

**Friends of Yaxham School AGM Meeting**  
**24 January 2022**  
**Agenda**

---

1. Chair Welcome
2. Confirm minutes from Last AGM (20 July 2021)
3. Accounts & Treasurer's Report
4. Chairman's Report
5. Elect and appoint new Committee
6. Appointments
  - Chairman
  - Vice Chair
  - Treasurer
  - Secretary
7. AOB (notified in advance)

**Friends of Yaxham School AGM 2020**  
**20 July 2021**  
**Minutes**

---

**1. Committee Members In Attendance:**

Emma Lawson  
Ralph Burton  
Michelle Parnell  
Laura Reeves

**2. Also in Attendance:**

Jennie Muller

**3. Apologies:**

Leroy Burrell  
Carole Hedges  
Vicky Cooper

Claire Sullivan had resigned prior to the meeting.

**4. Chairman's Report for 19/20**

The Chairman presented her report for the year.

The activity (or contributions made) completed in year 2019/20 was as follows:

2019

- Bags to School
- Christmas Nativity Raffle
- Christmas Disco
- Christmas Cards
- Christmas Party & Lunch & Photos
- New Years Eve Raffle

2020

- Launched the new lottery
- Mother's Day shop
- Quiz & Chips Evening
- Funded the Yr 6 leavers gifts

The Chairman expressed her gratitude and thanks to all committee members for their support and hard work in a difficult year.

**5. Treasurer's Report 19/20**

The Treasurer presented her report for the year.

The balance at the end of the year 31 October 2021 was £3,600.41.

**6. Dissolve**

The Chairman dissolved the committee.

**7. Appointments**

It was noted that:

- Claire Sullivan resigned prior to the meeting.
- Vicky Cooper does not wish to be secretary but wishes to remain on the committee.
- Carole Hedges wishes to remain on the committee.
- All the other committee members in attendance wished to remain on the committee.

#### **Chairman**

Michelle Parnell proposed Emma Lawson as Chairman which was seconded by Ralph Burton. Emma Lawson was duly appointed as Chairman.

#### **Secretary**

Michelle Parnell proposed Ralph Burton as Secretary which was seconded by Laura Reeves. Ralph Burton was duly appointed as Secretary.

#### **Treasurer**

Ralph Burton proposed Michelle Parnell as Treasurer which was seconded by Laura Reeves. Michelle Parnell was duly appointed as Treasurer.

#### **8. Date of Next Committee Meeting**

8<sup>th</sup> September at 19.00.

#### **9. AOB**

Michelle Parnell suggested a change to the constitution.

The proposal was - 50% of the committee members to be present at the AGM.

This was agreed and passed.

Michelle Parnell will amend and submit the constitution.

**Summary of Accounts for Friends of Yaxham School- Year Ending 31/10/2022**

Balance Brought Forward as at 1st November 2021

4,923.24

Adjusted Balance

4,923.24

**Income - Friends**

Winter Disco	234.24
Nativity Play Raffles	53.00
xmas party photos	0.00
Sports Day - Ice Creams	0.00
Mothers day	0.00
yard Sale	0.00
Summer Play Raffles	0.00
Fete	0.00
200 Club	0.00
Tea Towels	0.00
Easy Fundraising	0.00
xmas cards	0.00
Non uniform	0.00
bag2school	63.00
Lottery	224.00
Quiz	0.00

574.24

5,497.48

**Expenditure for School**

rugs	954.00
------	--------

total

954.00

**Other Expenditure**

Winter Disco	146.53
xmas party	110.48
Elfridges	0.00
Easter	0.00
Easter Disco	0.00
yard Sale	0.00
Lottery	0.00
Sports Day - Ice Creams	0.00
Fete	0.00
200 Club	0.00
PTA Membership	0.00
Gambling Act Fee	20.00
Other	0.00
Quiz	0.00

277.01

Balance Carried Forward as at 31st October 2022

4,266.47

**Represented by:-**

Balance in NatWest A/C today

3,686.40

Balance in Lloyds A/C today

222.00

Petty Cash today

1,000.49

4,908.89

*Cheques - that will clear in 2018/19 Financial Year*

-642.41

Funds available

4,266.48

**Friends of Yaxham School Annual General Meeting**  
**24 January 2022 @ 19.00**  
**Minutes**

---

**1. Committee Members In Attendance**

Ralph Burton – Secretary  
Vicky Cooper

All other committee members had resigned prior to the meeting.

**2. Also in Attendance**

Jennie Muller  
Charlene Harvey  
Kath Downes  
Kate Mitchell  
Jo Kett  
Caroline Cox  
Chris Cox  
Karly Gray  
Melissa Hosier  
Michelle Parnell  
Susan Robinson

Everyone was thanked for attending the meeting.

**3. Apologies**

None.

**4. Chairman's Report for 20/21**

Not available – although it was noted that there had been limited activity of the committee due to Covid.

**5. Treasurer's Report for 20/21**

Outgoing Treasurer presented their report.

For the year ending 31 October 2021 – there was a balance of £4,266.47.

Accruals for previously agreed funding requests had been removed due to the Covid impact with new requests required.

**6. Dissolve the Committee**

The current committee was dissolved.

**7. Appoint new Committee**

Of those attending the meeting the following volunteered as new committee members and were appointed:

- Vicky Cooper
- Ralph Burton
- Jennie Muller
- Charlene Harvey
- Kath Downes
- Kate Mitchell

- Jo Kett
- Caroline Cox
- Chris Cox
- Karly Gray
- Melissa Hosier
- Michelle Parnell
- Susan Robinson

## **8. Appointments**

### **Chairman**

Ralph Burton nominated Kath Downs and Vicky Cooper as joint chairman which was seconded by Michelle Parnell.

### **Vice Chairman**

There were no nominations.

### **Treasurer**

Susan Robinson nominated Chris Cox which was seconded by Kath Downes.

### **Secretary**

Vicky Cooper nominated Ralph Burton which was seconded by Kath Downes.

The AGM was closed