# Minutes

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**Annual General Meeting (AGM) via Teams**
**Friends of The St Christopher School Association**
**Wednesday 13th March 2024**

**Attendance (online via Teams)**

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|---|---|---|
| Dan Woodman | Laura Davies | Holly Balser |
| Gabrielle Gordon | Claire Sambrook | Charlotte Turner |
| Tim Neobard | Sakhile Twine | Rachel Loynes |
| Keeley Leavitt | Paul Shuttleworth | |
| Tracey Coster | Margaret Mier | |

1. **Introduction**
   Dan Woodman welcomed attendees to the meeting and ran through the AGM agenda

2. **Constitution**

   Attendees read through the Parentkind Model Constitution which was shared on the screen by Dan Woodman.

   Holly Balser read out the Parentkind summary of the constitution document and the rules and procedures committee members must follow once the constitution has been adopted

3. **Vote to Adopt the constitution**

   A motion was **presented** by Dan Woodman and **SECONDED** by Holly Balser to agree to adopt the Parentkind Model Constitution.

   Following a discussion, a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that we would adopt the Parentkind Model Constitution.

4. **Election of Officers and Committee Members**

   Each of the Officer Roles of Chair, Treasurer and Secretary and those that were interested in assuming these positions were read out.

   **Attendees were asked to vote on the following:**

   Holly Balser nominated to assume the role of Chair, proposed by Dan Woodman and seconded by Laura Davies

   Rachel Loynes to assume the role of Treasurer, proposed by Dan Woodman and seconded by Sakhile Twine

Charlotte Turner nominated to assume the role of Secretary, proposed by Dan Woodman and seconded by Claire Sambrook.

Following a discussion, a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that the above mentioned positions would be elected.

Dan Woodman confirmed all elected roles.

Holly Balser discussed the roles of the ‘Ordinary Members’ and asked for nominations to assume these positions;

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|---|---|
| Dan Woodman | Laura Davies |
| Gabrielle Gordon | Claire Sambrook |
| Tim Neobard | Sakhile Twine |
| Keeley Leavitt | Paul Shuttleworth |
| Tracey Coster | Margaret Mier |

Following a discussion, a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that the roles of the ‘Ordinary Members would be elected as above.

## 5. AOB

Holly Balser advised that she would sign a hard copy of the constitution and file away at the school.

Holly Balser proposed that committee meetings take place once per term (minimum) and asked preference for online or in person. It was agreed with attendees that the first committee meeting would take place after the Easter holidays, online during the week at a later start time (suggested a Wednesday at 8pm).

Agreed to circulate details of committee meeting and agenda before the Easter break.

Dan Woodman and Rachel Loynes also agreed to discuss bank details/signatories in advance of this meeting in case any action is required.

The Chair closed the meeting at 7.20pm.