

## **Minutes of the Friends of Paternoster School AGM Meeting**

Venue – School and Zoom Date and Time – 7<sup>th</sup> February 7.15pm

Attendees: Rachael Fletcher, Wendy Wilson, Sheryl Suzanne, Lynette Fuchs, Dan Lawrence, Roxy Roberts, Stephanie Knowles, Kyla Dean,

Welcome to new members: Laura Hall, Sarah Tenty, SallyAnn Parker, Jade Smith, Carrie Hicks, Jade Barrett

Apologies: Lizzie Weller-Brown, Lorraine Law, Cath Moore, Fara Bignell, Matthew Elliott, Andrew McDougall, Jamie Nesbit, Emma Sutton,

### **Welcome**

The FOPs would like to take this opportunity to welcome all the new members who attended the AGM and those who have expressed an interest in supporting the FOPS who were unable to attend this meeting.

### **Chairman's report**

The Chairman's report was prepared by the Secretary in the absence of a permanent Chair.

### **Treasurer's report**

The Treasurer's report was read by Stephanie Knowles in the absence of Jamie Nesbit (Treasurer)

### **Appointment of the Chair, Treasurer and Secretary**

Thank you to the new members of the FOPS for taking on these roles, following the resignation of the existing Chair, Treasurer and Secretary

Dan Lawrence, Chair, nominated by Jennie Laird and seconded by Wendy Wilson

Lynette Fuchs, Secretary, nominated by Roxy Roberts and seconded by Steph Knowles

Roxy Roberts, Treasurer, nominated by Sheryl Suzanne and seconded by Wendy Wilson

**ACTION 178:** Rachael to arrange a catchup with Lynette to discuss Secretary role.

**ACTION 179:** Emma S to arrange a catchup with Dan to discuss the Chair role.

**ACTION 180:** Jamie to arrange a catchup with Roxy to discuss the Treasurer role.

**ACTION 181:** Rachael to contact Santander in Cirencester and ask how we change signatories on the FOPS bank accounts

**ACTION 182:** Jamie to update the Charity Commission with the new committee lead role details

**ACTION 183:** Rachael to update Parentkind with Lynette's details to be the new contact point.

### **Disclosure of Conflicts of Interests**

*A conflict of interest is a situation in which an individual has competing interests or loyalties. Conflicts of interest involve a person who has two relationships that might compete with each other for the person's loyalties. For example, the person might have a loyalty to an employer and also loyalty to a family business. Each of these businesses expects the person to have its best interest first. Thus, the conflict.*

No new conflicts of interests.

### **Agree minutes of from the last meeting on 6/12/22**

Minutes formally approved by attendees of this meeting.

### **Sign off draft accounts for year ending 31<sup>st</sup> October 2021**

These accounts were forwarded to all Committee members before the AGM and agreed at the AGM.

### **Financial Update**

FOPS accounts balance as at 7/2/23 was:

Savings Account = £12,405.21 (Funds set aside for Playground/Specialist Holiday Activity)

Main Account = £3,682.59

Lottery Account = £1,981.84

Total Account Balance = £18,069.64

£3,500 withdrawn since the last meeting to pay for the hoist in the changing facility adjacent to the playground.

FOPS has agreed to pay for the pantomime and summer play – Issue with invoice which is being resolved by Jamie Nesbit and will be reflected in accounts by the time of the next meeting

FOPS agreed to pay for Xmas decorations for each classroom and invoice was raised for £400. However this payment has been requested and paid twice in error and again will be resolved by Jamie Nesbit by the time of the next meeting.

**ACTION 184:** Roxy to check with Jamie during her catch up that this has been sorted.

### **Outstanding actions**

The Action Log has been updated following the meeting (see separate document).

### **New requests for funding**

**ACTION 177:** Jennie suggested she'd like to look into sun shades to be added to the back of the sports hall, or alternatively moving the lockers pods to the playground area and making a shady area to the side of the sports hall. Jennie to update the FOPS in due course.

### **AOB**

Jamie Nesbit and his wife Rachel are currently walking up Kilmarjaro in aid of Paternoster and Acorns Hospice. Currently they have raised over £5000. Once the final figure is known Jamie would like to discuss with Rachel what they'd like to buy for the school with 50% of the proceeds.

Well done Jamie and thank you for completing this fundraiser.

Meeting ended at 7:45pm.

**Next meeting date 2<sup>nd</sup> May at school at 7.15pm**

**Last meeting of the academic year 27<sup>th</sup> June 7.15pm.**