

**FRIENDS OF SAINT CECILIA'S
ANNUAL GENERAL MEETING HELD AT THE EARL SPENCER,
MERTON ROAD, LONDON SW18 ON MONDAY 1ST OCTOBER 2018**

Present: Angela Parry (*Chair*); Rebecca Gregg (*Secretary*); Nicole Lyon (*Treasurer*); Clare Salters, Sandy Abu Samha, Nicola Wild, Kirsten Dods, Nick Gadd, Malcolm Thomas, Rhona Pryor, Lucy Ward–Smith, Patricia Graciani-Hough, Lisa Cook, Mary Rose, Christine Lipton, Elaine Ewins, Mike Westcar, Jessica Scheiner, Simon Price, Dan Poulson, Nicky French, Fiona Anderson,

Apologies: James Sherratt, Sarah Sheehan,

1. **Apologies and Quorum:** Apologies were received from those listed above. Angela Parry confirmed that a quorum (minimum of 9 members) was present.
2. Angela Parry asked those present to introduce themselves to the group and welcomed all new parents
3. The minutes from the 2017 AGM were agreed
4. **Chairs' Annual Report:** Angela Parry
The purpose of the Friends is to raise funds so that the education of students at the school can be enhanced. The chairs report will set out how this money has been raised for the year 2017/18.
 - 4.1. Year 7 BBQ September 2017
As always this is an extremely popular event with approximately 300 people attending including children, parents and staff. The feedback from new parents is always very positive. As the first event is so early in the new academic year it can be quite a rush to organise. A big thank you to all those who helped make this event happen.
 - 4.2. Disco November 2017
This was the second year the Friends have run a disco and it still seems to be a popular event. This year some of the support staff came along which is something to be encouraged for future events.
 - 4.3. Quiz Night 2018
This event continues to be the most popular and easiest to sell tickets for. As in previous years the winning team will be supplying the quiz for next year. This honour goes to Gemma Brennan and her team. Gemma has now left the school but has promised to return for the quiz. Christine Lipton has also volunteered to manage the organising of this event for 2019.
 - 4.4. Summer Fete 2018
Although I was not able to be there on the day, this year raised a fantastic profit of £6,960.50. This was despite being up against England playing in the World Cup. The biggest contribution to the total profit came from the Silent Auction and Lucky Envelopes. I would like to thank Lucy Ward Smith who put in a huge amount of work to make these two stalls such a success.
 - 4.5. Other Fundraising Sources
Easy Fund Raising is one of our additional sources of funds and is incredibly simple for parents to use. However, it is very underused and a real drive should be made to encourage more parents to sign up and use in the future.

Christmas Trees and Panettone sales have for the last few years been successful and both raised funds but again these need parents to take charge and organise.

Sale of second hand uniform has been organised and run by Deborah Reeves and Alexandra Castellanos. They have both now handed over the running of this responsibility to Patricia Graciani-Hough, Lisa Cook and Fiona Anderson. I would like to thank Deborah and Alex for all their hard work and also to the Patricia, Lisa and Fiona for taking on this important role.

Serving of drinks at school events such as music and drama evenings and end of year productions. This is very worthwhile and generally raises around £900.00 per year. Rhona Pryor and Lucy Ward Smith have been running the bars but will be stepping down, Rebecca Gregg has agreed to take on the role temporarily until a more suitable volunteer can be found. Thank you Rebecca.

4.6. Nicole will speak about disbursement of funds but I would like to mention the Hardship Fund. This year the Friends agreed with the school to support a Hardship Fund with a donation of £500.00, this amount to be ring fenced every year. The school will manage the fund and make the decisions on who will benefit.

4.9. Thank you to all those who have supported the Friends during the last 3 years acting as Chair has been a rewarding experience. Special thanks go to Rebecca Gregg who has stayed on as secretary even though she has no children still in the school. Thank you to Nicole Lyon who stepped in when we lost our Treasurer at the beginning of this year. Thank you to Lucy Ward-Smith and Rhona Pryor who have helped me so much during my 3 years and have worked so hard to help organise and run the events.

5. Presentations

Nicola Wild expressed her thanks on behalf of the parents and school and presented Angela Parry, Lucy Ward Smith and Rhona Pryor with bouquets, wine and thank you letters from Miss Kennedy.

6. Treasures Report Nicole Lyon

Nicole went through the yearly accounts for 2017/18.

	Event	Income	Spending	Profit
	Sept 2017 – Year 7 BBQ	1,618.00	-432.22	1,185.78
	Nov 2017 - Disco	2,522.60	-453.00	2,069.60
	Dec 2017 - Panettone	839.50	-569.50	270.00
	Dec 2017 – Xmas Trees	2,983.00	-2,450.50	532.50
	Mar 2018 – Quiz Night	4,017.95	-1,291.90	2,726.05
	Mar 2018 – Spring Concert Bar	433.40	-59.40	374.00
	July 2018 – Summer Fair	8,042.99	1,082.49	6,960.50

	July 2018 – end of year production bar	717.06	89.88	627.18
	Tickets for School	305.00		305.00
	Easy Fundraising	357.92		357.92
Total for 2017/18 activities		21,837.42	6,488.89	15,348.53
Agreed bids for school		11,776.40	5,812.36	
Total for 2017/18 CC reporting		21,837.42	18,265.29	

The total amount raised was net £15,348.53. The school have only spent £5,812.36 out of the £11,776.40 awarded to the various departments, the school are in the process of chasing the various departments. In the future a deadline should be set so this does not happen again.

Money on account as at 30th September 2018 £27,032.44

Figures for Charity Commission reporting are:- income £21,837.42 and spending £18,265.29

7. Election of Officers

- 7.1. The following officers were unanimously elected:
Clare Salters as Chair, Sandy Abu Samha as Vice Chair, Kirsten Dods as Secretary
- 7.2. in accordance with the constitution:
Angel Parry proposed Clare Salter as Chair, seconded by Lucy Ward Smith,
Rebecca Gregg proposed Sandy Abu Samha as Vice Chair, seconded by Clare Salter,
Malcom Thomas proposed Nicole Lyon as Treasurer, seconded by Nick Gadd,
Nicole Lyon proposed Kirsten Dods as Secretary, seconded by Sandy Abu Samha,
- 7.3. It was agreed that Clare Salters, Sandy Abu Samha and Nicole Lyon will replace Angela Parry and Yulia Shulgina as signatories for the bank account.

8. Any Other Business

- 8.1. Clare Salter ask the meeting their views on the best way to communicate with parents. The Friends Facebook (FB) page is popular but several people voiced the opinion that lots of people are not on FB.
Nicola Wilde suggested WhatsApp for each year group. This has worked well for the current year 8. In conclusion sending information out via the school email in addition FB and WhatsApp were thought to be the most effective.

9. Date of Next Meeting

To be confirmed by the new committee

10. End of Meeting