamimi (KT) Gill Jack (GJ) Deanna Fryer (DF) Alison Leslie (AL) Rachel Grosse (RG)

Item	Discussion	Action
1	The Chairman welcomed all attendees to the meeting. Apologies were given on behalf of absent members.	N/A
	Chairman gave a brief introduction on the objectives of the AGM. It was an opportunity to look back at what we have achieved and draw out the objectives for the coming year.	N/A
2	The Minutes of the last meeting were agreed.	N/A

<p>3</p>	<p>Chairman's Report The Chairman briefed the members on his annual report. The detail can be found within the report which was sent to all members prior to the meeting. He expressed his gratitude for the hard work which resulted in a record breaking year for raising funds.</p> <p>Thank you</p> <p>The Chairman took the opportunity to thank Alan Rose for his tremendous support and help in his role as the stand in Treasurer.</p> <p>He will be sadly missed and did a wonderful job keeping everything in order.</p> <p>Thanks also went to Jackie Fryer and Eileen Verrell for their key organisational skills regarding the Summer fete and Christmas Bazaar, their continued support is very much appreciated. This was also true for all the parents and teachers that worked hard in the organisation of these fundraising events.</p> <p>It was discussed that Lisa Cook would be stepping down in her role as Parent Ambassador and therefore as FCGS Secretary. The Chairman and Headteacher wanted to thank Lisa for her excellent work as Parent Ambassador and as the Secretary for FCGS.</p> <p>School Merger 2016 would be a challenging year with the amalgamation of Chiltern Gate School and MapleWood School. FCGS would need to evolve to support the two locations.</p> <p>The new Parent Ambassador was already nominated and the role could be used to help generate more support from parents/carers for FCGS when it expands to support the two schools. The aim is to generate more parent/carer support for FCGS to hopefully remove some of the burden on the staff.</p> <p>The FCGS meeting in March would be focused on the merger of the two schools and what FCGS would need to do to evolve in order to support both schools.</p>	
<p>4</p>	<p>Treasurer's Report AR was congratulated on becoming the new treasurer. He reported the following:</p>	

<p>5</p>	<p>The Financial Year ran from July to July.</p> <p>FCGS funds at start Jan 2015 was £16,290</p> <p>Summer/Christmas functions required more help and support to arrange floats, collect money and count takings during the event rather than leave it until after.</p> <p>Discussed that AL should use the School laptop for any work relating to FCGS should he wish to.</p> <p>AL and LC banked all cash received from the Christmas bazaar, and other donations, on Friday 19th Dec 2015.</p> <p>The current balance for FCGS was £25,080.60.</p> <p>The Financial Plan.</p> <p>The FP was circulated for comment before the AGM. It was the first Financial Plan created and would focus on Chiltern Gate School but there was the opportunity of releasing funds from the New Proposals Pot to Maplewood School if a requirement was proposed to the FCGS committee. Once confirmation of the merger of the 2 schools was released, the next Financial Plan would be a joint plan.</p> <p>It was agreed that the Chairman would amend the Financial Plan to combine Key Stage 1 and 2 funds ie the school would receive £4,000 per year from FCGS to spend on enhancements that were agreed by the Senior Leadership Team (SLT).</p> <p>BT mentioned that classes already receive class budgets.</p> <p>Any larger proposals to spend FCGS funds would come out of the New Proposals Pot; however, all proposals should be prioritised and agreed through the SLT before being proposed to the FCGS committee.</p> <p>Bids from Staff</p> <p>Proposals for utilising FCGS funds included:</p> <p>OT Team- £5000 To refurbish Soft play area, looking tired and old!</p> <p>Cate Bill- Muga all round outside space used for multiple games use.</p>	<p>GD</p> <p>All</p>
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<p>6</p>	<p>Cost anywhere between £15,000-£30,000</p> <p>Deanna Fryer -£1,000 to purchase good quality long lasting Paddling Pools.</p> <p>Jackie Fryer- £3340 All School day trip to the seaside. 130 pupils 90 adults Transport and Fish and Chips for all.</p> <p>These suggestions would need to go through the SLT for approval/prioritisation.</p> <p>An updated financial plan would be sent out with these Minutes.</p> <p>Ideas from Parents It was discussed that FCGS should communicate to parents/carers what their kind donations and money raised had been used for.</p> <p>AOB</p> <p>Ramadan RS brought to our attention that Ramadan would fall about 10 days earlier this year so we should note this when setting a date for the Summer fete.</p> <p>FCGS Communication FCGS - GD suggested FCGS getting a letterhead to use for their paperwork; the committee agreed and perhaps the pupils could come up with ideas of a logo or use DF to help design it.</p> <p>GD also discussed that we should look to enhance communication of FCGS activity buy utilising the school website.</p> <p>GD mentioned he will be away April/May/June and July 2016. [Post meeting Note: GD will not be going away until October 2016.]</p> <p style="text-align: center;">Meeting closed at 8.06pm</p> <p style="text-align: center;">Next meeting 1st March 2016 at 7pm</p>	<p>Proposer/SLT</p> <p>GD/LC</p> <p>GD/AL</p> <p>GD/BT</p> <p>GD/DF</p> <p>GD</p>
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