

## 'Friends of Millbrook School'



### Minutes of the EGM held on 26/09/2013

<b>1</b>	<b>Welcomes and Introductions</b>  Ms Hackney welcomed attendees and advised that the meeting was an Extraordinary General Meeting as opposed to the Annual General Meeting this was due to the Friends operating on non-elected committee members.  The attendees introduced themselves as the following people:  Miss D Mansfield, Ms J Hackney, Mrs C Stepanek, Miss R Allick, Miss H Samra, Mrs Arake, Dr Stan, Mrs Qayum, Ms Amo-Agyei, Mrs Malik	
<b>2</b>	<b>The purpose of Friends of Millbrook</b> <ul style="list-style-type: none"><li>• <i>What is a parent and staff association?</i></li><li>• <i>Why do we need one?</i></li></ul> The purpose of having a parent and staff association is to try to get parents involved in raising much needed funds for the school and to bring the school community together to provide for the children, with the emphasis on having fun whilst fundraising!	
<b>3</b>	<b>Adopt the constitution</b>  The constitution was adopted and signed.	
<b>4</b>	<b>Finance report</b>  All noted the income against expenditure with the current balance of <b>£3,253.32</b> .  <b>INCOME / EXPENDITURE</b> for the year ended 31 August 2013	

Aiming for Excellence - Learning for Life

	<p><b>INCOME</b></p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: right;">Income</th> <th style="text-align: right;">Expenditure</th> <th style="text-align: right;">Profit/Loss</th> </tr> <tr> <th></th> <th style="text-align: right;">£</th> <th style="text-align: right;">£</th> <th style="text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>Opening Balance</td> <td style="text-align: right;">1953.79</td> <td></td> <td style="text-align: right;">1953.79</td> </tr> <tr> <td>Eid Party</td> <td style="text-align: right;">1.80</td> <td style="text-align: right;">100.00</td> <td style="text-align: right;">-98.20</td> </tr> <tr> <td>Birthday Calendars</td> <td style="text-align: right;">447.70</td> <td style="text-align: right;">769.50</td> <td style="text-align: right;">-321.80</td> </tr> <tr> <td>Bag2School</td> <td style="text-align: right;">106.00</td> <td></td> <td style="text-align: right;">106.00</td> </tr> <tr> <td>Empties Please</td> <td style="text-align: right;">23.25</td> <td></td> <td style="text-align: right;">23.25</td> </tr> <tr> <td>Fun Day</td> <td style="text-align: right;"><u>2514.23</u></td> <td style="text-align: right;"><u>791.95</u></td> <td style="text-align: right;"><u>1722.28</u></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>5046.77</b></td> <td style="text-align: right;"><b>1661.45</b></td> <td style="text-align: right;"><b>3385.32</b></td> </tr> </tbody> </table> <p><b>EXPENDITURE</b></p> <table border="0"> <tbody> <tr> <td>PTA Membership</td> <td style="text-align: right;">112.00</td> </tr> <tr> <td>WDC Small Lotteries registration</td> <td style="text-align: right;"><u>20.00</u></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>132.00</b></td> </tr> </tbody> </table> <table border="0"> <tbody> <tr> <td>TOTAL INCOME</td> <td style="text-align: right;"><b>3385.32</b></td> </tr> <tr> <td>TOTAL EXPENDITURE</td> <td style="text-align: right;"><b>132.00</b></td> </tr> <tr> <td><b>TOTAL FUNDS</b></td> <td style="text-align: right;"><b>3253.32</b></td> </tr> </tbody> </table>		Income	Expenditure	Profit/Loss		£	£	£	Opening Balance	1953.79		1953.79	Eid Party	1.80	100.00	-98.20	Birthday Calendars	447.70	769.50	-321.80	Bag2School	106.00		106.00	Empties Please	23.25		23.25	Fun Day	<u>2514.23</u>	<u>791.95</u>	<u>1722.28</u>	<b>TOTAL</b>	<b>5046.77</b>	<b>1661.45</b>	<b>3385.32</b>	PTA Membership	112.00	WDC Small Lotteries registration	<u>20.00</u>	<b>TOTAL</b>	<b>132.00</b>	TOTAL INCOME	<b>3385.32</b>	TOTAL EXPENDITURE	<b>132.00</b>	<b>TOTAL FUNDS</b>	<b>3253.32</b>	
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<p><b>5</b></p>	<p><b>Election of committee members</b></p> <ul style="list-style-type: none"> <li><b>Re-elect current members or have new nominations put to a vote.</b></li> </ul> <p>It was agreed that each of the appointed roles would be shared where possible between two people. Nominations for committee members were received and election took place. The following people were elected:-</p> <p><b>Chair:</b> Ms Hackney / Mrs Taylor</p> <p><b>Vice-Chair:</b> Mrs Malik / Miss Allick</p> <p><b>Treasurer:</b> Miss Samra / Dr Stan (with the assistance of Miss Wilson (School Business Manager) / Miss Basan (Finance and Personnel Officer)</p> <p><b>Secretary:</b> Mrs Stepanek / Mrs Arake</p> <p><b>Committee Members:</b> Mrs Qayum, Ms Amo-Agyei, Miss Santana, Ms Richards</p>																																																	
<p><b>6</b></p>	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li><b>Parents wish list</b> <ul style="list-style-type: none"> <li>➤ Playground Shelter: Miss Mansfield identified there are changes in the pipeline for the school perimeter, therefore she would like to wait or FOMS could look into a temporary shelter.</li> </ul> </li> </ul>																																																	

	<ul style="list-style-type: none"> <li>• <b>Head teachers wish list</b> <ul style="list-style-type: none"> <li>➤ Sail cloths; one for the Faith Garden and the other for the area on the playground between the two halls.</li> <li>➤ Library Books</li> <li>➤ Scooter rack (parking for Scooters).</li> <li>➤ I-pod and docking station for the hall.</li> <li>➤ Soundsystem for the Hall</li> <li>➤ Small toys for the playground</li> <li>➤ Chalkboards for the playground</li> <li>➤ Repainting the lines and playground play equipment</li> </ul> </li> <li>• <b>Fundraising ideas</b> <ul style="list-style-type: none"> <li>• Farewell celebration in July</li> <li>• Welcome back to school event for families on a Saturday afternoon with parents bringing/donating food. Music playing in the Faith Garden.</li> <li>• Book Swap shop</li> <li>• Mufti Days</li> <li>• Joint event with Music Centre</li> <li>• Coffee mornings</li> <li>• Tears and Tissues coffee morning; new reception parents starting in September.</li> </ul> </li> <li>• <b>Skills questionnaire;</b> suggestion to send out a questionnaire to all parents identifying their skills to help with events</li> <li>• <b>Plea for help;</b> a letter / flyer to be devised asking parents to volunteer and support events or other tasks like painting playground equipment.</li> <li>• <b>Headteachers attendance at Committee Meetings;</b> Miss Mansfield was very apologetic that she will be unable to commit to attend every meeting.</li> </ul>	
<p><b>7</b></p>	<p><b>Notification of date for next ordinary meeting</b></p> <p>All meetings to take place in the Global Cafe at 9am on following dates:</p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> October 2013</li> <li>• 8<sup>th</sup> November 2013</li> <li>• 6<sup>th</sup> December 2013</li> <li>• 10<sup>th</sup> January 2014</li> <li>• 7<sup>th</sup> February 2014</li> <li>• 7<sup>th</sup> March 2014</li> <li>• 4<sup>th</sup> April 2014</li> <li>• 2<sup>nd</sup> May 2014</li> <li>• 6<sup>th</sup> June 2014</li> <li>• 4<sup>th</sup> July 2014</li> </ul>	