**Friends of Upper Beeding School (FUBS)**

Registered Charity No: 1102159

Upper Beeding Primary School,

School Road, Upper Beeding, West Sussex, BN44 3HY

Tel: 01903 812288 Fax: 01903 816401 Email: office@upperbeeding.w-sussex.sch.uk

Chair: Katie Watts Secretary: Christina Szwarc Treasurer: Liz Grinham

**FUBS COMMITTEE**

**Charity Trustees (10)**

Katie Watts (Chair), Helen Appleyard (Vice Chair), Christina Szwarc (Secretary), Liz Grinham (Treasurer), Sue Quigley (Assistant Head Teacher), Becky Linford (Head Teacher), Kerry Brown-Standing, Kathryn Waterman, Sarah Larkham and Rob Edgley (parents).

**Committee Members (2)**

Dave Bennet and Cecile Boisson (parents)

**Associate Committee Members**

Annie Thomsett-Smith, Lorna Grant, Helen Baldwin, Zoe Cunliffe, Cathy Saul, Lou Brown, Nicki Doo, Frankie Counihan, Chloe Boxall, Joss Cowan, Tori Redman, Julie Edgley, Phil Appleyard (Parents) and Vanessa Maskell (School Staff)

**Minutes of the ANNUAL GENERAL MEETING held on**

**Tuesday 7th November 2017**

**at The Rising Sun, Upper Beeding @ 7:45PM.**

**PRESENT**

**Charity Trustees**

Katie Watts (Chair), Helen Appleyard (Vice Chair), Christina Szwarc (Secretary), Liz Grinham (Treasurer), Kerry Brown Standing

**Committee Members (2)**

**Associate Committee Members**

Phil Appleyard

**Other Attendances**

Lucy Watson, and Cally Strevet

1.**Minutes**

The minutes from the AGM (8th November 2016) were agreed and signed off

2. **Apologies for Absence**

Apologies were received from Mrs Linford, Nikki, Doo, Geraldine Fewster, Dave Bennet, Kathryn Waterman, Chloe Boxall and Jane Redman

These were accepted by the Committee.

3. **Matters arising from the minutes from the last AGM**

It was decided we did not need to have so many committee members to ensure that future meetings are quorate.

4. **Chair’s Annual Report**

Chair Katie Watts issued those present with a copy of her Annual Report, which is attached with the minutes.

5. **Treasurer’s Annual Report**

Treasurer Liz Grinham issued those present with a copy of her report, which is attached with the minutes

6. **Approval of Audited Accounts**

The accounts are being audited by an external auditor (Tracy Dawe). The Treasurer asked that the Annual

Proposed: Seconded:

All in Favour. No Abstentions.

**ACTION**: **Liz** **to register the Annual Accounts with the Charity Commission**.

5. **Election of Officers**

**Nominations for FUBS Charity Officers (4) 2017 / 2018**

Chair Katie Watts

Proposed: Kerry Brown-Standing Seconded: Helen Appleyard

All in Favour No Abstentions

Vice Chair Helen Appleyard

Proposed: Katie Watts Seconded: Liz Grinham

All in Favour No Abstentions

Secretary Christina Szwarc

Proposed: Katie Watts Seconded: Cally Strevet

All in Favour No Abstentions

Treasurer Liz Grinham

Proposed: Phil Appleyard Seconded: Lucy Watson

All in Favour No Abstentions

6. **Election of Committee Members**

**Nominations for FUBS Charity Trustees (6) 2017 / 2018**

1. Katie Watss (Chair) 2. Helen Appleyard (Vice Chair)

3. Christina Szwarc (Secretary) 4. Liz Grinham (Treasurer)

5. Becky Linford 6. Rob Edgley

The Chair asked that the above nominees be elected to the Committee as Trustees of the FUBS Charity. It was proposed that all nominations are elected ‘en bloc’ as there are no contentions for these positions.

Proposed: Katie Watts Seconded: Liz Grinham

All in Favour No Abstentions

**ACTION**: **Katie Watts and Liz Grinham to notify the Charity Commission of changes to the Trustees**.

**Nominations for FUBS Co-Opted Committee Members (4) 2017 / 2018**

1. Cally Strevet 2. Lucy Watson

3. Kerry Brown-Standing 4. Sarah Larkam

The Chair asked that the above nominees be elected to the Committee as Co-Opted Members. It was proposed that the nominations are elected ‘en bloc’ as there are no contentions for these positions.

Proposed: Katie Watts Seconded: Liz Grinham

All in Favour No Abstentions

**ACTION**: **Liz** **will complete the Annual Return for the Charities Commission.**

7. **Date and Time of Next AGM**

November 2018 (date TBC)