



13<sup>th</sup> March 2017

**MINUTES OF THE FRIENDS OF CHILTERN WOOD SCHOOL ANNUAL GENERAL MEETING HELD ON 7<sup>th</sup> MARCH 2017 AT THE CRESSEX SITE**

**Attendance:** Alan Lawrence (ALa), Gareth Davies (GD), Bradley Taylor (BT), Alison Leslie (AL), Claire Dancer (CD), Caroline Andrews (CA), Zoe Colban (ZC), Laura Hughes (LH), Helen Thomas (HT), David Pells (DP), Paula Granville (PG), Phillipa Dadd (PD).

**Apologies:** Sharon O’Toole (ST), Rachel Amos (RA), Maria Bovingdon (MB), Lynn King (LK), Sanam Ullah (SU), Nicola Sheridan (NS), Jackie Fryer (JF), Deanna Fryer (DF), Rukia Sattar (RS), Khawer Tamimi (KT), Paula Bushe (PB), Lynn Fitzpatrick (LF), Gill Jack (GJ).

Item	Discussion	Action
1	<p>The Chair welcomed all attendees to the meeting and was happy to see a new parent in attendance.</p> <p><b>Chair’s Report</b> The Chair talked through the main points within his annual report which is attached to these Minutes and can be located on the Chiltern Wood School webpage under parent information and within the FCWS section.</p> <p>The Chair was keen to maximize the number of donations received and would look to produce a leaflet that could be sent to local businesses to inform them about FCWS and ask them to support FCWS as their official charity.</p> <p>The Chair would like all FCWS members to think about initiatives or ideas for raising funds and feed them back to the FCWS meeting.</p>	<p>N/A</p> <p><b>GD</b></p> <p><b>All</b></p>
2	<p><b>Treasurers Report</b></p> <p>AL talked through the Treasurers report and explained that the accounts were closed at the point of the AGM with a balance of £33,225.72. However, funds were committed against the remaining payment of the Soft Play equipment.</p> <p>Alan Rose, a previous Business Manager at Chiltern Wood school, agreed to be the independent reviewer of the FCWS accounts and this was agreed by the meeting attendees.</p>	<p><b>AL</b></p>

3	<p><b>Review of Financial Plan 2017</b></p> <p>The Chair talked through the Financial Plan for FY17/18 which can be located on the Chiltern Wood School webpage under parent information and within the FCWS section. Although the Soft Play equipment purchase had already been agreed there were new proposals put forward within the Financial Plan which included the following:</p> <ul style="list-style-type: none"> <li>- Eye Gaze equipment.</li> <li>- Outside Play equipment for the Rainbow Centre.</li> <li>- The instillation costs for the donated Wheel Chair swing.</li> </ul> <p>ZC raised the proposal for a garden development project for the Little Wings department. It was discussed that the initial start-up costs could be covered by the Minor Purchases fund within the Financial Plan.</p> <p>DP raised the point that the bikes for the older children were in need of upgrading and it was discussed that this could also be supported from the Minor Purchases fund.</p> <p>The Financial Plan was presented to the FCWS members and was unanomously voted in.</p> <p>It was agreed that ZC and DP's requests would fall under the Minor Purchases fund within the Financial Plan and they would approach the SLT with their proposals before requesting the funds from the Treasurer.</p>	ZC/DP
4	<p><b>Review of Committee Members for 2017</b></p> <p>No volunteers had put their names forward for the 3 Committee Member roles of Chair, Treasurer and Secretary. The current serving Committee Members, GD as Chair, AL as Treasurer and NS as Secretary, volunteered to undertake another year in office. This was put to the vote and was unanimously supported by the Members present.</p>	GD/AL/NS
5	<p><b>Review of Constitution for 2017</b></p> <p>The Chair presented the revised Constitution which was updated to reflect the merger of Chiltern Gate and Maple Wood schools to become Chiltern Wood school. The Constitution and its amendments were put to the vote and was accepted by all the Members present through a unanimous vote.</p> <p>The Chair would update the information held by</p>	GD

	the Charity Commission to reflect the change of name to Friends of Chiltern Wood School (FCWS).	
6	<p><b>AOB</b></p> <p>BT stated that he was undertaking an Iron Man in the summer and could use this as an opportunity to raise funds for FCWS. We could also look to invite parents to undertake a fun sporting activity to raise funds.</p> <p>ZC asked the Chair if he could provide an official letter to ask Notcutts to donate soil to the school to use for gardening activities with the pupils.</p>	<p><b>BT</b></p> <p><b>GD</b></p>
	<p><b>Date of next meeting:</b>  <b>2<sup>nd</sup> May 2017, 6.00pm, at the Downley Site</b></p>	