

Friends of St Mark's



*Charity Number 1181519
St Mark's C of E Primary School
Brantridge Lane, Havwards Heath, RH17 6EN*

Annual General Meeting

3rd October 2023 - 8:15pm

The meeting was carried out on Zoom, opened at 8:15pm.

Astrid Williams (Chair for meeting) welcomed everyone and confirmed that the meeting was quorate.

Apologies – Liz Brewer, Abi Paige, Julia Moore, Zoe Billington

Present - Michael Chivers, Sasha Hawkins, Lizzie Gorvett (LG), Joss Gaynor (JG), Donna Dove-Wallington (DW), Louise Taylor, Saga Booth (SB), Astrid Williams (AW), Elizabeth Mills (EM), Zoe Carlisle (ZC), Victoria Tackie (VT), Sarah McClarin, James McClarin

Minutes of 2022 AGM – reviewed – only comment was from EM – agreed to amend closing bank balance which was not correct – EM to check exact figure and update.

Chair's report 2022/23 – VT read aloud – no comments made

Treasurer's report – EM read aloud, explained not yet independently examined. Screen shared to show P&L account. Main fundraising activities and amounts raised outlined and contributions to the school.

Appointment of independent examiner of accounts – EM confirmed that Cathy Lee, School bursar has agreed to do this again. EM put forward and AW seconded.

Election of officers for committee – currently elected committee members confirmed their intention not to stand again. No nominations were received initially.

Some discussion followed in which AW explained the possible next steps, either to fold FOSM in terms of its status as a charity, or for EM and one other committee member to remain as silent members and submit a nil return at the end of the year in order that the charity could continue to exist and allow more time for others to join the committee outside the AGM. With this model, no fund raising activity would be planned for the coming year.

Some discussion followed with general agreement between those attending that it would be a shame for FOSM activities to cease.

After some discussion about the challenges that this may pose in terms of personal time constraints, JG, SM, LG, SB put themselves forward as general committee members. There was no expression of interest in the treasurer role and it was agreed that the interim plan would be for new committee members to share the treasurer role until a treasurer could be appointed.

Appointment of Class reps

Bluebell – no nominations - Sarah McClarin to check with parent group to see if anyone interested

Year 1 – no nominations – Lizzie Gorvett to check with parent group to see if anyone interested

Year 3 – Donna Dove- Wallington

Year 4 – Zoe Carlisle

Year 5 – Astrid Williams

Year 6 – Abi Paige

Facebook – EM requested that James McClarin remove herself and ZC as Facebook administrators and add new committee members – agreed.

AOB – none raised

AGM closed at 9:05pm

Open meeting -opened at 9:05pm on zoom following AGM

ZC outlined that FOSM had a wish list from school and that Mrs Kelsey has put forward 2 specific things

- Trim trail needs updating – with a plan to involve pupils and parents in decision making about this
- Mural in hallway (library corridor)

Update on fundraising for Autumn term –

- Bonfire night - Bonfire society run this event and produce poster, FOSM traditionally sell glo sticks
- Wreath making event – booked in for early December
- Christmas fayre – 1st December

Remainder of the year - some dates in the school calendar already but these be adjusted

JG -question about charity commission – do new members of committee need to be listed as trustees – EM clarified that this would need to happen.

EM requested new committee members to put themselves forward to be on the bank mandate

Meeting closed 9:25pm