

# Cropwell Bishop Friends of School AGM Minutes

15 July 2025

## Present

Sarah, Alicia, Michelle, Carrie, Margaret, Vicki, Mrs Bulmer, Claire

## Apologies

Heather, Helen, Lucy

Minutes of AGM July 24

Proposed by Sarah Trevers

Seconded by Michelle Farquhar

## Review of previous meeting minutes/actions

Agenda Item	Discussion	Action			
Last minutes & matters arising	There were no outstanding actions or matters arising from the 18 July 2023AGM				
Chairman’s Report See attached	See Attached Chairman’s Report 2023/24				
Treasurer’s Report See attached (draft version, yet to be finalised and signed off.)	See attached Treasurer Report 2023/24				
Appointment of an Independent Examiner of Accounts for the year ending 31 JULY 2024 and 2024	The accounts for 2022/23 have nearly been finalised are booked in for auditing and submission to the Charity Commission ASAP. Claire will arrange for the accounts for 2023/24 to be audited and submitted.	Claire – to ensure the completion, audit and submission of 2022/23accounts. Claire – to ensure the completion, audit and submission of 20223/24 accounts.			
Election of Officers and Trustees of the Committee	Ingrid stepped down as Chair. Sarah Trevers stepped down as Secretary.				
	Position	Proposed	Proposed by	Seconded by	
	Chairman	Sarah Trevers	Alicia	Ingrid	
	Treasurer	Claire Ciana	Alicia	Michelle	
	Vice Chair	Alicia Mosley	Sarah	Amy	
	Secretary	Michelle Farquhar	Sarah	Claire	
	School Rep	Suzy Bulmer	Sarah	Michelle	
AOB	To try and get dates in place for next year ASAP so it can go on the school calendar.				FOS Board – to meet and plan dates

## Ordinary Business

1] Apologies for absence

2] Minutes of the Annual General Meeting held on 16/07/24  
All actions complete.

3] Matters arising from the Minutes  
None.

4] Chair's Report for 2024/25  
Sarah communicated her report – Attached.  
ACTION look for new DJ (Michelle).  
Alicia thanked Sarah for getting the playground fundraiser off the ground and all her contributions.  
ACTION newsletter for school distribution (Sarah & Amy).

5] Treasurer's Report for the year ending 31<sup>st</sup> JULY 2025  
Claire communicated – Attached.  
Accounts submitted same company as before and relevant information sent to charity commission.  
New Xmas card company much easier.  
ACTION stay with for Xmas but find alternative provider for tea towels or use old company (Carrie).  
Nice to see children enjoyed the enrichment activities FOS supported.  
Playground fundraiser has been supported by the school, local companies and parish council.

6] Appointment of an Independent Examiner of Accounts for the year ending 31<sup>st</sup> JULY 2025  
ACTION Claire

7] Election of Officers and Trustees of the Committee

Position	Proposed	Proposed by	Seconded by
Chairman	Sarah Trevers	Alicia	Carrie
Treasurer	Claire Ciana	Michelle	Sarah
Vice Chair	Alicia Mosley	Sarah	Margaret
Secretary	Michelle Farquhar	Sarah	Alicia
School Rep	Suzy Bulmer	Sarah	Amy

ACTION succession planning, look for new committee members for next year, Treasurer is a priority with Claire leaving following the next academic year (Committee)  
ACTION notes for handovers in the future (Committee)  
Discussed how we increase numbers/volunteers  
Need people to run events eg adult event, (Carrie volunteered band)  
Highlight value of FOS to the school and benefit for the kids  
ACTION run something in autumn term to bring in new people (Committee)  
eg stay and play, coffee morning  
ACTION Share opportunities list (Michelle)

8) Date of next years AGM

### Next meeting



TBD



8.00-9.30pm



CBPS staff room

ACTIONS from 15 <sup>th</sup> July AGM	WHO	PROGRESS
Identify new disco provider	Michelle	
End of year newsletter	Sarah/Amy	
Alternative supplier for tea towels	Carrie	
Account examiner appointment	Claire	
Succession planning	Committee	
Handover plan	Committee	
Adult event	Carrie	
Autumn term recruitment	Committee	
Share last years opportunities list	Michelle	
Identify date for AGM2025	Committee	

Regd. Charity No: 1028417