



Annual General Meeting, Minutes

Friday 15th September, 2023, 9am

Attended by Hellen Kuclinha, Katie Ryder, Fiona Knight, Jennifer McCavour, Clare Applegate, Kerry Lock, Lauren Hall, Chloe Dedman, Rebecca Reed, Charlie Thompson, Caroline Hickey, Sian Hosmer, Alice Osborne.

1. Apologies

Received from Emma King, Teresa Allison, Michele Rick, Gemma Rolfe, with thanks to those who shared apologies via our Facebook group and Whatsapp.

Meeting chaired and minuted by Alice Osborne (AO)

2. Matters Arising from Previous Meetings

Nothing noted.

3. Welcome

Welcome provided by Alice and introduction to the AGM.

AO expressed her appreciation and acknowledgment to those who have attended, thank you to all for giving your time, and to those who have sent reports and apologies. AO and SH thanked all those who have given their time over the last year and expressed how important it is to Crofton Hammond Infant School for all to be involved to ensure that that more members will attend in the future to share their views and support the charity.

4. Quick Guide to CHIPS

AO briefly outlined CHIPS. CHIPS stands for Crofton Hammond Infants Parent Teacher Association.

Our charity constitution was discussed and outlined CHIPS objectives to advance the education of pupils in the School in particular by

- Developing effective relationships between the staff parents and others associated with the school.
- Engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils;

AO explained that we are here to help with funding, and what the school identify and request funding for. Film clubs, discos, uniform sales and bake sales support our

fundraising. The Christmas market and events including children's gift fayre and summer fayre further assist with raising vital funds. AO raised that CHIPS secondary role is enhancing the education and experiences of the students, for example Elfridges, our successful shopping market for children, Disco's, Summer Fayre's and Katie Ryder's excellent work in recycling and upselling preloved school uniform, ensuring less landfill and more opportunities for all.

5. Chair's Report 2022-2023

AO outlined and highlighted elements from the report including CHIPS providing pantomime support, the success of the Christmas fayre and summer fair. Please see attached copy of the report for more details which will be circulated with the



CHIPS - 2022-2023 -
AGM - Chair's Report.

minutes and can also be sourced here.

AO confirmed that all details with Charity Commission including accounts have been updated, that all insurances and licenses are in place and some of the successes and learning from the current committee as detailed in the report. AO thanked the previous committee members for their commitment, and all volunteers for their support and time, particularly the staff of Crofton Hammond Infants, especially Sian Hosmer, for their time over the last year and stated how valuable the combined efforts of teaching team and parents has been in ensuring that the activities have been successful. CHIPS can only continue if staff and parents continue to support the work and thanks to those who have stepped up and volunteered their time over the last year.

6. Treasurer's Report 2022-2023

Unfortunately, apologies have been received as the Treasurer is unable to present, Teresa has completed a detailed report, available with these minutes or here



Treasurer Report
22-23 TA.pdf

. AO read the highlights of this report advising that CHIPS raised £11,289.54 over the last year. The largest income was from the summer fayre, with Christmas, and other events such as Disco's being very successful. AO advised that the report states that we have contributed over £8k to the school for a variety of detailed activities, with a further £6k available for school to access as resources need.

7. Election of New Committee

AO introduced the process and encouraged volunteers to join the committee. AO advised that for several reasons, the treasurer and chair roles are currently available as members of the current committee wishing to step down or away from the charity. AO explained different roles, role of trustees on the committee vs members of the charity. This included tasks, responsibilities and skills needed.

- Chloe Dedman was nominated as Chair by Alice Osborne with Caroline Hickey seconding.
- Lauren Law was nominated as Secretary by AO seconded by Fiona Knight.
- Claire Applegate – Caroline nominated as Treasurer with Katie seconding this.
- Fiona Knight – Claire Applegate nominated as a trustee/committee member, seconded by Lauren Law.
- Charlie Thompson was nominated by Katie as a trustee and seconded by Chloe Dedman.
- Callie Hickey was nominated as a Trustee by Lauren Law and seconded by Sian Hosmer.
- Kerry Lock nominated by Sian Hosmer to be a trustee and committee member and seconded by Chloe Dedman
- Rebecca Reid – Katie Ryder nominated her as a Trustee and seconded by Fiona Knight.

8. Volunteers

Sian led the discussion regarding the necessity to ensure safeguarding responsibilities and limit risks to children, staff and parents as outlined in school policy by regular and key volunteers completing volunteer applications which includes DBS checks. Sian advised that Caron Webber in the office has the packs and would be able to share these with the new committee and those who plan to regularly volunteer and support. All volunteers are invited to liaise with Sian Hosmer regarding any queries a DBS check which is free to the school for all volunteers and a necessary part of being in the school.

9. Dates for your Diary

- Brief discussion regarding potential upcoming events, such as Halloween disco, Christmas gift fayre, and wreath making workshop and rag wreathing workshop. Lots of elements to discuss as a committee first and then finalise.

10. Any Other Business

- AO invited discussion, and opportunity to discuss any needed equipment from school. Sian advised that there are other items that they wish to purchase such as ensuring site safety with electric gates, and so would like to request some support from CHIPS with IT equipment, school reading books and updating the school environment. SH to liaise with school and then confirm request with CHIPS.
- Discussion within the group about support with local businesses and employers for support with IT equipment. Lauren and Katie to see if there is any support for computing equipment from their employers. Sian advised that this would be wonderful and would welcome individuals checking if their workplaces could support this.
- Sian raised that she wished to say a huge thank you to the previous committee, for their work, and that their school community are exceptionally grateful to all those volunteering and those who have supported.
- All present agreed that Pantomime would be appropriate use of funds to enhance learning opportunities for our children at CHIS.
- Agreed AO to liaise with Chloe regarding handover of committee.

11. Date, Time and Venue of Next Meeting – TBC