A.G.M. 2023

Friends of Branfil (hereafter referred to as FOB)

Date 5th October 2023

Venue - Branfil Primary School

Chairperson - Emily

Secretary - N/A

Attendees:

**[TO BE CONFIRMED]**

Introduction

**Emily Raymond** (hereafter referred to as *ER*) opened the meeting, as Chairperson of FOB. ER confirmed apologies received, including those of outgoing treasurer, **Rafe Smallman**. EF also confirmed various housekeeping matters, including the location of the toilets’ and the fire exits. After, EF and **Chantelle North** (VC of FOB hereafter referred to as *CN*) provided an overview of the role of the Parent Teacher Association.

Deputy Head Address

EF then proceeded to invite the Deputy Head of Branfil Primary School, **Mrs Nicola Gunthorpe** to address the meeting as to the benefits of the PTA, in relation to the school itself. Several members of the committee spoke to the various events that took place during the year, including the year specific discos, the Christmas Bazaar, and the Summer Fare.

Treasurers Report

EF then proceeded to invite **Nicola Ford** (hereafter referred to as *NF*) to provide the treasurer’s report, in the absence of the outgoing treasurer. NF confirmed the various outgoings, identifying spending on things like hoodies for Year 6, and now water bottles for Reception class. NF also spoke of the returns from the ‘pre-loved’ uniform sales.

Committee Elections.

At this point, EF confirmed that the committee were standing down en masse, with a view to nominating and electing new committee members. For the position of **Chairperson**, EF confirmed that she wished to re-stand for the position. A nomination, and a seconded nomination were sought, and provided. EF was elected unanimously.

For the position of **Vice Chairperson,** Chantelle North confirmed that she wished to re-stand for the position. A nomination and seconded nomination were sought, and provided. (CN) was elected unanimously.

For the position of **Treasurer**, EF acknowledged that **Treasurer**, Rafe Smallman was stepping down from the position, and thanked him for his work. Nicola Ford indicated that she would stand for the position. A nomination and seconded nomination were sought and provided. NF was elected unanimously.

EF confirmed that the committee was looking for somebody to take on the role as **Secretary**. Patrick Carroll volunteered his interest, and requested further information on the role. EF illustrated that the role would involve minuting PTA meetings, and monitoring the PTA inbox which has varying degrees of traffic. EF mentioned that a prior holder of the role had also populated various grant application documentation. PC confirmed his interest. A nomination and a seconded nomination were sought, and provided. PC was elected unanimously.

Subsequent nominations were sought and obtained for **committee members**, and the following members were elected, **Caroline Brocklehurst**, **Cami Thomas**, **Miranda Kelly**, **Nahid Cooper** (for the purpose of social media management). It was also agreed that **Michelle** and **Lanya** will join the committee.

Proposed Events & Any Other Business.

As relevant positions had been filled, EF moved to the next item, proposed events. First, the years 1-6 UV discos were discussed along with the need for assistance from volunteers. The discos are due to take place on Thursday 12th October and Tuesday 17th October. Second, it was confirmed the Christmas Bazaar would take place on Saturday 25th November. CN noted the need for volunteers in the run up to the event, and also stressed the importance of seeking out prizes and donations from businesses at the earliest possible opportunity. CN also confirmed that the registered charity status of the FOB renders it easier to generate donations. She also requested volunteers who would be willing to visit the Upminster high street for the purpose of requesting prizes. A short discussion was also held apropos of the Christmas present sale on the 7th December.

At that point, the discussion turned to other matters. [Please add name] asked whether FOB participated in World Book Day. CN confirmed that fell under the remit of the school, and outlined the schools previous position on World Book Day, including requests for costumes etc.

As there was no further business, ER closed the meeting.