



Friends Of Rowan
Annual General Meeting
22nd June 2015 at 11.15am
Rowan Brae

Minutes

1. Attendees

There were 13 members in attendance including the following officers: Beth Dunnett, Ophelia Dodds, Donna Cuff and Louise Hutchison. Mrs Clarke sent her apologies as she was unavoidably detained.

2. Retirement of existing Officers and Committee members

- a. Other than Mrs Clarke, as an ex-Officio appointee, all the Officers and members retired from the Committee.
- b. Beth Dunnett, Louise Hutchison, Crosby Burke, Jo Gillespie and Sarah Reed did not stand for re-election and were thanked for all their hard work over the many years that they have been on the Committee.

3. Voting of Committee Officers

- a. Donna Cuff was unanimously re-elected as Treasurer.
- b. Ophelia Dodds was unanimously elected as Chairman.
- c. Helen Chowne was unanimously elected as Vice-Chairman.
- d. Emma Ferguson was unanimously elected as Honorary Secretary.

Helen and Ophelia confirmed that they will act as Co-Chairs for the Committee and look forward to sharing the role over the year ahead.

4. Voting of Committee Members

- a. The following were unanimously re-elected as Committee members: Rachel Craig, Ashley Davidson, Kate Heaney (as Uniform Rep) and Emily Lord.



- b. The following were unanimously elected as Committee members: Jo Clark (as Christmas Card Rep), Yolanda Hazell (as New Parents Rep) and Lynn Turner.

5. Approval of Accounts

The accounts for the year ending 31st August 2016 as attached to the AGM Notice were approved.

6. Appointment of Independent Examiner for the 2016/17 Accounts

Under the Charity Commission Rules, we have to have the annual accounts scrutinised by an independent examiner if the annual gross receipts are over £25,000, but under £250,000. The income for the year ending 31st August 2017 will probably exceed the £25,000. Under the FoR Rules, the appointment of such an expert and their remuneration is to be voted on at the AGM. It was unanimously agreed that once such an expert is found, the Committee could approve this without further reference to the members.

7. Banking Matters

a. Signatories:

It was agreed that Beth Dunnett and Louise Hutchison be withdrawn as bank signatories, and that they would be replaced by Emma Ferguson and Helen Chowne.

8. Special Resolutions

- a. It was unanimously agreed that the amended FoR Bylaws as attached to the AGM notice be adopted as the Bylaws of FoR in substitution for, and to the exclusion of, the previous Bylaws.

9. Summary of the Year's FoR Activity

Donna Cuff informed the meeting that so far the profits from fundraising totalled £8,730, with the Summer Fair profits still being finalised and the summer uniform sale still to come. The individual events raised the following amounts:

- a. Afternoon Tea - £1,030
- b. Christmas Cards - £460
- c. Christmas Fair - £2,020



- d. Tea Towels - £750
- e. Summer Fair - £2,000
- f. Uniform Sales - £450
- g. Halloween Disco - £1,000
- h. Spring Disco - £1,240

In addition to the above fundraising events, £970 has been raised to date from Easyfundraising, with proceeds from the current Quarter yet to be received.

Beth Dunnett provided a summary of the year's FoR activities:

It's been a fantastic year, at the heart of which has been a focus on building school community spirit, inclusivity and fun.

At the beginning of the school year, we conducted a survey to ensure our events are relevant and are what people want. The top two events were the Sandown Soiree (planning well underway for November 2017), and the new Mum & Me Tea in March, which was a huge success. The Comedy Night was also a popular choice - this will be considered for the next academic year when the committee meets for an events 'brainstorming' meeting.

We have tried to vary the times and locations of the committee meetings to be more inclusive to working parents. We have also recently started inviting non-committee volunteers to the committee meetings to increase engagement.

The New Parent Rep position (established last year), has grown to be an invaluable role - thanks very much Crosby, and to Yolanda for taking it on going forward! This year we increased the number of new parent events which has been really well received.

We ran a large number of events this year - in addition to the new parent events we've run discos, fairs, the Mum & Me Tea and uniform sales (including a new format Blazer Sale). We've also had FoR presence at the parent information evenings at the start of the year, as well as at every open day.



These events have raised a fantastic amount for Friends of Rowan (£7,980 at time of writing) and in addition to the money raised by events, we also produced a beautiful Rowan Tea Towel (one each for Brae and Hill), which has raised £ 750 to date.

We also introduced the Easyfundraising initiative, which has raised £970 to date, and proved particularly lucrative in the run-up to Christmas. We have started to roll out Easy2Name which we hope will similarly raise lots of funds for FoR with minimal input.

Our fundraising initiatives have allowed us to fund the Year 6 gazebo, author visits, library books, the fabulous Rowan Radio and, most recently, the outdoor instruments for both the Hill and Brae, which will be installed over the summer holidays.

We have continued to utilise our new website, new logo and social media. The role of class reps document which we committed to produce at the last AGM has been completed and published on the website.

Conscious of losing a wealth of knowledge with the upcoming departure of our Honorary Secretary, Uniform Rep, New Parent Rep and Christmas Card Rep, we initiated some succession planning and a long period of shadowing for key positions, to ensure smooth handover.

11. Any Other Business

Ophelia Dodds thanked Beth Dunnett, Sarah Reed, Jo Gillespie and Louise Hutchison for all their hard work on behalf of FoR through the years and presented them each with a leaving gift.

She also asked that her thanks be conveyed to Crosby Burke and Claire Wain who were not able to attend the meeting and stated that she will be delivering their gifts to them at a later time.

12. Date of Next Meeting

The first Committee meeting of the new academic year will be held on Tuesday 10th October at 9am.