

AGM - Friends of St Mark's 4th November 2021

Attendees :

Kerri Potter (KP), Kerstin Bowers (KB), Elizabeth Mills (EM), Zoe Carlisle (ZC)}, Victoria Tackie (VT), Astrid Williams (AW) Donna Dove-Wallington (DDW), Laura Kelsey (LK), Shirin Alvarin (SA), Julia Moore (JM), James McLarin (JMc), Victoria Ponsford (VP)

PRE-MEETING

It was agreed the meeting was quorate with the correct amount of non-committee members present

Elizabeth Mills the FoSM Treasurer is chairing the meeting

AGENDA

1. Apologies for absence
2. Matters Arising from Previous Meeting Minutes
3. Ordinary Business
4. Treasurer Report
5. Appointment of an Independent Examiner for Year Ending 31st August 2021
6. Election of Officers and Trustees of the Committee
7. AOB
8. Next Meeting Date

1) Apologies for absence received.

Willem Goosen

Zoe Billington

2) Matters Arising

It was confirmed the heaters are all present and correct.

3) Ordinary Business

KP stepped down as chair after immeasurable contribution to the FoSM.

Willem Goosen stepped in as chair and did incredibly for 6 weeks.

KP read out the chairs report - as attached.

4) Treasurer Report (attached)

EM said the financial year runs from 1st September - 31st August. EM added the caveat that the year account from 2020-2021 have not been formally finalised as yet.

Opening balance was £5973 and over the year the balance increased by £538.

Top left is our income. Fundraising line is £464 from the one event - Break the Rules day.

Donations amount to £1,298

Overhead/ Subscription is the Parentkind subscription for advice and insurance.

Contributions are £1,136.

Also shows the prior two years for reference on the right. The year before was also affected by COVID, but managed to get in the Christmas Fair, pub quiz and cakes and lolly sales before the first lockdown. All that brought in £2,173.

The year before that, before we'd heard of COVID we raised £6,323, £3k of that being from the village fete. A useful reminder of what can be done when it is appropriate and safe.

Next tab – donations, so money in that we don't organise as an event. Biggest co-op community fund bringing in £766. See how valuable things like Bags2School and xmas cards are when other fundraising is limited – and even when it isn't! also worth noting amazon smile and easy fundraising and reminding everyone of those as a way to bring in money. Total donations £1,298.

Contributions to the school – what it's all about! Xmas books £59 was the FC present at the class bubble party day. External heaters and fitting was for the Fern area when they were forced to do a lot more outside learning in the cold with covid regulations. Allergy Easter eggs, the rest were donated by Tesco. Football goals were needed as a replacement. Total £1,136.

Final bank balance 31st August was £6,511.

Since then the only movement on the bank account has been the £75 for the last Bags2School collection and the glow stick sales at the bonfire brought in £59.

5) Appointment of an Independent Examiner for Year Ending 31st August 2021

Last year Cathy Lee did our first ever independent examination of our accounts which we later submitted to the charity commission. EM proposed she does this again this year and it was seconded by KB and KP.

6) Election of Officers and Trustees of the Committee

We in the committee have been talking about structure and roles, given our two co-chairs are standing down, and what to do if we didn't have anyone stepping forward as a new chair

- We sought advice from Parentkind, an advisory body for PTAs that we subscribe to.
- Suggestion of new structure with no chair. Instead additional general committee members could join and take it in turns to chair the meeting.
- Becoming very popular since the pandemic as a new way of working.
- Reason is because a) main purpose of the chairperson role is to chair meetings. In reality the bulk of the workload often falls to the chair – as Kerri can testify to. But the PTA is run by a committee, all

decisions are taken by the committee, there isn't really any reason for one person to shoulder more responsibility or work. b) the current set up puts people off stepping forward as chair. c) this way promotes more of a team working ethos.

-Could have roles such as 'fundraising lead' or 'social media lead' or 'head elf' for xmas fayre – just examples that the new committee can discuss.

-Maximum 3 extra, so we don't have problems meeting our quorum.

-Important note – all committee members would be trustees and registered with the charity commission. Responsible for the governance of FOSM as a charity.

-This would be valid for the next year, at the next AGM, we would vote again and can revert to the traditional structure.

It was agreed and voted upon to keep the chair as a vacancy for the year. Elizabeth Mills was voted in as Treasurer for a further year and Kerstin Bowers as secretary.

Chair or co-chairs - Vacancy for the year.

Secretary - Kerstin Bowers

Treasurer - Elizabeth Mills

Year Reps

Bluebell - Zoe Carlisle & Julia Moore

Year 1 - Kerstin Bowers & Lizzie

Year 2 - Zoe Billington

Year 3 - Astrid

Year 4 - Abi - KP asking her

Year 5 - Katherine Sowden & Victoria Ponsford

Year 6 - Shirin Alvarin

Ordinary Committee members

Zoe Carlisle, Astrid and Victoria Tackie were voted in as committee members of FOSM.

7) Any Other Business

KB and ZC were voted in as additional signatories for the bank mandate. Note – payments over £100 require two signatures so ideally we want a pool of three. ZC was voted as the second signatory.

Next xmas fayre meeting next Tues in the church, after church service. If you can't attend but want to be added to the sub- committee chat group, let one of us know. Set that up in the next few days.

Next general FOSM meeting will be in the new year to discuss fundraising and school wishlist items. Ms Kelsey mentioned new tablets are needed as a lot of the ones the children are using are very old. The new marquee is up and there isn't enough room for any more sports equipment. New books are required for an overhaul of the library. KB is putting the school in touch with The Steyning Bookshop. Also Sarah McLarin donates and supplies books for the school.

This gives the new committee a chance to bed in and concentrate on delivering the xmas fayre

8) **Next Meeting Date**

TBC