

Poplar Farm PTFA - Friends of Poplar (FOP) Annual General Meeting (AGM) Minutes 10/10/2022

Location: Virtual Via Microsoft Teams
Date: Monday 10th October 2022
Time: 7.30pm
Attendees: Gemma Bryant, Areti Sakellariou, Kelly Blake, Aaron Chambers, Alice Rowntree, Gemma Cowan, Jennifer Goodrich, Kate Hodson, Kristy Temperton, Laura Chambers, Liz Weatherill, Mark Bates, Pwint Moe, Rebecca Reynolds, Dianne Smith, Tina Evans

Apologies: Nivedita Patra & Melanie Smith

Agenda items:

1. Ordinary Business:

a. Welcome

GB opened the meeting and thanked everyone for attending

b. Minutes of the Annual General Meeting held on 20th September 2021

GB requested confirmation of the actions from the last AGM. KB confirmed there were 3 actions and all of these had been completed. KB confirmed the previous meeting minutes as previously distributed would be re-distributed and if no objections are received by the date specified these will be deemed as accepted

c. Matters arising from the Minutes

As noted above this item is not applicable

d. Chair's Report for 2021/2022

GB provided an overview of the 2022 annual report (attached as appendix), focusing on the history of PTFA, the fantastic amount of money raised, particularly highlighting both new and re-occurring event success during such difficult economic times and a year post stringent COVID19 restrictions.

GB emphasized the changes to the group infrastructure and the new roles incorporated for the 22/23 academic year, discussing how these would be impacted by the groups imminent charity registration application due to forecasted income for 22/23 being over £5,000 which brings more responsibility to committee roles and whilst opening doors of opportunity this also mean greater governance

e. Headteacher Feedback

KH thanked GB and all FOP members for the hard work and fantastic outcomes that had been achieved within the last year, focusing on that whilst COVID restrictions had eased this

academic year the residual impact had still had consequences on the events undertaken but despite this, fantastic outcomes had been achieved and these benefited all children at Poplar.

f. Treasurer Report

AS provided an overview of the 2022 Treasurer report (attached as an appendix) starting with information on the opening and closing balances for the year, then providing greater clarity on how these had been achieved through the following categories - funds raised, other income, costs incurred, expenses incurred and donations to the school either through monetary donations, activities and events or token gifts, which had all been positively received by both children, staff and parents.

g. Election of Officers and Trustees of the Committee

GB summarised the roles within FOP and explained interest in these roles had been obtained prior to the meeting date. All AGM attendees were provided with a login to cast their vote anonymously via Election runner during the meeting with one paper vote being received that evening for a member who was unable to attend but still wished to cast their vote. The other member who was unable to attend and sent their apologies abstained. Results confirmed once the last vote had been obtained are attached as an appendix. GB reiterated that all assistance, great or small is very much appreciated and assists greatly in the success of FOP.

2. Special Business

a. Other items - Updating the FOP Constitution

KB explained that FOPs constitution required updating as due to COVID 19 changes had been made to Parentkind's draft constitution to allow greater flexibility around meetings and these being conducted virtually rather than face to face. Working to the updated version of the constitution will also assist when commencing the Charity registration. KB confirmed the proposed constitution will be supplied with the minutes and if no objections are received by the specified date, then the updated version will be formally adopted.

b. Future Meeting Dates

GB confirmed whilst there were activities being held within the coming weeks the next meeting would focus on the Christmas Market and will be held at 7.30pm at Miller and Carter and encouraged all members to attend to make the event a success.

c. Future Communication Channels

GB confirmed that as a direct result of this meeting and the election of roles the current WhatsApp group would be disbanded, and two new groups would be created. This would comprise of one for committee members only (to allow prompt and accurate recording of committee-based decisions) and one for volunteers and members to provide a clear route to keep people informed of and provide information

3. Any Other Business

a. School support clarity

KB enquired if the school had any preference on fundraising support for this academic year. KH confirmed whilst the outdoor classroom has been built, further support would be appreciated in the following areas:

- Enhancing the outdoor classroom and outdoor areas further as the main build whilst successful had been restricted due to the significant cost to achieve
- Outdoor shelters to provide shade/ dry areas whilst children are enjoying the outside spaces

b. Outdoor Space Feedback

LC advised that she had seen firsthand the outdoor classroom whilst attending school for an out of school activity and that the results were impressive and this was even acknowledged by parents of children not at Poplar which also attended the event.

4. Thanks & Closure of Meeting

GB thanked all attendees and formally closed the meeting at 8.34pm

Action items	Owner(s)	Deadline
1. AGM Minutes to be produced and distributed including all supporting documents	Kelly Blake	14/10/2022
2. Manual vote to be obtained (1 of) and voting outcome to be confirmed and distributed with meeting minutes	Kelly Blake	14/10/2022
3. All to review meeting minutes and supporting documents and raise any discrepancies/ concerns	All FOP Members	21/10/2022
4. All to review proposed Parentkind constitution and feedback any concerns on adoption to Kelly Blake or Gemma Bryant by the requested deadline	All FOP Members	21/10/2022
5. Update of and distribution of future meeting dates	Kelly Blake	14/10/2022
6. Work with school to update FOP section of School website to reflect FOP committee for current academic year and add all associated documents	Gemma Bryant	31/10/2022
7. New WhatsApp groups to be created, old group to be notified of change and individuals added to new groups where applicable	Gemma Bryant & Kelly Blake	21/10/2022