

Friends of Dormston Community

ANNUAL GENERAL MEETING

Thursday 14 November 2019 at 7.00pm
Conference Room

MINUTES

Present:

Ms Lucy Hignett	Mrs Leona Bateman
Miss Lesley-Ann Lowe	Mrs Lisa Watson
Mrs Claire Reynolds	Mrs Kerry Hall
Mrs Emma Bennett	Mrs Jayne Mansell
Mr Charlie Wilson	

1. Apologies for Absence

Heather Pitt, Karen Astbury, Sharon Hunt.

Karen Otton introduced herself to the group and explained that she has currently been leading on Parental Communication and Engagement and is really passionate about the importance and difference this can make. As this was the first meeting and members could not have been officially elected before the meeting she and George Craig, Chair of Governors would steer and minute the meeting. In future, these roles would fall to the Chair and Secretary. The school would however support and assist the group in any way possible.

2. Election of Officers

Each elected officer gave a short introduction about themselves and explained why they wanted to put themselves forward for their elected role. A vote was subsequently taken and each member was unanimously voted in. Votes by proxy had been received by those who could not be in attendance at the AGM.

- **Chair** (Lucy Hignett);
- **Secretary** (Lesley-Ann Lowe);
- **Treasurer** (Claire Reynolds).

The following ordinary Committee Members were also recorded.

Ordinary Committee Members

- Mrs Sharon Hunt;
- Mrs Emma Bennett;
- Mrs Heather Pitt;
- Mrs Leona Bateman;
- Mrs Karen Astbury;
- Mrs Lisa Watson;
- Mr Charlie Wilson;
- Mrs Kerry Hall;
- Mrs Jayne Mansell.

3. Official Name of 'Dormston PTA?'

After some discussion it was decided that the official name of the group would be "**Friends of Dormston Community**" as members wanted it to feel inclusive so that Aunts, Uncles, Businesses and the wider local community could feel involved and welcome.

4. Adoption and Signing of Constitution

Karen Otton informed that the proposed Constitution that had previously been emailed to the group, and which was also tabled at the meeting was from ParentKind and was a model Constitution which should hopefully offer tried and tested guidelines to help the group operate safely and fairly. The group were all in agreement for this model constitution to be adopted. The group may wish to familiarise themselves with this document in more detail in the coming months. It was agreed that this would be signed by the newly elected Chair at the end the meeting.

5. Sharing of Public Liability Insurance Arrangements

Karen Otton informed that the Public Liability Insurance that had previously been emailed to the group, and was also tabled at the meeting formed part of the ParentKind membership. The group were happy to use this insurance. The group may wish to familiarise themselves with this in more detail in the coming months.

6. Appointment of an Independent Examiner of Accounts - Year ending 30 April 2021

George Craig informed that he had a contact, Claire Felton who had kindly agreed to undertake the Year end at no charge. The group were in agreement for Claire Felton to be used.

7. Bank Account Set Up Arrangements and Start Up Fund

As Treasurer, Claire Reynolds agreed to look into what the best and easiest way to set up a Bank Account would be. It was agreed that all elected members would be signatories if possible.

Karen Otton informed that the Head Teacher has agreed to hold a House Colour Mufti Day very shortly and that all proceeds of this would be given direct to "Friends of Dormston Community" to help start off any events or projects.

8. Charity Registration

Karen Otton informed that as a group we didn't actually have to be Charity Registered until we had an income of £5k but if we are not charity registered then we can't apply for grants. The Foyle Foundation grant was discussed. One primary school received £5k for books. It was unanimously agreed that Charity Registration would be undertaken straight away.

9. ParentKind Membership Log-on Access for Elected Members

Karen Otton informed the group that she would register the elected members with ParentKind tomorrow morning which would give them access to a lot of useful information.

10. Friends of Dormston Community Official Introduction to Parents

Karen Otton stated that with elected member's permissions she would like to put a photo and profile in the next Monthly Update Sheet as it is nice for parents to be able to put a face to a name. Ordinary Committee members would also be named. The group were in agreement for this to happen. **ACTION: Elected members to provide Karen Otton with a profile photo ASAP.**

11. Date of Next Meeting

The group agreed that Thursdays appeared to be a good day for the majority and 6.00pm was a good start time. The date of the first official Friends of Dormston Community Meeting will take place on **Thursday 16 January 2020 at 6.00pm.**

12. Scope of the First Meeting

Karen Otton informed that since the information evening she had received lots of good ideas as to the projects Friends of Dormston Community could get involved with so she would collate them all together ready for the next meeting so these could be shared and discussed.

Karen Otton thanked everybody for attending and apologised that she had spoken so much at the first meeting. Moving forward it would be much more of a group discussion.

CLOSE