



# **FRIENDS OF TAVERNSPITE SCHOOL**

Tavernspite School, Tavernspite, Pembs., SA34 0NL



## **Annual General Meeting Minutes**

**11th February 2022 – 9-10am**

### **Present:**

Jeremy Cross (Chair/Secretary)	07775711701	<a href="mailto:jeremyalancross@gmail.com">jeremyalancross@gmail.com</a>
Holly Folly (Treasurer)	07740113177	<a href="mailto:hollyjfoley@gmail.com">hollyjfoley@gmail.com</a>
Helen Bantock	07834602811	<a href="mailto:hbantock@icloud.com">hbantock@icloud.com</a>
Sarah Arthur (Deputy Head)	07905118757	<a href="mailto:arthurs10@hwbcymru.net">arthurs10@hwbcymru.net</a>
Poppy Lewis	07892365681	<a href="mailto:poppylewis@aol.com">poppylewis@aol.com</a>
Cathy Cannaby	07891074465	<a href="mailto:clbrown1991@live.co.uk">clbrown1991@live.co.uk</a>
Rob Prickett	01437563815	<a href="mailto:robprickett58@gmail.com">robprickett58@gmail.com</a>
Jess Erskine	07555562980	<a href="mailto:miperskine@outlook.com">miperskine@outlook.com</a>
Julie Herbert (Admin Officer)	01834 831691	<a href="mailto:Admin.Tavernspite@pembrokeshire.gov.uk">Admin.Tavernspite@pembrokeshire.gov.uk</a>

### **1. Welcome**

SA welcomed everyone to the school and introduced JC and HF. JC thanked SA for the use of the hall for the meeting and welcomed everyone too. JC shared the reason for an AGM and the Agenda. Everyone then introduced themselves sharing who they were, their children's names/years and their interest in FoTS/attending the meeting.

### **2. Chair's Report**

JC reported on the following:

- Recap on the purpose and structure of FoTS and what we do (see <https://www.pta-events.co.uk/friendsoftavernspiteschool/> for more details)
- Previous AGM – JE initially became Chair but then stood down, so JC became both Secretary and then Chair in March
- Lots of charity administration achieved to ensure we have appropriate governance and systems set up, e.g. registered an new constitution, registered the appropriate trustees, updated our Charity Commission information, subscribed to and created our website on PTA events, updated our school website, create official emails, various banking inquiries, etc.
- We have also had meetings with Kevin and Sarah to identify what we are fundraising for and we now have targets for this
- In the winter term we were able to meet face-to-face and so started meetings at school and at the Tavernspite Garden Centre
- These led to planning meetings for the Christmas Fayre which was ably led by JE. (JE also managed the second-hand uniform sales and Facebook page). Thank you Jess!
- Based on the fundraising efforts from the Fayre, and from conversations initiated by Mike Erskine with Princess Gate to match our total, we have raised enough to have acquired 15 new iPads for the school!



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### **3. Treasurer's Report**

HF reported on the following:

- Income:
  - o The bank account total is £2687.46
  - o This includes JE's uniform sales of £516, the cash float of £150
  - o The Christmas Fayre raised a total of £2549.78
  - o Therefore, our current total is £5299.24
- Outgoings:
  - o ParentKind - £121, Danika (Big Teddy) - £20, Bikes repair - £19, School book purchase - £201.25. Total = £361.23
- Total remaining = £4937.99 (-£150 float = £4787.99)
- HF has registered FoTS with BOPP, the online payment App so that we can take cashless payments in future.
- Bank account: we have had legacy difficulties with our HSBC account which has now been closed and so we now need to open a new account. This was discussed and a process whereby JH would pay in money on our behalf and be a signatory, as well as one other school representative in addition to the Treasurer, was agreed. It was also agreed that Natwest would be chosen as this aligns with the school account making it easier for JH to take cash to one bank only. This means that the bank account can be accessed by the school when committee members change each year

Proposition:

- JC proposed that we have a process of arranging 2 school signatories (the Admin Officer and a new FoTS committee School Representative) in addition to the Treasurer. This was agreed unanimously by the meeting participants

### **4. Election of Officers**

JC described which roles are required and to be requested for FoTS going forward, being Chair, Vice-Chair, Treasurer and Secretary that are the core committee roles that would be filed as trustees with the Charity Commission. FoTS members may also be interested in nominating themselves for non-trustee committee roles such as Communications coordinator, KS/Year representatives, Events coordinator, easyfundraising rep, Grants coordinator, etc. We also agreed that it would be useful to have a School Representative formally on the committee so they can act as bank signatories and so that they represent the school formally on the committee.

Proposition:

- JC proposed that we create a School Representative trustee committee role. This was agreed unanimously by the meeting participants

Elections:

Chair – Jeremy Cross

- Proposed: Holly Foley
- Seconded: Sarah Arthur



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Vice-Chair – Jess Erskine

- Proposed: Jeremy Cross
- Seconded: Holly Foley

Treasurer – Holly Foley

- Proposed: Jeremy Cross
- Seconded: Sarah Arthur

Secretary – Jeremy Cross

- Proposed: Holly Foley
- Seconded: Sarah Arthur

All were voted for unanimously. It was noted that Helen Bantock also expressed an offer of support in the future as a potential Chair or Vice-Chair. William Perry also offered to be a Year 1 representative on a What's App message before the meeting.

## **5. Outline of events for 2022**

- Fun Run: SA described the initial plan for the Fun Run to be held at Cressely Cricket Club. This will be a community event with stalls in addition to child and adults races
- Supporting school initiatives: Our purpose is to 'enhance our children's education' and we can do this by supporting school initiatives such as the Healthy Schools project run by Miss Arthur. We may want to offer support by canvassing ideas for this and other initiatives in future

The next FoTS meeting will **be March 4<sup>th</sup> 9-10am at the Tavernspite Garden Centre** when we can discuss these and other support/ event opportunities