



**Minutes of Annual General Meeting of
The Chantry Friends
Tuesday 6th November 2018, 7.30pm**

Present

Lorna Davies, Nicola Clear, Anna Martin, Aimee Tabberer, Rachel Nicholson, Kate Morris, Sarah Dunks.

1. Welcome and Introductions

2. Apologies

Brenda Williams, Amanda Barker, Debbie Philips, Paul Wilcox, Kate Bray, Jen Harrison.

3. Election of Officers

Chairperson - Paul Wilcox will be stepping down as Joint Chair and Friends would like to thank Paul for all his hard work and devotion to the running of Friends. Lorna Davies would like to continue as Chairperson to Friends, this was proposed by Nicola Clear and seconded by Anna Martin.

Secretary – Rachel Nicholson will continue as Secretary, this was proposed by Lorna Davies and seconded by Nicola Clear.

Treasurer – Sarah Dunks will be stepping down as Treasurer and Friends would like to thank Sarah for her commitment to Friends and for her organization of the Friends accounts. Anna Martin offered to take the Treasurer role, this was proposed by Lorna Davies and seconded by Nicola Clear. Thank you to Anna for taking on this role.

Chantry Chance Co-ordinator - Kate Bray will continue as Chantry Chance Co-ordinator, this was proposed by Lorna Davies and seconded by Nicola Clear.

The New Chantry Friends Committee 2018/2019:

Chairperson: Lorna Davies

Treasurer: Anna Martin

Secretary: Rachel Nicholson

Chantry Chance Co-ordinator – Kate Bray

4. Approval of Friends Accounts

The accounts were presented by Sarah Dunks. The accounts were accepted by Friends and signed. The Treasurer will now present the accounts to the school Business Manager for signing.

The account currently stands at £2298.

Nicola Clear asked for funding from Friends towards a 'Student Leadership External Accreditation Pathway' scheme aimed for years 7-11. Friends questioned how many students would benefit, and it was explained it was hoped the scheme would be made available to everyone. No decision was made.

5. Minutes of the Last Meeting and Matters Arising

The minutes were agreed to be accurate.

6. Finance

Covered during item 4 above.

7. Chantry Chance

The accounts for Chantry Chance would also be submitted to the school Business Manager for signing.

8. Calendar and Friends Commitments

Thursday 4th October 2018 - Open Evening – Feedback.

This event was very busy, £28 was raised on refreshment donations and raffle tickets were sold for Autumntastic.

Saturday 13th October 2018 – Autumntastic - Feedback

This event was well attended and the following amounts raised - refreshments; £112.85, tombola; £158.85 and raffle; £156.50. Lollies would be purchased for year 7 to say thank you for donating the tombola prizes, ACTION: Lorna Davies. Caroline Palethorpe, the event organizer had emailed Friends to say thank you for participating in this event. It was noted Friends would not take part in future Autumntastic events.

Tuesday 6th November 2018, 6.30pm – Parent Forum – Feedback

Thank you to Anna Martin and Lorna Davies for providing refreshments.

Wednesday 7th November 2018, 4pm – Targeted Y11 Parents Evening

No refreshments would be provided by Friends at this event due to lack of help.

Thursday 15th November 2018, 6pm – Ex Y11 Awards Evening

4 helpers and all prefects have been confirmed to help on the night. Approximately 300 people would be attending as guests. ACTION: Non-alcoholic punch to be purchased by Amanda Barker and the wine to be purchased by Lorna Davies. Additional food contributions are still being sought, ACTION: Rachel Nicholson.

Post Meeting Note: Friends would sponsor one award, an award which was funded last year (in 2017, two awards were sponsored by Friends and only one was awarded).

Thursday 22nd November 2018 – Year 9 Parents Evening

Sarah Dunks and Lorna Davies would provide refreshments at this event. The raffle prize hampers for the talent show would be prepared during this event.

Thursday 6th December 2018 – Year 10 Parents Evening

Post meeting note: Lorna Davies will arrive early and set up for this event, ACTION: Rachel Nicholson to confirm additional help.

Tuesday 18th December 2018 – Teacher Cakes

A few cakes have already been confirmed, ACTION Rachel Nicholson to secure more cakes.

Wednesday 19th December 2018, 7pm – Talent Show

Sarah Dunks will organise a licence for this event and will name Nicola Clear on the licence. It is hoped raffle tickets will be sold early at the Year 10 parents evening, and made available for students to purchase from reception during school hours. Two helpers have already been confirmed, ACTION: Rachel Nicholson to secure more help for this event.

9. Any Other Business

The Friends freezer which was used for sports day is still in Sport Martley. ACTION: Nicola Clear to arrange removal of the freezer.

Due to a change in the Friends committee members, passwords for different online accounts will need to be shared, ACTION: Sarah Dunks, Paul Wilcox and Lora Davies.

Thank you –

Sarah Dunks was presented with a bouquet of flowers and in Paul Wilcox's absence, a gift would be passed on, to say thank you for all the time, help and commitment they have both given to Friends.

10. Date and Time of the Next Meeting

Tuesday 15th January 2019, 7.30pm