



Friends of Poplar Farm School (FOP)

Annual General Meeting (AGM)

Meeting Minutes

Location:	Virtual Via Microsoft Teams
Date:	Monday 11 th November 2024
Time:	7.30pm
Attendees:	Gemma Bryant, Areti Sakellariou, Kelly Blake, Kerri Marjoribanks, Kristy Temperton, Laura Chambers, Aaron Chambers, Liz Weatherill, Matt Smith, Katie Reeson, Dianne Smith, Claire Buckley, Kris Blake, James Bryant
Apologies:	Tina Evans, Kate Hodson, Melissa Mayes, Gemma Dixon, Adrianna Karpriel, Lizette Barske, Nivedita Patra

Agenda items:

1. Ordinary Business:

a. Welcome

GB opened the meeting and thanked everyone for attending and KB explained the agenda for the meeting.

b. Minutes of the Annual General Meeting held on 9th October 2023

KB summarised the main actions from the previous meeting minutes, confirmed that the minutes are also published on the FOP section of the school website and that all actions had been completed. KB continued to explain that the previous meeting minutes would be re-distributed and if no objections are received in due course 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 2023/24

GB provided an overview of the 2023/24 annual report focusing on the status/ history of PTFA and the amount of money raised, particularly highlighting both signature events based on feedback received and re-occurring event success and stabilisation whilst charity status was being achieved.

GB emphasized the challenges being faced and the opportunities now the school was at full capacity as this could be both a positive and a negative including examples that some events may need to differ to cater for this and the significant age gap between youngest and eldest years. A greater focus on grant fundraising would be needed this year to support the Pop Bus project as well as attracting



new members and volunteers, particularly as some of our core member and volunteer group will start to leave as their children leave school at the end of the current academic year.

f. Treasurer Report

AS provided an overview of the 2023/24 Treasurer report 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.

AS also explained that whilst income had increased, expenditure had also increased and would continue to do so in the 2024/25 Academic year due to the school being at full capacity, larger pupil numbers and associated costs (2 showings of panto & leaver event). It was also noted that some expenses had been incurred on items that could be utilised at future events and that parent donations had significantly decreased since the previous year, however greater funds were starting to be received from low resource impact fundraising events (LotterySK), one of which would not show until the 25/26 accounts (Asda Cashpot).

g. Election of Officers and Trustees of the Committee

GB & KB summarised the roles within FOP and all attendees were provided were provided with a link to cast their vote via election runner with one vote also being cast by a member who was unable to attend. KB confirmed that the results would be published after the meeting once the voting outcome had been obtained from the election runner platform and communicated to all and reminded all nominees that now FOP is a registered charity all committee members will become trustees of the charity.

2. Special Business- Other Items

a. School Update

CB thanked all for the support that FOP have provided to the school over the last academic year and beyond, confirming FOPs contribution and efforts are very much appreciated and valued by staff.

3. Any Other Business

KT raised a point around that challenges around volunteer numbers could be linked to events being held during the day which causes restrictions for some working parents. GB acknowledged the point but also noted that any event timing would not cater for all. KB also noted that whilst initial interest gave a good pool of volunteers for events, for multiple reasons this did not reflect actual volunteer numbers on the day which had caused challenges at events. It was agreed that a greater focus on recruiting new active members needed to happen this academic year.

4. Thanks & Closure of Meeting

GB thanked all attendees and formally closed the meeting at 8:44pm



Action items	Owner(s)	Deadline
1. AGM Minutes to be produced and distributed including all supporting documents	Kelly Blake	30/11/2024
2. Outcome of voting and election results to be communicated asap	Kelly Blake	17/11/2024
3. All to review meeting minutes and supporting documents and raise any discrepancies/ concerns	All FOP Members	30/12/2024
4. Work with school to update FOP section of School website to reflect FOP committee for current academic year and add all associated documents	Kelly Blake	20/12/2024
5. WhatsApp group members to be contacted to be notified of changes and individuals added to/ removed from groups where applicable	Gemma Bryant, Areti Sakellariou, & Kelly Blake	22/12/2024