



Registered Charity No. 1096828

Academic Year 2018/19

MINUTES

MEETING DATE: 13 September 2018
MEETING TITLE AGM

1. Those Present:

Hayley Alexander	Co-Chair of Friends
Rachel Jensen	
Rachel Diddams	Treasurer of Friends
Mark Paradise	
Becky Tilley	Co-Chair of Friends
Emma Russell	Head Teacher
Sarah-Jane Chalker	Teacher
Lynzey Paradise	
Lucy Clark	
Simon Jones	Co-Chair of Governors
Sarah Till-Vattier	Co-Chair of Governors
Kate Fry	
Lucy Humphries	
Katherine Butler	

And Apologies:

Jess Caudle
Rosalie Mead
Tim Hitchens
Jess Smith
Cathryn Ramsden
Carolyn Gittins
Maria Gonzalez

2 Minutes of the last AGM

Minutes approved by Rachel Jensen and Mark Paradise.

3. Matters arising from the minutes

- New online resource of hymns for collective worship has been purchased.
- Blinds have been fitted in Foxes (Yr 5/6) classroom.
- A maternity gift was purchased for Miss Hughes.
- No new maths equipment was required.
- The Friends continue to work towards raising funds to purchase new play equipment for the playground.

4. Chair's & Treasurer's Reports 2017/2018

Becky Tilley shared the Chair's report, please see attached.
Rachel Diddams shared the Treasurer's report, please see attached.

5. Head's report 2017/2018

Emma Russell expressed her thanks to the Friends for their hard work over the year.

She was especially pleased that the Summer Fayre had included local people and showed the ethos of the School. Sarah-Jane Chalker added that the personal invitations delivered by Year 6 pupils were well received and will be continued in the future.

The School has a strong sense of community, this has been helped by the purchase of new sports kit by the Friends for pupils to wear at school sports events. She was also pleased that the Friends were able to support new families to the School by offering them school uniform and making links ahead of their start date.

Next year, the focus of the School and the Friends will be to raise funds towards new play equipment, and to revisit the issue of staff parking.

The new school year is an opportunity to strengthen links between the School, the Governors and the Friends, and there will be regular meetings between the three parties.

Emma Russell suggested the School & Friends support a local charity this year, in addition to raising funds for ourselves. This would be a good way of involving the local community in school events and in displaying our Christian values.

6. Governance of the Friends

A discussion on proposed changes to the governance of the Friends was led by Sarah Till-Vattier. It was agreed that the constitution and code of behaviors should be updated; staff and governors have similar documents which these could be linked with.

Attendees were asked to suggest why they had become involved in the Friends:

- To help the children
- To help fellow parents
- To meet other parents
- To integrate into the School community
- To bring fresh ideas
- To have a say
- To find out how the School works
- To have fun
- To provide resources for the School

Attendees were also asked to suggest how the Friends should be to achieve the above:

- Approachable
- Helpful
- Friendly
- 'Professional'
- Knowledgeable
 - Safeguarding
 - First aid
 - Responsibilities
- Confidentiality
- Fair
- Inclusive
- Welcoming

A discussion was held regarding the number of Trustees/Attendees who should constitute a quorum and the level of sign-off required (e.g. purchases over £1000?).

Further research is required in this area and may indeed require an EGM being called to adopt new governance documents. Becky Tilley has been looking at examples provided by the organisation [Parentkind](#), who the Friends are members of.

7. Election of Officers & Trustees of the Committee;

Hayley Alexander resigned from the position of Co-Chair and was thanked for her work.

Emma-Jane Campbell resigned from the position of secretary due to relocating to the USA, again Emma Jane was thanked for her work.

Chair – Becky Tilley offered, Lucy Humphries proposed and Lynzey Paradise seconded.

Vice Chair – Mark Paradise offered, Lyndsey Paradise proposed, and Hayley Alexander seconded.

Secretary – Lucy Humphries offered, Rachel Diddams proposed, and Mark Paradise seconded.

Treasurer – Rachel Diddams offered, Mark Paradise proposed, and Kate Fry seconded.

Officers on the Committee will be Trustees, along with:

Katherine Butler

Rachel Jensen

Hayley Alexander

Jess Smith

Kate Fry

Sarah-Jane Chalker and Emma Russell will share the role of school representatives and will be invited to committee meetings.

Signatories – Mark Paradise to be added to list of signatories (also includes Rachel Diddams, Rebecca Tilley, Rachel Jensen)

8. Any Other Business

Hayley Alexander – Avebury Day raised c.£500 in total for Friends through a café, pony rides and tattoos.

Sarah-Jane Chalker – Offered thanks to the Friends for funds towards the purchase of hoodies for the Year 6 leavers, which were very well received. Friends received a lovely card thanking them for these.

Emma Russell – Reported that Becky Tilley is now an associate member of the Governors and her role will be to assist with the School website.

Sara Till-Vattier – Asked if a member of Friends would like to represent the group as an associate member of Governors.

Simon Jones – Looking forward to improved links between School, Governors and the Friends.

Lucy Humphries – suggested a curry evening at KVH to raise funds for the Friends. Lucy to get quotes for c.80 people from Foxglove and Ginger. Suggested 9th, 16th or 30th November 2018.

Lucy Humphries – asked if the Friends or the School have an environmental policy as she would be able to help draw one up. Emma Russell replied that the School were looking into this.

Kate Fry – Suggested an order should be put in soon for Christmas cards and Becky Tilley confirmed that this was in hand and was to be distributed to the classes next week. It was suggested that baubles/tea towels, etc. could also be produced.

Lynzey Paradise – Suggested sending a survey to parents asking for event ideas and to engage with parents. Lynsey to take this forward.

Becky Tilley – Thanked everyone for their help at Avebury Day, including those who baked for the café and volunteered during the event.

Becky Tilley – A working group will be formed to lead on planning for play equipment. Emma Russell said School would try to use match funding sources and use some money from Dragon Club funds. The target would be to have equipment installed during the Easter holidays 2019.

Becky Tilley – The Friends will have an enhanced presence at school events, not just at those which raise funds. Working alongside current school events, such as the Harvest Festival and the WW1 commemorative tree planting ceremony in November.

Becky Tilley – Next date for Stay and Play is 24th September – Katherine Butler and Lynzey Paradise to assist.
Next Bag2School date is 25th September.
Harvest Festival is 5th October – this will be a community event with coffee/teas & biscuits served afterwards.

Emma Russell – Looking for stories to add to the new format school newsletter ‘Kennet Valley Voices’.

9. Date of Next Meeting

2nd October 2018 – Kennet Valley School – 7pm

Date of EGM to discuss Constitution and Code of Behaviours TBC.

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