**FOES ANNUAL GENERAL MEETING MINUTES**

**Wednesday 21st October 2015 - 7.15pm**

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| **Present:** | | Faye Booth, Claire Knott, Jolie Ramage, Heidi Orsler, Helen Shaw, Nikki Sedgwick, Lisa Smith, Jo Payton, Emma Cross, Liane Foulgar |
| **Apologies:** | | Sarah Welton, Angela Brown, Anita Burgess, Kay Bennett, Lucy Mills, Rachel Bentley, Anna Sasse |
| **1.** | **Formal Welcome**  Jolie opened the meeting by welcoming everybody and thanking them for their hard work and involvement with FOES over the last year. | |
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| **2.** | **Minutes of previous Annual General Meeting (8 October 2014)**  The minutes of the last meeting were agreed. | |
| **3.** | **Chairpersons Report**  Jolie introduced the report which gave details and highlights about FOES activities in the year from October 2014 to October 2015. Jolie highlighted that the year had been very challenging due to the extra classes at Elmwood thus an increase in pupils. As a result of this some of the regular events had to be adapted.  Jolie commented how pleased she is with the number of new FOES members there were this year. The FOES events raised £12,949.53 with the three highest revenue generating events being the Christmas Bazaar (£2398.74), Adventure Island Tickets (£1901), Inflatable Day (£1900.93).  Donations to the school totalled £16,992.20. The bank balance at the start of 2014 school year was £13,554 as fundraising had already taken place in 2013/14 to contribute to the iPad project. The trustees report shows a detailed breakdown.  Our accounts were audited by Don Evans. Jolie thanked him for his help and efficiency.  Helen commented how overwhelmed she has been with the help from FOES this year. It has helped make Elmwood a special place. The children have hugely benefited. FOES are a fantastic team of volunteers.  Jolie thanked Heidi for her help and guidance throughout the year and Lisa for her role as Treasurer. | |
| **4.** | **Trustees Report**  Jolie confirmed that the Trustees report was attached to the meeting papers. The trustees still in place at the end of financial year were Jolie, Lisa, Rachel, Heidi. Three trustee meetings were held during the last school year. Angela Brown, Jo Payton, Liane Foulgar and Emma Cross are joining the committee.  Jolie informed the group that there will be a tracking form produced for staff to fill out for any funding requests. Parents and Governors will also be able to put in requests for new funding. | |
| **5.** | **Election of Officers**  The process of electing officers then took place. There were 12 postal votes confirming all elected roles apart from Press Officer which received 11 votes (Nikki did not vote for herself as Press Officer). Sarah Welton couldn’t be present but asked Heidi to vote on her behalf. 2 forms were incorrectly completed therefore were discounted.  The voting slips confirmed the following appointments:  **Chairperson** – Jolie Ramage  Nominated by Heidi, seconded by Lisa, confirmed by all  **Vice-Chairperson** – Angela Brown and Emma Cross  Nominated by Heidi, seconded by Faye, confirmed by all  **Secretary** – Claire Knott  Nominated by Jolie, seconded by Emma, confirmed by all  **Treasurer** – Jo Payton  Nominated by Heidi, seconded by Lisa, confirmed by all  **Press Officer** – Nikki Sedgwick  Nominated by Jolie, seconded by Liane, confirmed by all  Declaration of a modification to spending authorisation. At the last trustee meeting it was agreed to include authority for expenditure of the vice chair to be the same as the chair. This means that authority for expenditure by vice or chair up to £100 and up to £500 should authorised by vice or chair and another trustee.  Meeting ended. | |