

Present: Andrew Laver (Chair), Dawn Imm (Secretary), Sue Antill (Treasurer), Brian Roberts (Deputy Headteacher), Adi Hargreaves (Business Manager), Heather Shaw (Rainbow Hub rep), Nikki Woolway (Woodlands Hub rep), Beth Griffin (Venture Hub Rep), Phil Apperley (Friend), Mandy Lucas (Friend), Dave Hill (Friend)

- 1] Apologies for absence
Paul Cooke (Enterprise Hub rep), Ann Stevens
- 2] Minutes of the Annual General Meeting 11th November 2015
It was proposed that the minutes be approved.
Proposed by: Dawn Imm Seconded: Sue Antill
- 3] Matters arising from the Minutes
No matters arising.
- 4] Chair's Report for 2015/2016

It's been another exciting year for The Friends.

We have once again had our usual successful, fun and profitable events such as Xmas Market (2015), Summer Fun Day, Jumble Sale, Disco and Milefest.

We also had a new event this year – The Pirate Week. This was a great event as it enabled us to involve every child within the school. It proved a great success and we have been asked if there will be a repeat this year!

Moving to an Incorporated Charity

Earlier in the year it came to the attention of the Trustees that in its current form The Friends of Milestone Charity left the Trustees of the charity potentially personally liable for any claims on the charity. This is obviously not a satisfactory situation and one that the Trustees needed to resolve quickly, it was also a major negative when trying to recruit new Trustees.

As a priority, the Milefest event which was only a few weeks away, required immediate attention to avoid the potential situation of having to cancel the event. Special thanks should go to Dawn Imm for her work on the Risk Assessment for the event without which the event would not have been able to happen.

A big thank you to both Becky and Dave Hill for organising this year's Milefest and for the fantastic amount of money raised from the event.

At the same time as dealing with Milefest the Trustees took legal advice on the structure of the Charity with a view to how to safe guard the Trustees with respect to their personal liability.

Following a meeting with a local solicitor The Trustees agreed to the suggestion that we should change from the current Charity status to become an Incorporated Charity.

This will give a higher level of protection to the Trustees of the Charity which it is hoped will encourage new Trustees to join as well as a number of other benefits which will improve the running of the Charity and its events.

Therefore, the Trustees are in the process of moving the existing Charity over to an Incorporated status which we hope to complete within the next few months.

The legal advice also confirmed the correct situation with regards to voting rights within the Charity. Only Trustees are legally allowed to vote on Charity matters including the approval of requests for money from within the school.

It is hoped that non-Trustees will still attend the Committee Meetings to give the Trustees their views/feedback which is a great help for the Trustee when it comes for them to vote and make decisions for the charity.

Succession Planning

It is becoming very apparent that for The Friends to continue we need new Trustees to join and take up positions to continue the long-term management as well as the day to day running of the charity.

We plan to publicise this need over the next few months in the hope to encourage new Trustees.

With the current Trustees looking to step down over the next 6 – 12 month period we will also agree a contingency plan in the event that we are unable to find new Trustees (a min of 3 is required to fill the Chair, Secretary and Treasurer positions).

Although remaining optimistic that new Trustees will be found we will need to have a plan of action to close The Friends Charity, with clear procedures for dealing with the money remaining in the Friends bank account.

It is hoped that this contingent plan will never have to be implemented.

Thank you to everyone who has been involved with The Friends over the last 12 months to help us raise a fantastic amount of money and allow us to be able to continue to help the students of Milestone.

- 5] Treasurer's Report for the year ending 30th September 2016
The accounts have not yet been signed off by our accountant, Duncan Edwards. The financial statement from 2/9/16 to 10/11/16 was presented (attached to main meeting minutes).

Sue was thanked for working so hard in her role of Treasurer.

6] Appointment of an Independent Examiner of Accounts for the year ending 30th September 2017– Duncan Edwards

7] Election of Officers and Trustees of the Committee

Chairman – Andrew Laver

Proposed by: Sue Antill

Seconded by: Beth Griffin

Secretary – Dawn Imm

Proposed by: Nicki Woolway

Seconded by: Brian Roberts

Dawn asked for it to be minuted that she will not stand for election to any officers role at the next AGM.

Treasurer – Sue Antill

Proposed by: Beth Griffin

Seconded by: Heather Shaw

Ordinary Committee members

In the light of the information shared by chair in his report, election of ordinary committee members will be deferred until the next meeting in January.

8] AOB

The next meeting on Thursday 12th January 2017 will be preceded by an Extraordinary General Meeting (EGM) where the annual accounts for 2015/2016 will be agreed and elections for ordinary committee members will take place.

Brian Roberts proposed a vote of thanks to the officers for the enormous amount of work they do on behalf of Friends.

AGM ends at 11.20am