



# AGM Minutes – Thursday 21 September 2017

## Friends of Manor Primary School

Present – Jane Hooper, Mandy May, Karen Dixon, Tracey Adams, Katrina Zepp, Becky Prall, Rachael Christmas Cleak, Steph Lamb, Rachel Nicholls, Christine Groom, Sarah Fearon, Tamara Bulmer, Irina Huluban, Holly Luck, Vikki Luscombe

Welcome and apologies	<p>There were no apologies sent through from any of the current committee members.</p> <p>We welcomed lots of new parents!</p>
Minutes of last AGM	<p>JH read through the minutes of the last AGM. These were agreed by the committee and signed off</p>
Matters Arising	<p>There were no matters arising from the last AGM</p>
Chairs Report 2017	<p>JH thanked all members of the committee for their help and support and talked about the invaluable work Friends do to raise money over the year. She welcomed all the new parents and set the goal of making a decision over the next few weeks to decide on a larger item that Friends could fund</p>
Treasurers Report 2016-17	<p>First Account       £500  Savings Account    £4000.76  Pre School Fund    £19,749.96</p> <p>Last years accounts are now being audited by Best accountants in Plympton. This will cost us £350 and should be done in the next couple of weeks</p> <p>Tracey resigned as Treasurer</p>
Election of Officers and Committee Members	<p>The following members were elected for the coming academic year 2017-18</p> <p>Jane Hooper - Chair  Mandy May - Vice Chair  Sarah Fearon - Secretary</p> <p>The treasurer position remains with Tracey Adams until someone can take over. We hope Debbie Turner will once she has authorisation from her work.</p> <p>The following Committee Members joined:</p> <p>Katrina Zepp  Becky Prall, Rachael Christmas Cleak  Steph Lamb, Rachel Nicholls  Christine Groom, Sarah Fearon, Tamara Bulmer  Irina Hulubah, Holly Luck, Vikki Luscombe</p>
Sign off of last meetings minutes	<p>The minutes from Julys meeting were discussed but as most of the committee had not seen a copy JH will email to the committee and ask if there are any issues or matters arising. If none, the committee agreed to JH signing it off over email.</p>





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Quick update	<ul style="list-style-type: none"> <li>• Tea and Tears: the coffee morning on 5th September was attended by a number of new parents and was a success. Agreement to do again next year but with better advertising</li> <li>• Audit: JH updated everyone on the status of the audit; that it is currently being worked on and that it will cost us £350.</li> </ul>
Fundraising target and goal	<p>JH asked for ideas from parents for fundraising and how to spend money this year. Karen suggested seating in the playground, and play equipment.</p> <p>We talked about doing a survey</p> <p><b>ACTION:</b> Research 3 types of play equipment for the outside space</p> <p><b>NEXT STEPS:</b> Volunteers ask parents at the school gate what their preference would be. Also do a poll on facebook. We all decided that a paper questionnaire sent home wouldnt work so well.</p> <p>Once decided we can then let all parents know that this is what we are fundraising for over the coming year(s). We already have £4k as a starting point.</p>
Funding Requests	<p>JH to email out Funding Request form for teachers for this round of Funding.</p> <p>At the next meeting, as a committee, we need to decide what our amount will be to spend on Funding Requests</p>
Pre School Funds	<p><b>ACTION:</b> JH to Email KAREN AND ALISON regarding a meeting on spending the money in the Pre School account.</p>
School Disco	<p>Advertise for school disco on 19th Oct, Mandy to do up posters and print in school. Do this by 2nd October</p> <p>JH to order tickets as normal. Do this by 9th October. Jobs will be allocated at the next meeting</p>
Next Meeting	<p>Tuesday 10th October at 3:15. Childcare provided by school but paid for by Friends.</p>

