



**Woodcroft
Friends**
Home School Association

Friends of Woodcroft
Annual General Meeting 2015

Date: Tuesday 29th September 2015
Minutes of Meeting

1. Welcomes, Apologies & Notification of Any Other Business and Motions Received
Apologies received and accepted from Karen Griffiths who is unwell.
2. Report of the Chair
Last year FOW organised and supported the school by raising £500 for J Rock with a raffle and cake sale, collected old clothes to raise £250 through Bags2School, organised the Christmas Fair, ran the winter and summer discos, helped out with Christmas lunch and class parties and supported International Week, Children in Need and Nepal Benefit Day. Thank you and well done to everyone who has supported FOW over the year.
3. Report of the Treasurer including Approval of the Accounts for 2014 -15
Accounts remain inactive with a balance of £7,680.96. We hope to reactivate the account later this month following ratification of the 2015 constitution and election of executive committee.
4. Appointment of an independent examiner of the Accounts.
It was agreed that Louise Jackson, the School Business Manager, would act as an independent examiner of the accounts.
5. Ratification of the Constitution
Issue 4 of the Friends of Woodcroft (Home School Association) Constitution, dated September 2015, was accepted and ratified
6. Friends of Woodcroft Account Mandate Resolutions

Resolution 1: Signing Rules (mandate section 4)

The bank may act on the instruction of any two authorised signatories for amounts up to and including £500 and three authorised signatories over this amount.

Resolution 2: For removing an authorised signatory (mandate section 5)

The bank should remove all existing signatories

Resolution 3: For authorising signatories for the Friends of Woodcroft Account (mandate section

6) *The bank should add the authorised signatories of the following elected and positions:*

1. *Executive Officer (Headteacher)*
2. *Treasurer*
3. *Chairperson*
4. *Secretary*

7. Nominations for Office Bearers of the Executive Committee
Unopposed nomination were received for the following positions
 - *Nominations for Chairperson – Donna Dolphin*

- *Nominations for Secretary – Mandy Morrison*
- *Nominations for Treasurer – Sharon Rees*
- *Nominations for Vice Chair – Sharon Rees*
- *Nominations for School Representative – Jackie Hatch*
- *Nominations for Deputy Office Bearer– Karen Griffiths*

8. Election of Office Bearers for the Executive Committee

The following were duly elected:

Chairperson – Donna Dolphin

Secretary – Mandy Morrison

Treasurer – Sharon Rees

Vice Chair – Sharon Rees

School Representative – Jackie Hatch

Deputy Office Bearer– Karen Griffiths

9. Forthcoming events were agreed:

- *Winter Ball – 1st December*
- *Christmas Fair – 11th December*

FOW also agreed to support at:

- *Children in Need – 13th November*
- *Christmas Lunch – 17th December*
- *J Rock Fundraising - ongoing*

10. Any Other Business and Motions received (AOB)

None

11. Date of the next meeting: TBC