

## Friends of Greenfields

### ANNUAL GENERAL MEETING

#### Minutes of the meeting held 20th September 2018 at 4pm

##### In Attendance:

Terri Cruickshanks, Laura Elliott, Lynsey Hally, Sam Miller, Samantha Oram, Sue Robson  
Melissa Welsh

##### Ordinary Business

- 1] **Apologies for absence**  
Not applicable.
- 2] **Minutes of the Annual General Meeting**  
As the previous meeting was held 2 years ago, and with very little recent activity, it was agreed that a fresh new start was needed.
- 3] **Matters arising from the Minutes**  
N/A
- 4] **Chair's Report for 2017/2018**  
Due to recent inactivity of FoG and the fact that the two joint Chairs had recently resigned their posts no report was available.
- 5] **Treasurer's Report for the year ending 31<sup>st</sup> August 2018**  
The treasurer reported that the auditor still had the FoG account books and as soon as they were returned a treasurer's report would be distributed.
- 6] **Appointment of an Independent Examiner of Accounts for the year ending 31<sup>st</sup> August 2018**  
It was confirmed that Ellison Services had been appointed. This was a charity branch of Newcastle Council.
- 7] **Election of Officers and Trustees of the Committee**  
Nominations and votes were held with the following people appointed:  
Chairman – Samantha Miller  
Secretary – Laura Elliott  
Treasurer – Lynsey Hally and Sue Robson  
Ordinary Committee members – Terri Cruickshanks, Samantha Oram, Melissa Welsh.
- 8] **Confirm Parentkind Membership and Insurance details**  
The new committee were informed of the Parentkind Membership and the details surrounding insurance cover. All members would be issued with a login to the website for ideas and resources and were informed of the Facebook page that Parentkind run.

9] **Constitution**

As part of the membership of Parentkind they offer a model constitution. By adopting this it allows Friends and PTA groups to apply for charitable status, which gives access to wider funding opportunities. It was agreed that the model constitution would be adopted and work towards registering as a charity would follow.

As there was a new committee, and constitution it was agreed that a rebranding would be appropriate too so that more parents would understand what the group was about as it was felt that "friends" was vague but most people understood what a PTA did. The group would now be known as Greenfields Friends, Parents and Teachers Association (GFPTA)

10] **Event planning meeting/Autumn Discos**

It was agreed that the group would need to meet weekly on a Thursday after school from now on in order to organise events in the Autumn Term. Dates were set for an Autumn Disco on 7<sup>th</sup> November.

Regarding the disco it was agreed that:

Tickets to be sold in advance for £1.50 to raise funds prior to the event to purchase items to be sold:

- Popcorn - 50p
- Hotdogs – 50p
- Crisps – 50p
- Face painting – 50p
- Glow sticks

Discussion took place around raising money quickly in coming months and re-instating either a cookie day sale which was discontinued due to lack of helpers to sell them, or the treasure map/spot the ball type game to raise funds. Other food options were explored such as doughnuts and sweets. Allergen free alternatives and special attention would be paid to ingredients regarding known food allergies in school. One parent with a child with food allergies had offered to bake allergen cakes/biscuits for the sales.

A Christmas Movie was agreed and would take place on 12<sup>th</sup> December. Polar Express would be shown for KS2 with a different movie for Early years and KS1 such as The Mickey Mouse Christmas Movie or snow dogs. The idea of selling hot chocolate and popcorn were mentioned but no costs were applied to these.

11] **Class list app/communication/member and volunteer contact details**

It was decided in the first instance to set up a WhatsApp group for the committee members, but to investigate using Class list (a parentkind recommended app) to communicate with the wider school.