**Friends of Upper Beeding School (FUBS)**

Registered Charity No: 1102159

Upper Beeding Primary School,

School Road, Upper Beeding, West Sussex, BN44 3HY

Tel: 01903 812288 Fax: 01903 816401 Email: office@upperbeeding.w-sussex.sch.uk

Chair: Mrs Jane Redman Secretary: Mrs Christina Szwarc Treasurer: Mrs Cheri Thayer

**FUBS COMMITTEE**

**Charity Trustees (10)** Mrs Jane Redman (Chair), Mr Gary Edwards (Chair), Mrs Joss Cowan (Vice Chair), Mrs Christina Szwarc (Secretary) , Mrs Cheri Thayer (Treasurer) Mrs Becky Linford (Head Teacher) Mrs Sue Quigley (Assistant Head Teacher), Mrs Kerry Brown Standing (Parent), Mr Rob Edgley (Parent) Mrs Kelly Verstappen (parent)

**Co-Opted Committee Members (2)** Mrs Jo Prior (Parent), Mrs Geraldine Fewster (parent)

**Associate Committee Members** Mrs Katie Watts (Parent), Mrs Sarah Larkham (Parent), Mrs Sara Johnson (Parent), Mrs Lou Brown (parent), Mrs Nicki Doo (parent), Mrs Helen Baldwin (parent), Mrs Zoe Cunliffe (parent), Mrs Sarah Beane, Mrs Tori Redman (parent), Mrs Frankie Counihan (parent), Mrs Annie Thomsett-Smith (parent), Mrs Lorna Grant (parent), Mrs Chloe Boxall (parent), Mrs Cathy Saul (parent)

**Quorum** Six (to include one Officer).

**Minutes of the ANNUAL GENERAL MEETING held on**

**Tuesday 8th November 2016**

**at Upper Beeding Primary Scfool, Upper Beeding @ 7:30PM.**

**PRESENT**

**Charity Trustees** Mrs Jane Redman (Chair), Mrs Joss Cowan (Vice Chair), Mrs Christina Szwarc (Secretary) , Mrs Kerry Brown Standing (Parent), Mr Rob Edgley (Parent) Mrs Kelly Verstappen (parent)

**Co-Opted Committee Members**

**Associate Committee Members** Mrs Katie Watts (Parent),

1. **Apologies for Absence**

Apologies were received from Mrs Linford, Ceri Thayer, Anita Owen, Cathy Saul, Chloe Boxall, Kelly Verstappen, Karren Higgins

These were accepted by the Committee.

2. **Declaration of Interests**

There were no conflicting interests to declare.

**3. Adoption of Updated Constitution**

The Committee discussed and decided to continue to adopt the model constitution issued by PTA UK (last reviewed November 2011) that has been used by FUBS since they took up Charity Status. This constitution is fully recognized by the Charity Commission. The Committee was asked to agree to this. Within this set up there must be at least 50% of Trustees and Committee members present at any meeting in order to pass any changes. We would like to stipulate that for a meeting to be quorum 50% of Trustees and / or Committee members must be present (excluding Associate members). The reason for this is that we have had a influx of enthusiastic volunteers wishing to support FUBs and become members, but who cannot regularly make evening meetings due to childcare commitments. Associate members may vote on issues if present but their presence is not required for a vote to take place.

4. **Changes in Membership**.

Jane Redman (Chair), Gary Edwards (Chair), Joss Cowan (Vice Chair) and Ceri Thayer (Treasurer) are resigning. Kelly Verstappen (Charity Trustees) is standing down.

5. **Election of Officers**

**Nominations for FUBS Charity Officers (4) 2016 / 2017**

Chair Katie Watts

Vice Chair Helen Appleyard

Secretary Christina Szwarc

Treasurer Liz Grinham

Proposed: Rob Edgley Seconded: Kerry Brown-Standing

All in Favour No Abstentions

**ACTION**: **Christina** **to notify the Charity Commission and PTA UK of changes to the Officers**.

6. **Election of Committee Members**

**Nominations for FUBS Charity Trustees (10) 2016 / 2017**

1. Katie Watss (Chair) 2. Helen Appleyard (Vice Chair)

3. Christina Szwarc (Secretary) 4. Liz Grinham (Treasurer)

5. Becky Linford 6. Kerry Brown-Standing

7. Kathryn Watherman 8. Rob Edgley

9. Sue Quigley 10. Sarah Larkham

The Chair asked that the above nominees be elected to the Committee as Trustees of the FUBS Charity. It was proposed that all nominations are elected ‘en bloc’ as there are no contentions for these positions.

Proposed: Jane Redman Seconded: Rob Edgley

All in Favour No Abstentions

**ACTION**: **Christina** **to notify the Charity Commission of changes to the Trustees**.

**Nominations for FUBS Co-Opted Committee Members (2) 2016 / 2017**

1. Dave Beane 2. Cecile Boisson

The Chair asked that the above nominees be elected to the Committee as Co-Opted Members. It was proposed that the nominations are elected ‘en bloc’ as there are no contentions for these positions.

Proposed: Jane Redman Seconded: Katie Watts

All in Favour No Abstentions

**Nominations for FUBS Associate Committee Members 2016 / 2017**

1. Sara Johnson 2. Frankie Counihan

3. Lou Brown 4. Chloe Boxall

5. Joss Cowan 6. Annie Thomsett-Smith

7. Nicki Doo 8. Lorna Grant

9. Helen Baldwin 10. Cathy Saul

11. Zoe Cunliffe 12. Tori Redman 13. Phil Appleyard 14. Julie Edgley 15. Vanessa Maskill

The Chair asked that the above nominees be elected to the Committee as Associate Members. It was proposed that all nominations are elected ‘en bloc’ as there are no contentions for these positions.

Proposed: Jane Redman Seconded: Katie Watts

All in Favour No Abstentions

6. **Chair’s Annual Report**

Chair Jane Redman issued those present with a copy of her Annual Report.

Head Teacher Becky Linford thanked FUBS (through an email to Jane – which was read out) on behalf of the school and Governors for the excellent fundraising and support FUBS give to the school.

7. **Treasurer’s Annual Report**

Cheri Thayer sent her apologies as she was unable to make the AGM

Mrs Linford believes there is £14,000.00 in the bank

Her report is attached with the minutes

**ACTION**: **Liz** **will complete the Annual Return for the Charities Commission.**

8. **Approval of Audited Accounts**

The accounts are being audited by an external auditor. The Treasurer asked that the Annual Accounts are accepted pending completion of the audit. Detailed copies will be available at this time.

Proposed: Seconded:

All in Favour. No Abstentions.

**ACTION**: **Liz** **to register the Annual Accounts with the Charity Commission**.

9. **FUBS Focus Update 2016 / 2017**

Support Maths throughout the school (Reception all the way to Y6), by giving £3500 to spend on maths equipment.

Proposed: Joss Cowan Seconded: Kathryn Waterman

All in Favour. No Abstentions.

Mrs Linford would also potentially like some support with creating a Forest School Area

This will be discussed in the new year in more depth

Continue to support the:

Christmas Dinner Crackers

Yr6 Leavers Book

1st News

Proposed: Jane Redman Seconded: Rob Edgley

All in Favour. No Abstentions.

10. **Date and Time of Next AGM**

November 2017 (date TBC)