

Minutes of the Annual General Meeting of the Parents and Friends of Shepton Mallet Infants' School and Nursery 10th October 2017

- 1) **Welcome** – Helen Hunt – Chairperson, Honoria Thompson-Head Teacher, Jade Moody- Secretary, Simone Circir, Becky Nicolson, Kayleigh Fowler, Jayne Moxham, Charlie Sumter
- 2) **Apologies for Absence-** Derryn Davies, Zoe Davies, Misha Hunt, Leonie Haynes (Wood), Samantha Maddaford
- 3) **Minutes of the last Annual General Meeting 11th October 2016** – Showed and read and approved by everyone.
- 4) **Matters Arising-** no matters arising from the last meeting
- 5) **Chair's report** – see attached document
- 6) **Finance report-** Read by Helen in absence of Zoe, report to be published ASAP. Spending over the year included new VIP chairs for the classrooms, leavers' mugs, items for the playground, improvements to the fish tank and more fish, a Chinese themed day and workshop, a Circus workshop, a professional storyteller visit, and other events mentioned in Chair's report.
- 7) **Appointment of an Independent Examiner** – Lucy Davies to recommend someone to take over this role. Or possibly Clair in the office might be able to recommend somebody.
- 8) **Election of the Officers of the Committee- Chair Person – Helen Hunt**, proposed by Jayne Moxham, seconded by Becky Nicolson. **Vice Chair – Becky Nicolson**, proposed by Helen Hunt, seconded by Jade Moody. **Secretary- Jade Moody**, proposed by Helen Hunt, seconded by Honoria Thompson. **Deputy Secretary- Kayleigh Fowler**, proposed by Helen Hunt, seconded by Charlie Sumter. **Treasurer – Zoe Davies**, proposed by Helen Hunt, seconded by Jade Moody.
- 9) **Special Business-** The Head Teacher has not come up with a new wish list for the school but has asked the PFA to help buy a large solar panelled stop watch for the school playground. The PFA agreed. No wish list from the Nursery Manager as of yet.

Cake sale- 20th October 2.45pm in the School hall. Becky, Charlie, Simone able to help sell with Jade. Zoe, Kayleigh and Jayne are able to help set everything up.

Website-The PFA section of the school website needs updating regularly. It's not a job Leonie is able to do frequently. Charlie agreed to collate things with Helen to hand to Leonie to update.

Carnival Lights: Carnival club has been in contact asking if we can sell light up items in school for carnival night instead of buying from sellers on the night. The school will receive a percentage of the money raised. The letters regarding these items are to go out ASAP and all monies to be collected in before 30th October. Jade or Zoe are to get the letters out ASAP.

Display boards and Notice boards- These need to be kept updated. Zoe agreed to do these as she is in and out of school regularly.

Bags for School: Letter re donations to go out as collection will be on the 7th November.

Recipe Books with the children's favourite recipes from home. This is an idea that's been passed around a lot in school. There has been a funding application it in to Tesco re the blue coin collections.

Display Boards- These need to be kept updated. Zoe Agreed to do these as she's in and out of school very regularly.

Charity Status: Charity registration application almost complete. It was believed that the minutes of the last year's meetings and the finances for the year would need to be uploaded but this is not the case. Helen will meet with Honoria to finalise details on the remaining sections of the form to be completed ASAP.

Christmas Fair: Raffle Donation Letters to go out as soon as possible. Jade to email companies, Becky agreed to hand out some in the local town. Only once we have a main prize can we start printing Raffle Tickets. The more prizes we get the more possibility there is we can run another Easter raffle and if possible an Easter Fair.

10) Date of next ordinary committee meeting- 22nd October 2017 at Helen Hunt's house.