

Friends of Ballylifford AGM

Minutes of Meeting

Date:	14th September 2022
Time:	6pm
Venue:	Ballylifford Primary School
Present:	Brenda Mclvor (Chairperson), Fiona Conway (Principal), Margaret Ann McKee, Lisa Hamilton, Fiona McCusker, Lee-Anne McNally, Sarah Donnelly, Emma Devlin, Claire McOsker
Apologies:	Roisin Egan, Linda McOsker, Tara Devlin, Aislinn Conway

AGENDA:

1. Hello & Welcome

Welcome to new members Lee-Anne McNally, Emma Devlin, Sarah Donnelly and Aislinn Conway. Purpose of FOB reiterated to all members. New members to be added to the FOB Whatsapp.

2. Apologies

Linda McOsker, Tara Devlin, Roisin Egan, Aislinn Conway.

3. AGM 2021

Minutes of AGM held on 10th November 2021 circulated and approved by all members.

4. Matters arising.

Charity status now granted.

Roisin Egan to progress Access NI checks with the Volunteer Centre.

PTA ParentKind membership due for renewal in November. £74 per annum. Brenda Mclvor to action.

FOB section to be updated on school Website. Brenda Mclvor to provide Fiona Conway with content.

FOB to issue letter to BOI to amend signing arrangements for the bank account to 2 designated officials to sign. Need to draw up FOB headed paper. Lisa Hamilton, Fiona McCusker and Fiona Conway to sign instruction as bank signatories.

5. Chair's Report 2021/22

Chair report discussed

6. Treasurer's Report 2021/22

Treasurer's report distributed and discussed.

Claire McOsker to apply to BOI for a full refund of Fees charged for last 12 months. Documentation required from Charity commissioner for Bank of Ireland to avail of 50% discounted fees. Brenda Mclvor to forward to Claire McOsker.

7. Financials for year ending 31/08/2021

Financials approved and signed as correct.

8. Appointment of Independent Examiner of Accounts for year ending 31/08/2022

Fiona Conway to clarify via the Charity Commissioner's website who FOB can appoint.

9. Election of Officers and Trustees of the committee.

No change to the following existing posts:

- President - School Principal Fiona Conway
- Chairperson - Brenda Mclvor
- Vice Chairperson - Lisa Hamilton
- Secretary - Claire McOsker
- Vice Secretary - Roisin Ryan
- Vice Treasurer- Linda McOsker

New appointment:

- Treasurer – Fiona McCusker
Nominated by Brenda Mclvor, proposed by Claire McOsker and seconded by Fiona Conway.

Committee Members

- Lee-Anne McNally
- Emma Devlin
- Margaret Ann McKee
- Tara Devlin
- Sarah Donnelly
- Aislinn Conway

10. Special Business

Changes proposed and approved to the Constitution.

- Section 5 - The office bearers will be elected by the committee at first meeting after the AGM changed to - elected at the AGM
- Section 6 – Updated Committee of no more than 12 members to no more than 15 members and updated consisting of 11 parents, 1 teacher (usually the Principal) to consisted of parents and 1 teacher (usually the Principal)
- Section 6 - They shall be elected for a period of 3 years or until the AGM immediately following three years' service should they join mid-term - updated to elected for period of 1 year or until the next AGM should they join mid-term.
- Section 8 - The Associations financial year changed from tax year to school year - 1st September to 31st August.

Fiona Conway to try reset password on Charity Commission account and Brenda Mclvor to update required details.

All members to call to the school to sign the trustee declaration.

- Committee have agreed to hire Stephen Lowry at a cost of £100 per month to apply for various grant funding. Idea is to fund various items required for the school. Fiona Conway and Brenda McCusker to progress.
- Agreed initial payment of £400 to be paid to cover September – December costs from FOB. Claire McOsker to progress.

11. Any Other Business

The following Fundraisers agreed for 2022/23:

- Ballylifford 100 draw. Brenda to create poster. Fiona Conway to issue to parents. Draw first Friday every month. £20 = Entry 9 draws
- Monster Movies & Munchies Night. Thursday 27th October. Fiona Conway to notify parents via school newsletter.
- Mini Egg tubes for Easter. FOB to source tubes, attach poem and school to distribute
- Colour Run – Sports day June 2023. Child sponsorship. Also consider how can benefit from parents attendance.
- Possible Bake Sale some stage 2023 – Date to be confirmed