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## **Annual General Meeting Minutes**

Date: Monday 18th November 2024

Time: 7.00pm

Location: The Clarence Inn, Brecon

Attendance – Mrs Sarah Court (Headteacher), Mrs Vicci Holloway, Helena Griffiths, Anwen Price, Elen Kelly, Hayley Studley, Kayleigh Gee, Liz Bennett, Amy McMillan, Ceri Hughes, Jo Wolfe

1. Welcome

2. Apologies – Alice James, Becky Davies

3. Committee election –

HS was nominated to stand as Chair; proposed by LB, seconded by SC.

EK was nominated as Vice Chair; proposed by HS, seconded by CH.

LB was nominated as Secretary; proposed by EK, seconded by AP.

HG was nominated as Vice Secretary; proposed by CH, seconded by HS.

CH was nominated as Treasurer; proposed by KG, seconded by EK.

KG was nominated as Vice Treasurer; proposed by EK, seconded by CH.

HS, EK, CH, LB, JW, VH and SC were nominated and appointed as trustees.

4. Organisation of committee and adopting the constitution – It was agreed that as an association, 'Friends of Ysgol Golwg Pen y Fan' would need to become a member of 'Parentkind' and adopt the model constitution provided. HG would make the application for membership and make the payment from the school account (Friends of YGPYF to reimburse when bank account opened and funds available). A Small Lottery Licence would also need to be applied for and fee paid.

The opening of a bank account was discussed. HS advised that an account with NatWest would be the only option, and that there is a 14–28-day processing time after application. There would need to be four named signatories for the account. CH

(Treasurer), KG (Vice Treasurer), EK (Vice Chair) and HG (Vice Secretary) nominated and appointed.

How the committee would communicate as a group was discussed. It was decided that a 'WhatsApp' group should be set up. All in agreement that they would be happy to join the group and in doing so understanding and accepting GDPR. The possibility of a private Facebook group as a means of communication for the school community was discussed (as suggested in previous meeting). This would need to be looked in to further.

5. Matters arising from previous meeting (24<sup>th</sup> October 2024) – the setting up of an 'outdoor maintenance' team of volunteers was discussed. SC advised that she needed to investigate health and safety aspects regarding this. Saturday 18<sup>th</sup> or Saturday 25<sup>th</sup> January were proposed as dates by SC for this (a 'tidy-up' before the spring across all three campuses). As well as asking for help from parents/carers and members of the school community, JW suggested that the Scouts may be interested in helping (and possibly pupils from Brecon High School) as they needed to volunteer in the community for their DofE awards. Date of the 'tidy-up' to be finalised at the next meeting.

6. Events this term - It was agreed that due to lack of funds it would not be possible to arrange 'Elfridges' this year (a suggested Christmas event in previous meeting). It would also not be possible to organise a 'Movie night' in time before the end of term.

A Christmas raffle (to be drawn at concert/Christingle) would be organised. LB agreed to compose a letter that would be taken to local shops/businesses asking for donations of raffle prizes. An email address for the committee would need to be set-up as a means of contact.

The Christmas party/visit from Father Christmas was discussed and the need for the committee to support this by providing a gift for all pupils (~154 juniors, 144 infants and 23 in 3+ settings). HS would look at options for gifts.

7. Ideas for future fundraising – A number of future fundraising options were discussed- 'easyfundraising', Rags 2 Riches 4 schools, Co-op Local Community Fund (is this an option in other local supermarkets?), and an Amazon wish list were all suggested. It was agreed that these would all need to be organised as soon as possible.

8. AOB - It was noted that on the autumn newsletter a Christmas party had not been time-tabled for MSJ campus -VH would ask about this.

The importance of the setting up/continuation of a school uniform swap shop/co-operative was also discussed.

9. Date of next meeting TBC (mid-January)

Meeting ended 8.30pm.

Minutes taken by: LB – Secretary

Approved by: HS - Chair