



Friends of Fernhurst Primary School

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AGM 11th Jan 2021

Minutes

Item number	Title	Notes
1	Welcome (and introduction if applicable) and members present	Present: Jen Thornton, Lana Kelsey, Ruth Burger, Caroline Parry, James Crowder, Kirstie Bull, Claudia Vargas.
2	Apologies	Apologies: Tanya Carr, Emma Cotton, Clare Cole, Anna Ward
3	Approval of minutes of the last meeting	These were circulated April 2019. There are no matters arising. These were approved as an accurate record of the last AGM.
4	Chair's report	These were received. Note a correction to page 1. Its was May 2019 not 2020 when LK and RP took over as co-chairs.
5	Treasurer's report and update	These were received.
6	Election of Officers <ul style="list-style-type: none">- Chair- Treasurer- Secretary	Chair: Jen Thornton proposed Lana Kelsey at Chair . This was seconded by Caroline Parry. Motion passed. Treasurer: Lana Kelsey proposed James Crowder as Treasurer . This was seconded by Ruth Burger. Motion passed. Secretary: Ruth Burger proposed Kirstie Bull as Secretary . This was seconded by Jen Thornton. Motion passed. The committee would particularly like to thank James and Kirstie for stepping into these positions.

6 cont.	Election of Committee Members	<p>In addition to the officers listed above, the following people have volunteered to be part of the FoFS Committee:</p> <p>Jen Thornton, Ruth Burger, Caroline Parry, Claudia Vargas, Tanya Carr, Emma Cotton, Clare Cole, Anna Ward, Robyn Patterson, Hannah Porter, Emily Rowley, <i>Jarryd Mellors</i>, Susie Williams, Laura Lindsay, Emma Quinell Spencer.</p> <p>These were proposed by Lana Kelsey and seconded by James Crowder.</p> <p>As an appendix to these minutes a contact form will be sent out to gather appropriate contact details for submission to the Charity Commission. Once recorded this information will be shredded.</p>
7	Constitution	<p>The committee wish to thanks Emma Cotton for her work in comparing our recorded constitution with the most up-to-date version available from Parentkind. The committee notes the following guidance from Parentkind.</p> <p><i>It is quite complex for any PTA to develop its own constitution. To assist members, Parentkind, in conjunction with its charity lawyers, has developed two model constitutions; one for members in England and Wales and one for members in Northern Ireland. Both reflect current Charity Law, good practice and are accepted by the Charity Commission for England & Wales and Charity Commission for Northern Ireland for the purpose of charity registration.</i></p> <p><i>Working with a constitution is the best way of ensuring that there is a shared understanding of how the association should be governed. It will determine whether or not the association has made decisions correctly and is the means by which any disagreements within the association can be resolved.</i></p> <p><i>If your association already has a constitution and wants to either update this or adopt the Parentkind Model Constitution/Parentkind model constitution Northern Ireland, an AGM or EGM will need to be conducted as specified within your current constitution.</i></p> <p><i>The decision to adopt the constitution should be recorded in the minutes of the meeting and the statement on the reverse of the constitution completed by the Chair of the meeting which also needs to be countersigned by a witness.</i></p> <p>For those with Parentkind login the document can be found here: https://www.parentkind.org.uk/uploads/files/1/ConstitutionEW.pdf</p> <p>It was proposed by Lana Kelsey that we adopt the Parentkind constitution without amendment. This was seconded by James Crowder. As soon as meeting in person is allowed, Lana will sign the Constitution in the presence of James Crowder as witness and upload this to the Charity Commission Website.</p>