

Elmtree Infant School and Nursery Parent Teachers Association
(Elmtree Friends and Family)

Annual General Meeting

Wednesday 2nd October 2019, 7.15pm

Elmtree School, Chesham

The Annual General Meeting (AGM) commenced at 7.15pm on Wednesday 2nd October 2019. The meeting was chaired by Sam Slator, Chair of the Committee and she welcomed everyone. Confirmation was made that a quorum of members was present. Those present were: Mrs Kent, Sam Slator, Louise Hall, Melissa Woodstock (minutes), Isabelle Hatfield, Lauren Kempster, Anna Tkachenko, Helen Lambourne, Sophie Sharman, Anita Reynolds & Aimee Middleton.

1. Apologies for absence

Martina Alexander, Verity Lambert, Rachel Martin, Riki Birkett, Christina Pavlou, Annabel Taylor, Marsha Miller, Danni Grubb

2. Minutes of the previous AGM

Resolution 1: Approval of the previous minutes

The minutes of the EFF Annual General Meeting held on 3rd October 2018 were approved as a true and accurate record of the meeting, and signed as such by Sam Slator, Chair & Mrs Kent, Headteacher.

Proposed: Sam Slator

Seconded: Mrs Kent

The resolution was carried unanimously.

3. Chair's Report 2018/19

3.1 Presentation of Trustees' Annual Report

Sam Slator talked through the Trustees' annual report in detail. She firstly noted that during the academic year 18/19 we had a change to the committee roles. Sam moved into the role of Chair on 11th March 2019, Isabelle Hatfield moved into the role of Vice Chair on 11th March 2019 & Lauren Kempster moved into the role of Secretary on 11th March 2019.

Sam moved on to outline that the primary objective of the EFF is to advance the education of pupils in the school & nursery. This is done by raising funds at various events throughout the year, and by providing voluntary assistance in school/nursery and community events for recreational and educational purposes. These include Harvest hampers for our neighbours, collecting with the Rotary Christmas Float, the Schools of Chesham Carnival, and also helping with food at Christmas parties, and with Year 2 leavers' concert.

She read through a list of special thanks to school & nursery teachers, and support staff, parents, family and friends, community and local businesses, and the Mayor and Town Crier all for their respective contributions. She paid particular thanks to Mrs Kent, Elmtree's Headteacher, for her active support of the EFF throughout 2018/19, as well as Mrs Brazier, Mr Lenny, and Mrs Chapman. EFF is very grateful for their tremendous support and, indeed, to everyone who volunteers and contributes to our

events. We look forward to another successful year in 2019/20.

Sam also paid tribute to Louise Hall upon stepping down as Treasurer (and previously Secretary & class rep). She has worked tirelessly for the EFF and will be missed. Thank you, too, to all the Committee and class reps who all put in a lot of time and effort to ensure that our events run smoothly, and are fun for the children and everyone involved.

Our key fund-raising events this year were the Christmas and May fayres, Halloween and Valentine discos, quiz night, stay and play/tuck shops, and end of year Nursery Party. A huge effort was also made to the Schools of Chesham Carnival, with organising the Grand draw & sponsorship on behalf of all the schools, the bottle line-up for our contribution to the tombola, and Elmtree's walking float with Louise Hall leading the Carnival club.

With the monies raised, the report also highlights the contribution, made by the EFF to the School and Nursery during the year, including:

- School trips - EFF achieved its commitment to subsidise all school trips sufficiently, so that the cost for each child was no more than £7, and the children enjoyed a range of trips throughout the year.
- Nursery Petting Farm – the EFF paid for the nursery children to enjoy a visit from a petting farm.
- Smart Whiteboards – the EFF made a significant contribution towards the new interactive smart whiteboard that will be going into nursery during the October half term.
- Nursery & reception – EFF also paid for new water trays & for butterflies for the children to watch & learn about.
- Additionally, the EFF pay for Christmas gifts for school and nursery children, Christmas parties, entertainers, the Easter Chicks, as well as contributing to the Elgiva Theatre to watch the Pantomime.

3.2 Questions or comments

Mrs Kent wished to express thanks to the EFF on behalf of the school for their support.

Resolution 2: Approval of Trustees' Annual Report

The Trustees' Annual Report for the year ended 31 August 2019 were approved.

Proposed: Sam Slator

Seconded: Mrs Kent

The resolution was carried unanimously.

4. Financial Report 2017/18

4.1 Presentation of Financial Report 2017/18

The Financial Report was presented by Louise Hall. The gross income for 2018/19 was £9716.29, exceeding our target of £9500. It should be noted that this figure does not include any contributions from the 2019 carnival, as this years' cheque will be received later in October. To have received this gross figure without the carnival contributions is incredible.

The biggest earner was the Christmas Fayre raising £2353.88, the most we have raised at this event. The May Fayre was also very successful raising £300 more than last year.

Other high-income events included the Halloween disco, as well as the Valentine disco, the quiz night, Elmtree's contribution from the Rotary Christmas Float and a new fund-raiser that we trialled this year, the Silver Smarties Challenge, which raised a net figure of £278.97.

Expenditure in 2018/19 totalled £9487.31. As such, EFF will carry forward £913.79 into 2019/20.

EFF have set a lower target of £9,000 for 2019/20. Sam commented that she would like to focus on looking carefully at our expenditure. Over the last few years our gross figure has increased however our net figure hasn't. We have been spending more but not seeing that reflected in the profits. We need to focus our fundraising efforts on events that bring in profits without high expenditure where we can. Therefore she has set the target lower but with an aim to keep our net figure the same.

4.2 Questions or comments

Resolution 3: Approval of Annual Accounts

The Financial Report for the year ended 31 August 2019 are approved.

Proposed: Lauren Kempster

Seconded: Anna Tkachenko

The resolution was carried unanimously.

5. Election of Committee

5.1 Committee

Louise Hall confirmed her intention to stand down from her positions as Treasurer at this AGM.

A nomination for the post of Vice-Chair was received from Melissa Woodstock and Isabelle Hatfield agreed to transfer across from Vice Chair to Treasurer.

There were no other nominations.

Resolution 4: Election of Trustees

Sam Slator to be re-elected as Chair

proposed: Anita Reynolds

seconded: Aimee Middleton

Melissa Woodstock to be elected as Vice Chair (taking over from Isabelle Hatfield)

proposed: Helen Lambourne

seconded: Anna Tkachenko

Isabelle Hatfield to be elected as Treasurer (taking over from Louise Hall)

proposed: Melissa Woodstock

seconded: Helen Lambourne

Lauren Kempster to be re-elected as Secretary

proposed: Isabelle Hatfield

seconded: *Sam Slator*

Mrs Kent, as Head-Teacher, makes up the 5 elected members of the Committee.

This resolution was carried unanimously.

5.2 Representatives

Nursery and Class Representatives: A list of volunteers wanting to stand as Class and Nursery Representatives was put forward and agreed as:

YR2 – Anna Tkachenko, Danni Grubb, Rachel Martin

YR1 – Sophie Sharman, Anita Reynolds, Aimee Middleton, Martina Alexander

Rec – Christina Pavlou, Annabel Trainer, Marsha Miller

Nursery – Riki Birkett, Sophie Sharman

Explanation of the Representatives role: Class & Nursery Reps usually take on one event each per term, and get involved in joint fund-raising events. The main role of the representatives is rallying people to help you, and the whole committee will support as well. The teachers are also involved and will put notices up on the board in support of whatever is happening.

Carnival Representatives: It was agreed that Helen Lambourne & Verity Lambert will jointly attend Carnival Committee meetings, on behalf of Elmtree. The date for the Carnival AGM is TBC. Schools are allocated a job (deployment) at the first meeting.

6. Any other business

Sam discussed whether reps were happy for her to continue to hold meetings in the day time. A number of our class reps are now working and cannot attend day time meetings. Sam stated that she would be happy to hold meetings in the evenings if reps actually wanted to attend, otherwise we would continue to hold meetings in the daytime and an email will be sent to all reps giving them an overview of the actions. This will mean that jobs will be delegated via email or whatsapp. This was agreed.

It was agreed that the EFF bank account would be changed, removing Louise Hall & adding Melissa Woodstock & Isabelle Hatfield as signatories. Sam Slator to remain as a signatory.

7. Close and date of next meetings

Christmas Planning meeting – Wed 23rd October, 9.30am at TSP

EFF Meeting – Wed 6th November, 9.30am, location TBC.