

FRIENDS OF REED'S SCHOOL (FORS)  
MINUTES OF AGM HELD ON 30<sup>TH</sup> SEPTEMBER 2019

**Attendees:**

Viv Linehan (Chair)  
Fiona Jackson (Vice-Chair)  
Hellen Madden (Treasurer)  
Sharon Hoskins (Secretary)  
Vanessa Cox (Common Room Representative)  
Kimmy Eyre-Varnier (Parent Link Coordinator)  
Liz Granshaw (Parent Link Coordinator)  
Karen Ahmed  
Michelle Bradbury  
Gisela Hyde  
Sarah McCormack  
Julia Viner  
Maxine Cooper  
Penny Coulthard  
Angela Eaton  
Kate Fennell  
Michele Gibson  
Sam Jaggon  
Annetta Smith  
Fiona Vigar  
Lizby Sharpe

**Apologies Received From:**

Mark Hoskins (Headmaster)  
Deborah Gregor

**1.0 Minutes of the Last AGM (21<sup>st</sup> September 2018)**

1.1 The minutes of the last AGM were agreed and signed by Viv Linehan.

**2.0 Matters Arising**

2.1 No matters arising.

**3.0 Chair's Report**

3.1 FORS aim to hold five events a year.

- 3.2 Our next event is the Fireworks evening on Thursday 7<sup>th</sup> November. The evening will also include zorbing, a food village, entertainment and stalls. This event is now open to the whole school (after previously being held just for members of The Close). We hope everyone can join us.
- 3.3 Following the Fireworks the Christmas Fair is to be held on Friday 22<sup>nd</sup> November. The fair this year is being organised by Liz Granshaw and Sharon Hoskins. There will be over 50 stalls and a tombola and raffle. We are always grateful for the members support with the raffle and we will be in touch shortly with how you can help and when including volunteering for stalls.
- 3.4 We typically hold our very popular Quiz Night in February. It always sells out and is always themed. Previous themes have included the Best of British, Cool Britannia, GlastonFors. There will be tables of 8 and we do our best to keep you within year groups if you need to share a table. We strongly encourage you to buy tickets as soon as they are released to avoid disappointment.
- 3.5 In March we have historically held our Pamper Night. This consists of shopping, a talk from a stylist and beauty treatments.
- 3.6 To finish the FORS calendar we hold our Midsummer Event in June, previously organised by Karen Ahmed and team (and we hope she will again)! Fun event for all the family including great food, live music and inflatables.
- 4.0 Treasurer's Report**
- 4.1 The current account balance stands at £14,814.10 and the savings account balance stands at £15,904.50 which together comes to £30,718.60.
- 4.2 In the last financial year we have raised £32,421.59 through events, interest and Easyfundraising contributions. Our biggest fundraiser was the Quiz Night which netted £5,035.31.
- 4.3 Fundraising costs were £1,639.79 for the year.
- 4.4 Fulfilled funding requests from staff of £15,880.00. Hellen Madden outlined the process for the requesting of funds from FORS; namely that the request is initially put through to the Headmaster and then forwarded to FORS. The Committee then decides whether it fulfils our charitable objectives and whether to fund in full, in part, or not at all.
- 4.5 Easyfundraising contributed £427 to our income this year but it could be much more. Hellen Madden urged people to please sign up online.
- 4.6 Our accounts this year will be independently examined by Emma Stanger.

## 5.0 Constitution & Charity Status

- 5.1 FORS are now legally required to apply for charitable status. FORS would like to thank Mervyn Granshaw, Peter Madden & Mark Hoskins for giving their time to review our new Constitution as the previous Constitution was adopted in the mid 1990's and was no longer relevant.
- 5.2 The new Constitution was formally adopted. There were no questions from members present. 37 out of 38 members present voted to adopt the new Constitution (fulfilling our requirement of 75%).
- 5.3 A copy of the new Constitution was made available to all members on the FORS website.
- 5.4 Hellen Madden will now start the process of apply for charitable status for FORS which will also enable us to utilise Gift Aid via HMRC.
- 5.5 Committee members were voted in to FORS on the understanding that they will become Trustees of FORS once charitable status had been obtained. All proposed Committee members were made aware of the responsibilities of being a Trustee.
- 5.6 The Chair nominated the following members who wish to remain on the FORS Committee and become a Trustee of FORS following charitable status:

Viv Linehan (Chair)  
Fiona Jackson (Vice-Chair)  
Hellen Madden (Treasurer)  
Sharon Hoskins (Secretary)  
Vanessa Cox (Common Room Rep)  
Kimmy Eyre-Varnier (Parent Link)  
Liz Granshaw (Parent Link)  
Karen Ahmed  
Michelle Bradbury  
Gisela Hyde  
Sarah McCormack  
Julia Viner

*Seconded by:*  
Sharon Hoskins  
Gisela Hyde  
Viv Linehan  
Hellen Madden  
Sharon Hoskins  
Michelle Bradbury  
Kimmy Eyre-Varnier  
Penny Coulthard  
Liz Granshaw  
Angela Eaton  
Michelle Bradbury  
Sam Jaggon

The Chair nominated the following members who wish to join the FORS Committee as new members and become Trustees of FORS following charitable status:

Maxine Cooper  
Penny Coulthard  
Angela Eaton  
Kate Fennell  
Michele Gibson  
Annetta Smith  
Fiona Vigar  
Sam Jaggon

*Seconded by:*  
Sam Jaggon  
Kimmy Eyre-Varnier  
Annetta Smith  
Sam Jaggon  
Michelle Bradbury  
Liz Granshaw  
Gisela Hyde  
Hellen Madden

5.7 There were no objections from members and the Chair had pleasure in confirming this year's committee and asked the committee members to rise.

#### **6.0 Any Other Business**

6.1 FORS gives thanks to Mark Hoskins, Headmaster, for agreeing to act as Patron of the FORS charity going forward.

6.2 Thanks were also given to Mervyn Granshaw and Peter Madden for their help with our new Constitution, Emma Stanger as our independent auditor, Dean and Nick for always being there to help, catering, tech and marketing departments.

6.3 Thanks was also given by the Chair to the rest of the FORS Committee bringing all their different skills to help raise money for the pupils, together achieving 75 years of service!

6.4 Thanks was also given to the members attending and for everyone's support with the FORS events over the year.

6.5 The meeting was brought to a close at 8.33pm.

6.6 Draft minutes of the AGM will be made available on the FORS section of the Reed's School website. The minutes will be signed off and agreed at the next AGM.