

## **FOPs Annual General Meeting**

### **Wednesday 22 January 2025**

Attendees: Emma Lewy, Lucy Johnson, Immy O’Keeffe, Hannah Gilby, John Toms, Charlotte, Donnelly, Donna Austin, Beth Boxall, Sharon, Kirsty Knight, Rosanagh Grob, Jess Parker Jen Judd, Polly Williams, Emma Wilkinson

### **Accounts**

Current balance	£4,659.00
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### **Minutes**

1. Emma Lewy delivered a chairperson’s report, thanking the parent and school community. Emma also reported back on the charity’s key successes over the last 12 months.
2. Lucy Johnson delivered the treasurer’s report for 2024/ 2025. Lucy addressed the objectives of FOPS and reported the funds raised as well as the enrichment based events that this funding supports. Lucy reminded attendees of the value in enrichment and that these events are not required to make a profit. Lucy also advised that a minimum of £2000 is needed in the account at any given time.
3. Lucy communicated that moving forwards allocation of the classroom budgets will require an application for funding.
4. Emma Lewy announced the new committee members and board of trustees. New trustees were voted for by the parent/ school community via an online voting system. The newly elected trustees include:
  - a. Chair: Hannah Gilby and Emily will adopt the role as co-chairs
  - b. Treasurer: Charlotte Donnelly
  - c. Secretary: Donna Austin
5. Hannah Gilby asked about a handover process between the trustees. Emma Lewy confirmed that a handover process will be arranged for each role. Emma also advised that there is a Google Drive with supporting documents.

6. The newly elected committee and the current committee spoke about the next steps for handover. The current committee confirmed their final day in post as 31 January. It was agreed that an individual role handover would be arranged for each role followed by a final group meeting of the current and newly elected committee members.
7. Committee members discussed some of the immediate priorities including the appointment of a pre-loved volunteer and classroom reps.
8. Emma Lewy confirmed that she will action the required Charity Commission changes to reflect the handover.