



# AGM 2021 Minutes

## Meeting Details

7<sup>th</sup> December 2021, hosted using Zoom

### Present

- Jo Manzi-Crean (Chair)
- Janene Warsap (Treasurer)
- Barry Goodsell (Committee member)
- Clarissa Kershaw (Committee member)
- Kitty Fok (Committee Member)
- Andrew Crean (Parent)
- Marc Warsap (Parent)
- Sarah Goodsell (Parent)
- Victoria Holford (Parent)
- Kymberly Webb (Senior Achievement Coordinator Bohunt & BSWCA School Liaison)
- Lizzie Islip (Teacher of Science & Year Group Coordinator - Year 11)
- Noura Gomaa (Teacher of English & Year Group Coordinator - Year 10)
- Jack Poole (Teacher of Maths & Year Group Coordinator - Year 9)
- George Peters (Teacher of Science, Outdoor Education Coordinator & Year Group Coordinator - Year 7)
- Craig Tedridge (Teacher of PE & Year Group Coordinator - Year 8)
- Pamela Zabbia
- Katherine V
- MB

### Apologies

- Ben Godber (Head of School)
- Hayley Cox (Committee Member)

The meeting was recorded

## Chairs Report

Thank you's were given to the previous committee for an excellent handover. Sarah Beaumont at School for her continued support. The continued support of students and teachers and to the school liaison Keely Oakes and now to Kymberly Webb who took over in the summer without all of this support the association wouldn't be able to run effectively.

Raising money for the school is at the heart of what we do. The global pandemic has made fundraising difficult however over the last 18 months we have raised over £6500 for the school.

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*We exist to advance the education of pupils in the school by developing effective relationships between the staff, parents and others associated*



*with the school. Engaging in fundraising activities or providing facilities or equipment which support the school and advance the education of the pupils.*

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In the last year we have run things like the Halloween bake off, introduced a new website for school uniform sales, Get Active campaign, the School Lottery as well as continuing with existing activities like Amazon Smile, easyfundraising and Bag2School.

## Treasurer Report

This report is from the 14<sup>th</sup> March 2020 to 13<sup>th</sup> March 2021. Thank you to Tony Glead from Regency Finance and a parent at the school who audited the accounts.

We started the year with £9,879 in the bank. In the 12-month period we raised £1,696. The money was raised as follows:

Regular activities generated us £517.12:

Easy Fundraising	£128.70
Amazon Smile	£124.20
Stickins	£45.72
School Uniform sales	£218.50

We introduced the School Lottery that drove a lot of the fundraising at £1,086. The ad-hoc Halloween Bake Off raised £92.

At the end of the financial year we had £6,066 in the bank plus a petty cash float of £79. We had outgoings of £5,509. The outgoings were spent as follows:

CNC Router	£5,086.00
Zoom	£71.95
Uniform sales refund	£25.00
Quiz night ticket refunds from last year	£200.00
Parentkind renewal	£127.00

In the year since March and our new financial year we have raised £4,725 with some of the main funds coming from the following:

Get Active campaign	£1,224.00
School Lottery	£2,349.00
Bag2school	£345.00
School Uniform	£397.00
Easy Fundraising/Amazon Smile	£348.00



We are working with the school to look at ways to spend the £11k that we have in the bank and looking at a roof for the amphitheatre, outside table tennis tables and books. We will report back when we have quotes and agreement with the school.

There were no queries or objections on the accounts and so they were agreed and signed off.

**Action:** Submit the accounts to the charity commission before the end of January (Janene Warsap)

**Action:** Quotes to be generated for the items for school so the money can be spent (Committee)

## **Election of the new Committee members**

The current Chair (Jo Manzi-Crean) and Treasurer (Janene Warsap) are both standing down. We also have vacancies for a Secretary and a Communications Officer.

For the association to continue a Chair and Treasurer need to be elected. The Secretary and Communications Officer, whilst not essential for the committee to run, does support these positions.

Role descriptions were covered for the following required roles: Chair, Treasurer, Secretary and Communications Officer.

Four existing committee members agreed to continue on the committee these are: Barry Goodsell, Kitty Fok, Clarissa Kershaw and Hayley Cox; these were seconded by Janene Warsap.

Victoria Holford put herself forward for treasurer and explained she had experience of being a treasurer in a similar role before and nominated herself, seconded by Barry Goodsell.

There were no other names put forward for the other roles. Without a Chair the committee cannot proceed. The group agreed to advertise again with the hope we can get someone otherwise the committee will have to be dissolved.

The school liaison officer will continue to be Kymberly Webb and the committee will look to work together with the school council much more closely ongoing.

**Action:** Write to the BSWCA community asap to ask for someone to put their name forward (Jo Manzi-Crean)

**Action:** Review at next meeting in January and then agree how to proceed (Committee)

**Action:** Treasurer handover to be put in place (Janene Warsap /Victoria Holford)

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*Next committee meeting was agreed as Tuesday 4<sup>th</sup> January*

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