

Friends of Caerleon Comprehensive School

Minutes of the Annual General Meeting 14th January 2010

In Attendance: Mr A. Feldon (Chair); Mrs F. Harris (Secretary); Mrs S Cowburn; Mrs D. Morgan; Mrs B. Waters.

1. **Apologies:** Robin Webb (Treasurer), Adrian Davies (Head teacher), Vanessa Horsell, Trisha Nawaz-Khan

2. **Minutes of previous meeting**

The minutes of the previous meeting were agreed to be a true copy.

3. **Matters arising**

None

4. **Presentation of the Annual Reports**

- 4.1 **Chairperson's report from Mr Feldon:**

I'd like to start by thanking my fellow committee members for their support and hard work over the last 12 months.

Notably I want to thank Sue Cowburn for her tireless work on the catering and refreshment side and for her persuasive efforts with school staff, ensuring that this year our donations have been balanced, wide ranging and, I believe, effective in achieving the remit of the group perfectly. Sue also provides a very useful link with the Governors, which in itself is extremely important.

I also want to thank Sue and Jeff Nolan for their sterling efforts running the school car boot sales for yet another year. This year has seen a bumper return, regardless of the poor summer weather. The car boot sales are a vital source of income and without the terrific commitment from Sue and Jeff, our revenue would be severely diminished.

Thanks to Robin Webb for his work handling the cash and doing all the sums and keeping the group fully up to speed on financial positions. And thanks also to Fiona Harris and Tricia Nawaz-Khan for their support with the Secretarial role and their regular help with school events.

I think that it is also important to reflect on the continued strong relationship between FOCC and the school staff. I would like to thank Adrian Davies for his support and for the support of his staff, notably Vanessa Horsell, who is a welcome addition to the group following Bob Roome's retirement.

I would also like to wish Adrian, on behalf of FOCC, a very healthy, happy and long retirement. I hope that his successor will be as supportive and accommodating to us as Adrian has been for so many years.

Events this year:

Fund raisers and funds provided are detailed in the Treasurers report, which will be covered by Fiona in Robin's absence.

As usual our largest sources of income have been car boot sales and gift aid.

We have continued to fund the lease of the school mini bus during the past year and made many other contributions to school equipment, much of which is detailed in the Treasurer's report.

It is worth noting now however that recently we donated approx £2000 for lighting specifically for the school production of Olive, and we have agreed to donate more than £3000 for new gym equipment and £1000 for new cookers in the catering classrooms.

The last 12 months has seen some significant spends from our resources. This is largely as a result of a marketing and awareness campaign to improve the visibility of the group and the availability of funds from FOCC. In 2009 we saw many more requests coming to us from various staff members. This can only be a good thing I feel, however we must ensure that sufficient reserves are maintained to cover our annual commitment to the minibus lease.

4.2 Treasurer's report from Mr Webb (read by Mrs Harris):

The Friends of Caerleon Comprehensive financial position is very healthy.

Income for the year (08-09) was £13,525

Primarily this came from the number of car boot sales run this year.

The Gift Aid scheme is the other main earner for the Group.

Forms for the Scheme can be obtained from the FOCC webpage on the school website or from Robin Webb.

Expenditure for the year was £16,727.

Much of this was the cost of the minibus lease, lighting for Oliver and the tennis courts fence. Other notable spends were the Link books, plants and hanging baskets, 6th form room refurbishment and paying for help to staff the car boot sales.

However, although we spent £3200 more than we received during the year, our overall bank balance remains significant and healthy at £15,564.

(Detailed accounts to follow in a separate file)

4.2 Head Teachers report from Mr Davies (read by Mr Feldon):

Once again, the school is extremely grateful for the exceptional amount of work such a small, yet dedicated group do for the school. Financial donations are very gratefully received and are put to good educational uses. Also, our guests are always appreciative of the refreshments regularly served at various functions.

During the past year many successes have yet again been achieved in academic, sporting and cultural fields. The contribution and support given by the Friends make towards achieving such successes should not be underestimated.

The school is embarking on a new and exciting phase in its development. We hope that the Friends will continue to be involved in this process. Certainly your involvement will assist the school considerably in achieving its objectives.

Once again sincere thanks to you all.

5. Election of Officers

Mr Feldon confirmed his willingness to continue to Chair the committee. This was accepted by all present.

Mrs Harris stood down as Secretary.

Mrs Derryn Morgan was elected as Secretary.

Mr Webb stood down as Treasurer.

In the absence of a volunteer to act as treasurer, Mr Feldon has agreed to approach other possible candidates with a view to having someone in post by the next meeting.

The position of Vice Chair is still held by Sue Nolan, no changes were made in her absence.

6. Election of Auditors

The meeting agreed that there would be no change to the existing Auditors for the coming year.

7. Confirmation of Constitution

Nothing received. No change to the existing Constitution.

8. Any Other Business

Brenda Waters passed on thanks from the Governors to FOCC for all their work during the past year.

We have received correspondence from the Welsh Baccalaureate Dept. Thanking us for the contributions towards the Year 7 disco.

A request has been made by Adrian Davies for a contribution to Sun Shelters, or awnings which are to be installed at school. The total cost will be £27,000 and the donation requested is £4000. All present were generally in favour of a donation but felt that the Treasurer and other members should be consulted before a decision on the actual amount was made.

A donation of £285 has been made to FOCC, from school. This donation comes from the proceeds of the sale of refreshments at the recent performance of Oliver!

Date of next meeting: Thursday 4th February 2010, 6 p.m. Red Lion, Caerleon
Next AGM: 6th January 2011 – 6 p.m. Venue to be decided.