

**Annual General Meeting  
MINUTES  
28.9.22 Stebbing School Hall 7pm**



	Topic	Minutes	Actions
1	Welcome	Welcoming everyone to the meeting and collecting their names along with their email addresses to forward the minutes to. Introducing Sophie Ekins (EK) as the main speaker.	See Attendee list for the names, emails to be kept private.
2	Resignation of members	We officially recognised Bobbie Brandon (BB) and Clare Mayne to be resigned. Discussed the need for resigning and appointing members in the future AGM meetings.	Review of the board members to be done yearly in the AGM.
3	Appointment of new members	Appointing Sophie Ekins to the role of the chair and Nikki Munson to vice chair.	Lucy Roach (LR) to sort out the official paperwork online.
4	Review of last academic year	Last year was little different because of covid and other various reasons. Feedback was that parents found it difficult to get involved in the organising and finding information about the events.	AFSS to be more visible and approachable.
5	Review of accounts	There has been difficulties in accessing the accounts but the money is safe in the bank. The process to sort out the bank account has been going on for a long time and is proving difficult. BB is helping LR to get everything done.	LR to continue with BB to get access into the account. Contacting previous treasurer to get necessary signatures and paperwork. School will mention if AFSS has contributed towards something.
6	Outline events for the year	Going through the list of planned events and setting down the dates with Lucy Mawson (LM). Other event ideas mentioned were bingo, outdoor movies, charity poker night, extra quiz night, and Penny Fridays. Some of the dates, such as Wine & Beer tasting dates to be confirmed later.	Please see reviewed Calendar of events. Some dates will need to be discussed together with White Hart owners.
7	Communication tools - ParentMail, ClassDojo, Facebook	Went through the different social medias in which AFSS wants to connect with parents. In addition to social media, there is a display board by the school office. Discussed using WhatsApp for connecting volunteers with each other. Also aiming to have one parent responsible for each year group in which to promote AFSS activities on WhatsApp class group chats.	Inviting parents to join Stebbing AFSS Facebook page. Creating specific WhatsApp groups for event organisers and volunteers. Nominating AFSS contact parent from each year group to further enhance the communication. ClassDojo and ParentMail will be used as previously. AFSS' Spotlight space is also important for keeping the school community updated.

8	Extra fundraising - Your School Lottery, Amazon Smile, easyfundraising app, school name tag company	We went through briefly on what extra fundraising channels AFSS uses. Newest one is Amazon Smile. Only 9 people in the school have tickets on Your School Lottery. Easyfundraising is also being used along with school name tag company.	Advertise parents to join Amazon Smile on social media and add instructions in the AFSS notice board. Your School Lottery needs more publicity as does the easyfundraising. Iida Zelley (IZ) to act. Notice board needs a new plastic covering, SE to source a new one.
9	Targets	Discussed what school would like AFSS to collect money. LM told us that £10,000 had already been collected by the AFSS. Money has contributed towards the cost of fixing the boat and the gazebo. LM wishes more funds towards to hall refurbishment, amounting £50,000 in total.	Create a clear target sum of money for parents to understand where the money goes. School to advertise if AFSS has contributed to the costs.
10	Other matters	NM wishes to have Maynard Montessori more involved in the school activities because many new reception children come from the pre-school. AFSS website needs updating. It will need to have better information and links to our social media along with ways to get in touch with us.	NM to make Rebecca (surname) more aware of AFSS events and together plan how to present them to pre-school parents. IZ to be in touch with LM regarding the website and get it updated.