



AGM Minutes

Date of meeting:	16 October 2025
Time of meeting:	3.40pm
Attendees:	Jenna Barham-Baines (JB), Fiona Bowkett (FB), Zietel Parker (ZP), Beatriz Coque (BC) (Treasurer), Sophie Heaver (SH), Michelle Hill (MH), Donna Moore (DM) (Secretary), Claudine Sinclair (CS) and Ann-Marie Yonetci (AY) (Chair).
Chair:	Ann-Marie Yonetci
Minute taker:	Donna Moore

Item number:		Action:
1	<p>Welcome and introduction</p> <p>Chair opened the meeting by welcoming everyone and thanking them for attending.</p> <p>Ran through the agenda for the AGM.</p>	
2	<p>Report on activities 2024-2025</p> <p>Last year we had lots of really successful events:</p> <ul style="list-style-type: none"> • KS2 Halloween Disco • KS1 Film • Indoor Tabletop • Secret Shopping • Christmas Fair and Santas Grotto • Justin's Family Quiz • Indian Queens Pit Fete • Summer Fair • Colour Run • Y6 hoodies, SATs & prom <p>The table top sale was a new event this year and did go well. We discussed that the timings of these are important and also holding them regularly to build attendance. This is also a great event to get out in the community.</p> <p>The colour run was also a new event and was really successful and everyone enjoyed it.</p> <p>The pit fete was not so successful and the committee are considering not taking part this year, especially if its indoors instead of in the pit. The location does have a huge impact. However it is a community event, it was suggested that perhaps we could revisit taking part in the carnival and this is to be discussed at a later date.</p>	

	Overall, a great year.	
3	<p>Financial update</p> <p>Treasurer circulated the FoS Treasurer’s report to the AGM. (Attached)</p> <ul style="list-style-type: none"> • Gross income was £18,376.00 • Total expenditure of £15,650.43 <ul style="list-style-type: none"> • Events expenses £6,546.10 • School Support £8,410.85 <ul style="list-style-type: none"> • Pond & OLA • Continuous provision • Library displays • Chess sets • Christmas parties • Breakfast • Trips • Headphones • Library software • Year 6 leavers year book • Year 6 leavers trip • Year 6 leavers prom <p>FoS began the year with £9,268.59 and ended the year with £11,994.16.</p> <p>Committed funds for 2025 – 2026:</p> <ul style="list-style-type: none"> • OLA - £1,249.54 • Breakfast - £381.19 • Trips - £2,100.00 	
4	<p>Appointment of independent examiner</p> <p>An independent examination of our accounts is not required as our annual income is below £25,000. However, BC is looking for someone just to look over the accounts to ensure we are doing this correctly.</p>	BC
5	<p>Election of committee members</p> <p>Chair opened the floor for the election of committee positions:</p> <ul style="list-style-type: none"> • Chair • Treasurer • Secretary <p>Elected committee members:</p> <ul style="list-style-type: none"> • Chair – Ann-Marie Yonetci (proposed by Donna Moore, seconded by Claudine Sinclair, unanimously agreed) • Treasurer - Beatriz Coque (proposed by Fiona Bowkett, seconded by Zietel Parker, unanimously agreed) 	

	<ul style="list-style-type: none"> • Secretary – Donna Moore (proposed by Ann-Marie Yonetci, seconded by Claudine Sinclair, unanimously agreed) 	
6	<p>Agreement of constitution</p> <p>We are currently using the Parentkind Constitution 2017 version. The committee would like to update to the 2021 constitution which allows for online meetings.</p> <p>This was agreed unanimously by the committee and was signed by the chair and witnessed by the secretary.</p> <p>BC will send off all the paperwork required to adopt the new constitution with the Charity Commission.</p>	BC
7	<p>Events 2025-2026</p> <p>The following have been agreed for the following year, however this is subject to change and other events may be added/removed.</p> <ul style="list-style-type: none"> • Halloween Disco/Film • Christmas Fair and Santas Gotto • Easter Egg Hunt • Colour run • Summer Fair • Y6 prom and Hoodies • Quiz • Bingo 	
8	<p>AOB</p> <p>Policies and procedures</p> <p>Treasurer had circulated policies and procedures via email several months prior to the AGM.</p> <p>Chair ran through some updates which had recently been made and highlighted important sections of each policy. Chair then put each policy to the vote:</p> <ul style="list-style-type: none"> • Code of conduct – 9 (unanimous) • Conflict of interest - 9 (unanimous) • Complaints procedure - 9 (unanimous) • Data protection BC highlighted that we are considered data processors. Chair to double check that parents have signed an agreement allowing the school to contact parent via email or text regarding FoS events. Subject to this amendment, the policy was voted - 9 (unanimous) • Environmental policy - 9 (unanimous) • Equal opportunities -9 (unanimous) 	CHAIR

	<ul style="list-style-type: none"> • Finance - 9 (unanimous) • Risk management - 9 (unanimous) • Safeguarding Following a discussion, it was agreed to add Morris as a contact and also MARU as the first point of contact. Subject to this amendment, the policy was voted - 9 (unanimous) • Serious incidents - 9 (unanimous) • Social media - 9 (unanimous) • Volunteering - 9 (unanimous) <p>Thank you</p> <p>Morris thanked everyone for what they have done over the last year, not just fundraising but taking the school out into the community. This was seconded by the Chair.</p> <p>BC thanked the school, for use of the school building and support.</p>	CHAIR
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Meeting Closed at 4.30pm.