

# Friends of Ballylifford AGM

## Minutes of Meeting

<b>Date:</b>	13 <sup>th</sup> September 2023
<b>Time:</b>	6pm
<b>Venue:</b>	Ballylifford Primary School
<b>Present:</b>	Brenda McIvor (Chairperson), Fiona Conway (Principal), Margaret Ann McKee, Lisa Hamilton, Fiona McCusker, Lee-Anne McNally, Sarah Donnelly, Emma Devlin, Claire McOsker, Ruth Bullock.
<b>Apologies:</b>	Roisin Egan, Linda McOsker, Tara Devlin, Aislinn Conway.

### AGENDA:

#### 1. Hello & Welcome

Welcome to new member Ruth Bullock. Purpose of FOB reiterated to all members. New member to be added to the FOB Whatsapp.

#### 2. Apologies

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

#### 3. AGM 2022

Minutes of AGM held on 14<sup>th</sup> September 2022 viewed and approved by all members.

#### 4. Matters arising.

Renewal of PTA membership which includes annual insurance due for renewal. Parentkind will collect from bank account via direct debit.

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

FOB agreed to request BOI to amend the Bank account to reflect charity status. Claire McOsker to progress. Agreement to use school email address [info@ballylifford.cookstown.ni.sch.uk](mailto:info@ballylifford.cookstown.ni.sch.uk)

#### 5. Chair's Report 2022/23

Chair report viewed & discussed

#### 6. Treasurer's Report 2022/23

Treasurer's report distributed and discussed.

Claire McOsker to apply to BOI for a full refund of Fees charged for last 12 months October 2023.

#### 7. Financials for year ending 31/08/2023

Financials approved and signed as correct.

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

FOB agreed to liaise with Play School and Credit union to secure suitable examiner.

## **9. Election of Officers and Trustees of the committee.**

No change to the following existing posts:

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

### **Committee Members**

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

Ruth to sign new trustee declaration form. Brenda to update trustees on the Charity Commission website to include Ruth.

## **10. Special Business**

- Committee have agreed to continue to employ Stephen Lowry at a cost of £100 per month to apply for various grant funding based on his success in last 12 months.
- Access NI check required for Ruth Bullock and Aislinn Conway. Fiona McCusker to progress / provide guidance.
- Lisa Hamilton to progress new FOB Instagram page.

## **11. Any Other Business**

The following Fundraisers agreed for 2023/24:

- Ballylifford 100 draw. Brenda to create new poster. Fiona Conway to issue to parents. Draw last Friday every month. £20 = Entry 10 draws
- Story Time, Monster Movies & Munchies Night. Thursday 26<sup>th</sup> October. Fiona Conway to notify parents via school newsletter. Claire McOsker to price Ritz cinema as alternative option.
- Bake Off – Friday 15<sup>th</sup> March
- Colour Run – Sports day June 2023. Child sponsorship.