



28<sup>th</sup> March 2018

**MINUTES OF THE FRIENDS OF CHILTERN WOOD SCHOOL ANNUAL GENERAL MEETING HELD ON 21<sup>st</sup> March 2018 AT THE DOWNLEY SITE**

**Attendance:** Alan Lawrence (AL), Gareth Davies (GD), Bradley Taylor (BT), Alison Leslie (ALe), Caroline Andrews (CA), Melissa Andrews (MA), Martina Kane (MK), Caroline Eliot (CE), David Pells (DP), Claire Dancer (CD), Charlotte Holliday (CH), Sharon O'Toole (SO), Lynn King (LK), Zoe Colban (ZC), Julia Geis-Clements (JG)

**Apologies:** Nicola Sheridan (NS)

Item	Discussion	Action
1	<p>The Chair welcomed everybody to the meeting, there was one new member Juila Geis – Clements.</p> <p><b>Chair's Report</b> The chair talked through the main points within his annual report which would be available on the Chiltern Wood school webpage under the parent and FCWS section.</p> <p>The Chair said he was pleased to report that the areas of focus for this financial year have been in most part, successful. The ambition last year was to get more Parent/Carers and their families to support our fundraising activities, good progress has been made but we were still heavily relying on staff to help run stalls at the Summer fete and Christmas bazaar. Looking into next year the Chair said he can see the relationship between FCWS, Governors and SLT going from strength to strength, hopefully we can take forward and enhance the profile of FCWS through improved advertising to maximise fundraising. We would be looking to set up a FCWS Just Giving page to make fundraising more efficient.</p> <p>The Chair mentioned that if anyone had any ideas on how the FCWS funds can be used to support the school then it should be passed to the FCWS committee or the school's SLT.</p> <p>The Chair said this would be his last report as he was stepping down from his role, he thanked all who had supported him during his time in office and hoped FCWS continues to grow and gets even stronger.</p> <p>The Chair mentioned that he would like all members to look into how we can develop our advertising and to look into ways to raise funds for the school.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>

2	<p><b>Treasurers Report</b></p> <p>AL talked through the Treasurers report and explained that as of 2<sup>nd</sup> March 2018 the account balance was £27,864.96.</p> <p>AL mentioned that not much money was raised through Easyfundraising. The Chair said an email had been sent out with an easy guide to join up to Easyfundraising. The Chair said he would advertise the Easyfundraising on the newsletter and would ask ALe if she could find this guide so the Chair could place it on the webpage.</p> <p>AL said the renewal for the Lottery License is coming up in April, it will cost £20.</p> <p>AL said that CH was sourcing funding but she had said that some charitys may not be willing to help us because currently we have too much money in the account. The Chair said that although the account had a lot of money, some agreed and committed money for this financial year had not been spent yet. BT would check on the purchase of the eye gaze equipment.</p> <p>AL mentioned the Wycombe Lottery and said you can sign up to a weekly lottery for £1 and 50p of that will go to FCWSI, he also said you can set up a Direct Debit for this.</p> <p>The Chair said he will look into including FCWS in the Wycome Lottery.</p> <p>The Chair stated that it had taken over a year to get access to the FCWS Charity Commission account. This was due to the account being set up by a previous member and the email address and password were no longer valid. Now that access was available the Chair asked the Treasurer to ensure that FCWS annual accounts were uploaded for the past 2 years that were missing.</p>	<p><b>GD/ALe</b></p> <p><b>BT</b></p> <p><b>GD</b></p> <p><b>AL</b></p>
3	<p><b>Review of Financial Plan 2018</b></p> <p>The Chair talked through the Financial plan for 2018/19 this could be located on the school webpage under parent information within FCWS section.</p> <p>The chair proposed for an extra £11,000 to go towards the original £7,000 for the outside play/equipment for Rainbow Building. The chair said there had been a revised quote because there was a lot of ground work to be completed to allow the play equipment to be built upon. BT said that this activity was a priority for the SLT.</p> <p>The Chair proposed FCWS funds the increased cost of the Rainbow building play area and put it to the vote. All FCWS members voted in favour of the proposal to</p>	

	<p>add £11,000 extra towards the outside play area of Rainbow building.</p> <p>The Chair suggested that in every meeting held we should have an Agenda item to monitor progress against the agreed financial plan and check how projects were progressing.</p>	
4	<p><b>Review of committee Members 2018</b></p> <p>The Chair said he would like to extend the Committee members and add a Fundraising and Advertising member, he asked if any members present would be interested in one of these roles. No volunteers came forward. ZC suggested that if people knew what the role was about and what was expected of them in the role they might consider taking it on. The Chair agreed this was a good point and would put something together about the roles and will distribute it out.</p> <p>The Chair said he would be standing down from his role at the end of the school year (July 2018) and asked if any members present would be interested in taking over this committee role. No volunteers came forward. BT said he would be happy to stand in until someone is found. AL as Treasurer and ALe as Secretary volunteered to undertake another year in office, this was put to the vote and supported by all members present.</p> <p>Any volunteer for the Chair role would need to be voted in at an Extraordinary General Meeting.</p>	<p><b>GD</b></p> <p><b>BT/AL/Ale</b></p> <p><b>BT/AL/ALe</b></p>
5	<p><b>Review of Constitution for 2018</b></p> <p>The Chair proposed that small changes were made to the constitution. These changes included a change to the date of the AGM and the financial consolidation to the end of the financial year which runs to 31<sup>st</sup> July. AGM would be held in July before school breaks up. This proposal was put to the vote and all members were in agreement with this.</p>	<p><b>GD</b></p>
6	<p><b>Confirmation of the date for the Summer Fete 2018</b></p> <p>It was mentioned that the Summer Fete could be held on the same day as the Downley School; however, the Chair felt this was too much effort to undertake this year.</p> <p>BT suggested the fete could be held in June and proposed Saturday 23<sup>rd</sup> June at the Cressex site. All members were in agreement with this.</p>	<p><b>ALL</b></p>
7	<p><b>AOB</b></p> <p>CH said she was trying to arrange a 'packing customers shopping/groceries' day at Sainsburys in High Wycombe where we would pack peoples shopping for a donation to the school in buckets. CH</p>	<p><b>CH</b></p>

	<p>mentioned that we would need volunteers to help with the packing. It was suggested that perhaps this was something the older children could take part in. ZC said maybe we could do two days. CH said she would look into getting some buckets.</p> <p>JG suggested we could produce a pin badge to brand the school. It was felt that this topic could be discussed at the Parent gatherings to discuss further but was not necessarily an FCWS activity unless SLT asked for funding support.</p>	<b>ALL</b>
	<p><b>Date of next meeting: Thursday 26<sup>th</sup> April 2018 at 6.30pm Cressex site</b></p>	