



# Friends of Poplar Farm School (FOP)

## Annual General Meeting (AGM)

### Meeting Minutes

Location: Virtual Via Microsoft Teams

Date: Monday 10th October 2022

Time: 7.30pm

Attendees: Gemma Bryant, Areti Sakellariou, Kelly Blake, Pwint Moe, Peter Barnes, Ted Chung, Jovita Kirkham, Liz Weatherill. Gemma Dixon, Kerri Marjoribanks, David Marjoribanks, Dianne Smith, Rachel Dean, Ana Lopes, Jarryd Trokis, Kylie Evans, Kristy Temperton, Tina Evans, Gecc Rylance, Laura Chambers & Mark Bates

#### 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 10<sup>th</sup> October 2022

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 2022/23

GB provided an overview of the 2022/23 annual report (attached as an appendix), focusing on the status/ history of PTFA and the fantastic amount of money raised, particularly highlighting both new, revised/ adapted events based on feedback received and re-occurring event success.

GB emphasized the changes to how the group was now perceived and how the ongoing charity registration application would provide both new income streams but also a new layer of responsibility and challenge to FOP, particularly in relation to our biggest fundraising target from school around the Pop Bus.

###### f. Treasurer Report

AS provided an overview of the 2022/23 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.

AS also explained that whilst income had increased, expenditure had also increased and would continue to do so in the 2023/24 Academic year due to the larger pupil numbers and associated costs (2 showings of panto & increased Parentkind subscription costs as two examples), however that bank charges had decreased due to the change of banking provider from HSBC to Lloyds. It was also noted that the purchase of a sum up machine had provided greater flexibility around payments, which had proved successful to date.

#### g. Election of Officers and Trustees of the Committee

GB & KB summarised the roles within FOP and all attendees were provided with a nomination summary which contained bios for all nominees. All AGM attendees were provided with a link to cast their vote via jotform during the meeting with 2 votes also being cast by members who were unable to attend. KB confirmed that the results would be published after the meeting once the voting outcome had been obtained from the jotform platform and communicated to all via ClassDojo and reminded all nominees that once charity status is achieved all committee members will become trustees of the charity.

#### 2. Special Business - Other Items

##### a. Future Event Clarity

KB confirmed the next key deadline was the Christmas Art Template return deadline which was Thursday 12<sup>th</sup> October and requested all members to discuss and remind other parents/ carers of this via any year group comms channels or word of month

GR enquired when the Christmas Jumper sale would be taking place – confirmed as Wednesday 15<sup>th</sup> November and that comms will go out after Christmas Art reminder post.

GR enquired if there would be a Christmas Fair this year. GB confirmed this has been paused for this year to allow reflection and consideration of how to be able to scale successfully to achieve maximum income.

##### c. Future Communication Channels

GB confirmed that as a direct result of this meeting, the election of roles and the introduction of the new FOP Facebook page that the current WhatsApp group would be revised. All current members with contact details held by FOP will be contacted to check their intentions for the coming year and active members and volunteers will be invited to

#### 3. Any Other Business

Ideas were raised by GR & DS about adding additional items to the Christmas jumper sale such as activities or hot chocolate sales – items to be carried forward and discussed further at the next meeting (planning meeting – date TBC)

#### 4. Thanks & Closure of Meeting

GB thanked all attendees and formally closed the meeting at 8.28pm



Action items	Owner(s)	Deadline
1. AGM Minutes to be produced and distributed including all supporting documents	Kelly Blake	13/10/2023
2. Outcome of voting and election results to be communicated asap	Kelly Blake	10/10/2023
3. All to review meeting minutes and supporting documents and raise any discrepancies/ concerns	All FOP Members	22/10/2023
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	13/10/2023
5. WhatsApp group members to be contacted to groups to be notified of changes and individuals added to/ removed from groups where applicable	Gemma Bryant, Areti Sakellariou, & Kelly Blake	22/10/2023