

FRIENDS OF TITHEBARN (FOTB)

MINUTES OF ANNUAL GENERAL MEETING

2023

Date: 29/09/2022

Time: 2.30

Location: Tithebarn School assembly hall and on Zoom

In Attendance

Mrs Katherine Muncaster (KM) (Head Teacher)

Julia Heap (Trustee)

Kevin Shaw (Trustee)

Claire Lamerton (CL) (Trustee) (minute-taker)

Amy Barkatali (AB) (Treasurer)

(together the “Current Trustees”)

Ruth Hawkins, Emma Lewis-Kalubowila, Sam Kalubowila, Julian Lamerton, Steve Heap.

Documents circulated: The Trustees Annual Report 2022-2023 and agenda for AGM

Introduction

CL opened the meeting with an introduction, welcoming the parents, introducing the Current Trustees and outlining the agenda.

Objective of the FOTB

CL set out the objective of FOTB as a volunteer organisation set up to raise funds to support the learning of pupils at Tithebarn Primary School.

Structure and roles

FOTB is a formally registered charity, it is governed by its constitution. It is member of Parentkind – an online resource which provides insurance and advice on events.

It is supported by:

- Trustees

- the class representatives – each class has at least 1 representative to ensure communication and to help organise events.
- every parent/guardian at Tithebarn is automatically a member
- the broader community – grandparents, carers, local community etc

Trustees

The current Treasurer AB is stepping down this year, and so FOTB are welcoming nominations for new Trustees. CL explained the function of the roles except for Head Teacher which is self-explanatory:

Treasurer – this is the key role as they manage the funds and are a signatory on the Bank account.

Election

CL asked the attendees for any nominations for new Trustees, and the following volunteered:

Kevin Shaw

Julia Heap

Claire Lamerton

Emma Lewis- Kalubowila

No objections were raised. The new Trustees were elected.

Kevin Shaw volunteered for the role of Treasurer, no objections were raised, so Kevin Shaw will become the Treasurer for this academic year.

Treasurers Report

AB gave a summary of the Treasurers Report for Academic Year 2022/2023 (copy attached)

- Income from Events £20,396
- Outgoings of £597, including membership of ParentKind and gambling licence
- FOTB made 4 donations to school during the year
- A donation of £33,000 was made to Project Playground post year end
- Closing cash position of £1,752 (after post year end Project Playground donation)

Project Playground Update

The Top and Bottom playgrounds have now had a full re-tarmac. The Top playground has had lines and games burnt onto it for the enjoyment of the children, including a basketball court. The Head Teacher has already started consulting with the Class Counsellors to gather ideas regarding what the children would like on the bottom playground. The Year 6 Representatives presented their current ideas including; hopscotch, games and a map of the UK.

Fundraising

AB presented the attached slide showing the fundraising events and the sums raised in the last year. The summer fair was the biggest fundraiser, followed by the Christmas raffle and fair, the colour run and the lottery. The Trustees continue to ask parents to sign up. AB gave a brief summary of each these events. The Trustees are keen to pursue other streams of funding such corporate schemes which match funds raised and Payroll Giving which is a means of donating directly from your employer/salary. The Trustees are keen to speak to parents who may have knowledge of any matched funding schemes.

Events

The proposed events for this year were detailed (see slide attached). Some of the events such as a Santa Dash, Colour Run and the Circus are booked in for Academic Year 2023/2024.

AOB

No other business was raised.. The Trustees thanked the attendees for their time. The next AGM will be scheduled for September 2024.

Minutes circulated and approved _____