



MINUTES OF THE FRIENDS OF REDEHALL
ANNUAL GENERAL MEETING
Held: 8th July 2009

Present:	Nicola Hawley Kelly Dunsdon Rachel Emms Wendy Laver Gail Stove	Nureen Yunus Shelley Black Helen Oakeby Katy Metcalfe Mandy Smith
Apologies:	Terry Mills Lisa Turner Michelle Stallard	Sue Jane Cobley Carol Gress

Objective of AGM:

Everyone welcomed to the meeting and thanked for attending. Nicola gave a reminder on the purpose of "Friends" for those people who haven't attended before. It was explained that one of the aims of the AGM was to elect new committee members and class reps in place of those passing down and to receive a final Treasurers report in preparation for next years committee.

Aim of Friends:

Nicola reiterated that friends relies on the support of parents and teachers giving their time to help with fundraising activities, the aim being to raise money to help fund facilities for the children which will help enhance their school life. Friends are a member of the NCPTA and aim to utilise this membership fully to ensure the committee is run as efficiently as possible.

Roles of the Committee:

The roles of the committee for 2009/10 will be made up of:
Chairman
Vice Chairman
Secretary
Treasurer

Treasurers Report:

Katy Metcalfe presented the accounts for the period ending 17th June 2009. The closing balance as at this date was £3,862. However, it was noted that the cost of speech day, gazebos and the Christmas play will need to be set aside which will mean approx. £2,500 will be left as available cash.

Nicola Hawley suggested getting a "wish list" from the teachers or buying a piece of play equipment that can be installed in the school so that the children have something new to play on when arriving back at school in September.

Nominations for New Roles:

Following nominations/volunteering, the following committee members have been appointed:

- Chairperson: Nicola Hawley (seconded by Rachel Emms & Kelly Dunsdon)
- Vice Chairperson: Wendy Laver (seconded by Helen Oakeby & Katy Metcalfe)
- Secretary: Kelly Dunsdon (seconded by Nureen Yunus & Wendy Laver)
- Treasurer: Mandy Smith (seconded by Kelly Dunsdon & Rachel Emms)

We wanted to take this opportunity to thank all past committee members for their hard work and commitment over the past year.

Class Rep Meetings:

Class Reps for 2009/10 will be as follows:

- Foundation: Helen Oakeby
- Year One: Shelley Black
- Year Two: Michelle Stallard
- Year Three: Nureen Yunus
- Years Four/Five: Rachel Emms
- Year Six: Andi Rowlands

It was agreed that in September Class Reps would introduce themselves to parents and teachers for their class, with the aim of avoiding confusion and making themselves as visible as possible so that people know who they can speak to with any ideas/questions etc.

It was also agreed that it would be a good idea to get a "Friends" post box put on the wall by the notice board. This way any slips, ticket requests etc. could be posted in a central place, to avoid confusion within classrooms and "Friends" paperwork being taken to the office.

It was decided that a discussion needs to take place with Mrs Emond to see if she wants to continue with "Class Rep" meetings. It was decided that the meeting should take place once a term.

Any other issues:

- **Racenight:** It was decided earlier on in the year to hold a race night on 10th October.
Follow Up: Ian Metcalfe to provide an update on where we are with booking this.
- **Bike Ride for British Heart Foundation:** Mark Oakeby is doing a sponsored bike ride for the British Heart Foundation and has volunteered to personally donate to "Friends" any money raised by parents from the school pound for pound!
Follow Up: Helen Oakeby to find out the best way to get sponsorship money in i.e. sponsorship form or web link.
- **Speech Day:** To be decided if we need to offer refreshments and if a program needs to be out together. Also need to check that the filming has been arranged and who with. Friends will need to take orders for copies of DVD's at the event.
Follow Up: Rachel Emms to discuss with Mrs Emond.
- **New fundraising ideas:** Christmas cards, calendars and tea towels to be made by children. Recycling of ink and mobile phones. Memory book to be sold at speech day at the end of the school year.
Follow Up: Kelly Dunsdon to research and get more information.
- **Tidy up of benches & picnic tables:** Wood stain has already been bought. We need to ask for volunteers to assist with this and get a date in the diary so that is done before the children are back in September.
Follow Up: Nicola Hawley to co-ordinate.

- **New parents:** It was decided that it would be a good idea for the relevant Class Rep to be at any introduction meetings for new parents. This will be a good idea to introduce them selves and raise any questions. It was also decided that a booklet should be put together introducing them to “Friends” with useful tips and advice on school life and day to day procedure.
*Follow up: **Helen Oakeby** to speak to Mrs Emond to discuss attending the introduction meeting for new Foundation parents. **Kelly Dunsdon** to work on booklet, ready to be handed out to parents in September.*
- **Paperwork:** Bank signatories and all other paperwork to be put in place ready for new committee to take over in September.
*Follow Up: **Nicola Hawley & Kelly Dunsdon** to co-ordinate.*
- **Website:** It was decided that the administration of the Friends website should now be the responsibility of the Secretary to ensure meeting minutes and newsletters can be uploaded regularly.
*Follow Up: **Nureen Yunus** to provide Kelly Dunsdon with information needed to do this.*

Date of Next Meeting:

Next meeting to be held on Wednesday 30th September at 20.00.