

## Minutes of the of the Friends of Woodlands School (Edinburgh) Annual General Meeting, held on Monday 20 June 2022 virtually by Zoom

**Participants:** Fiona Clarke (Chair), Colin Burrow (Treasurer), June Jamieson (Secretary), Sinead Reynolds, Martin Shand

**Apologies:** Angelina Lombardo (Head Teacher), Carol Pake

1)	<p><b>Participants and Apologies</b> As above</p>	
2)	<p><b>Approval of the Minutes of the 2021 AGM</b> The minutes of FoW 2020 AGM were unanimously approved.</p>	<b>All</b>
3)	<p><b>Chair's Report on Activities</b> In the last year Covid has continued to have a significant impact on the school and activities. There were no summer or winter fairs, which were key fund raising activities.</p> <p>The lottery licence was renewed with the Edinburgh City Council (required if raffle tickets are to be sold prior to a draw). A note for future is that renewal needs to be done at the end of the calendar year, or a more expensive reapplication needs to be made. Also to note that it is a requirement that forms are submitted after each "gambling" event to the Licencing Dept. The licence is paid for out of PC funds. Papers to be handed over to the new Committee.</p> <p>Costco once again donated a real Christmas tree, and although they are unable to commit to this every year, their Duty Manager has supported this annually since 2017.</p> <p>Friends of Woodlands is on Amazon Smile and a small amount of fundraising is generated via this scheme.</p> <p>Discussions about funders St James Foundation were held at the last FoW meeting (no updates since) and whether things are progressed with this funder and/or others about the school outdoor space will require consideration.</p>	<p><b><u>Fiona</u></b></p> <p><b><u>Committee</u></b></p>
4)	<p><b>Consideration of Annual Accounts</b> Colin talked through the annual accounts.</p> <p>There had been very little in the way of income just due to the covid pandemic.</p> <p>Colin will finalise the accounts, and arrange for their independent review/audit before they are sent to OSCR before passing on to the new Treasurer.</p> <p>There is a need to instigate changeover of bank mandates/signatories.</p>	<b>CB</b>
5)	<p><b>New Members</b> Two applications for membership had been received from Sinead Reynolds and Martin Shand. They were duly elected.</p>	

	(Note that following the meeting an application for membership was received in writing from Rachel McKerrow on on 29 June)	
6)	<p><b>Election of Officers of Management Committee</b></p> <p>The elected postholders resigned their positions so that all posts were vacant.</p> <p>An expression of interest had been previously indicated by Rachel McKerrow however as she has just welcomed a new baby, it may be that she is unable to join the Committee at this point.</p> <p>The following nominations were received:</p> <p>Chair – Sinead (nominated by Fiona, Seconded by Colin)  Treasurer – Martin (nominated by Colin, Seconded by June)  Secretary – June (nominated by Fiona, Seconded by Colin)</p> <p>June expressed her willingness to continue as Secretary until such time as Rachel is in a position to join the Committee.  Fiona is wishes to remain as a member of FoW. Colin will retire from the Committee once his Treasurer duties are fulfilled and handover has been organised.</p> <p>Under the terms of the Constitution those wishing to cease to be a member of the charity need to provide notice in writing.</p> <p>Also membership is only open to current and former parents/carers and school staff. Whilst this feels appropriate currently considering the scope of the charity, in the future this may be worth opening up more broadly to community members.</p>	<b><u>Action By</u></b>
7)	<p><b>Other Fundraising Updates</b></p> <p>It may be worth approaching the Currie Roundtable for a donation (as they had donated every year until recently).</p> <p>Colin will compile a list of potential grant funders that could be approached.</p> <p>The new Chair and Treasurer would liaise with the school to progress the potential grant from St James Wealth Management for the playground redevelopment.</p>	<b>CB</b>  <b>SR/MS</b>
8)	<p><b>Procedural matters</b></p> <p><b>a. Review of Membership</b></p> <p>It was noted that there is nothing in the constitution about how membership lapses unless a member ‘resigns’ – this could be something that the new Committee could look at going forward to see if any of the ‘current’ members who have not attended or given apologies could be removed after a decent period of non-communication.</p> <p><b>b. Date of Next Meeting</b></p> <p>Monday 3 October at 10.30am via Zoom.</p>	

<p>9)</p>	<p><b>A.O.C.B</b></p> <p>Fiona will update the committee and membership Registers and circulate to the new Committee.</p> <p>Woodlands Facebook group for parents is currently called Friends of Woodlands which has understandably caused some confusion. An action is to discuss changing the name to something more representative eg “Parents of Woodlands Learners”</p> <p>The outgoing post-holders were thanked for their commitment to FoW. Best wishes were expressed to the new post holders going forward with the reassurance that they could ask questions or get in touch anytime for advice.</p> <p>The meeting was concluded at 8.15pm.</p>	<p><u>Committee</u></p>
-----------	---	-------------------------