

Cheney Friends

Minutes of the Annual General Meeting held remotely on Wednesday November 4th, 2020

Present: Claire Stevenson (Chair), Olivia Goodrich (Acting Secretary), Gill Wilkins (Treasurer), Tamasin Lilwall, Jen Henderson, Marie-Alice Frappat, Sarah Wordsworth, Flora Carnwath, Louise Marsh, Rob Pavey, Philippa Trehearne, Sarah Bedding, Sasha, Nazia, Uby Ho, Shameem Gassy

Apologies: Helen Smith, Hannah Whitley, Lisa Crook

Agenda item	Record	Action
Part 1. 7.00 – 7.40pm		
Welcome and overview of the Year	Claire Stevenson (Chair) welcomed Rob Pavey as the new Head Teacher and thanked all Cheney staff for keeping the school running during this difficult year. She also welcomed new members, especially those joining the school with children in Y7, and gave an overview of the role of Cheney Friends.	
Presentation of the Annual Accounts	Gill Wilkins (Treasurer) gave an overview of the Annual Accounts, audited by Adrian White, and a presentation of the Finance Report for the year. Everyone was happy with these documents, and they were approved.	
Appointment/Reappointment of the Officers and Committee Members	<ul style="list-style-type: none">• Claire Stevenson was reappointed as Chair: proposed by Gill Wilkins, seconded by Tamasin Lilwall.• Gill Wilkins was reappointed as Treasurer: proposed by Claire Stevenson, seconded by Tamasin Lilwall.• Olivia Goodrich was appointed as Secretary: proposed by Claire Stevenson, seconded by Jen Henderson.• All committee members have agreed to remain: Tamasin Lilwall, Helen Smith, Lisa Crook, Louise Marsh, Jen Henderson, Hannah Whitley, Marie-Alice Frappat, and two new members have joined: Flora Carnwath and Sarah Wordsworth. Jane Cockcroft stepped down earlier in the year in order to take on her role as school governor.	
Proposed minor changes to the Constitution of Cheney Friends	It was suggested that the Constitution be amended slightly, to mention that meetings may be held either in person or online and that, consequently, decisions may be taken <u>virtually</u> by the Committee – either via email or during an online meeting. These proposed changes were	

	approved, and it was noted that there should be a written trace of any decisions taken virtually. A second minor change proposed was to agree to the AGM taking place <u>during the autumn term</u> (rather than within 6 weeks of the start of that term). This proposal was also approved.	
Approval of the minutes from last year's AGM	These minutes were approved.	
Part 2. 7.45 – 8.25pm		
Present: Claire Stevenson, Gill Wilkins, Olivia Goodrich, Win Cheung, Sarah Wordsworth, Jen Henderson, Louise Marsh, Rob Pavey, Tamasin Lilwall, Marie-Alice Frappat, Sarah Bedding, Flora Carnwath, Philippa Trehearne		
Overview of the year	Claire Stevenson gave a brief presentation on the events of the year. Cheney Friends had had a busy start to the 2019-20 school year, attending many school events, selling refreshments and second-hand uniform, speaking with current and prospective Cheney families, etc. Activities were greatly curtailed due to Covid 19, but an online second-hand uniform sale was still arranged, and existing funds were allocated to various school projects. Future Cheney Friends projects were mentioned briefly.	
Fundraising discussion: Remote Learning Fund update	Rob Pavey outlined current progress on the Remote Learning Fund: £12,000 raised so far (as at autumn half term); the school has ordered chrome books totalling £50,000; the Government will provide 26 chrome books although 130 were initially promised. Any extra money will be spent on installing ICT provision in classrooms.	
Gift AID application: CAF Donate Account	Gill Wilkins is working on this and it should be ready in a couple of weeks. Separate pages for different donations will be created on the school website. Gill will keep the school informed of progress and when ready Jen Henderson will push it on school social media/Comms.	Gill Wilkins Jen Henderson
News on existing funding requests	<ul style="list-style-type: none"> • Claire Stevenson explained that we are awaiting £333 from Waitrose for the Food Technology fridge. In the meantime, Cheney Friends has paid for it out of the proceeds of the second-hand uniform sale. • Jen Henderson explained that the Environmental Impact Team had spent the money donated by Cheney Friends on a fence to protect an area of the school grounds earmarked for a garden. 100 hedge plants have been donated to the school by the Woodland Trust, and will be arriving shortly. Cheney Plus students will be planting these, to fill in the gaps in the new hedge. 	

<p>New funding requests from teachers</p>	<ol style="list-style-type: none"> 1. Modern Languages: instead of paper dictionaries, the MFL Department has requested funding for two online language resources: <ul style="list-style-type: none"> • Language Gym (KS4) - Annual licence £180, covers 10 teachers/800 students • We Teach MFL (resources for teachers) – Annual licence £90. 2. Jill Fenton (Library) – books for the Book Canon <ul style="list-style-type: none"> • Teachers to be asked for new fundraising requests for 2020/2021. 	<p>Rob Pavey/Louise Marsh</p>
<p>Future fundraising ideas</p>	<ul style="list-style-type: none"> • Claire Stevenson proposed another online second-hand uniform sale. She will put a call out for donations at the end of November and plan to hold the sale in December. Flora Carnwath, Jen Henderson, Marie-Alice Frappat, Tamasin Lilwall and Philippa Trehearne offered to help with sorting the clothes one weekend before then. • Tamasin Lilwall suggested holding a Zoom fundraising meeting with Sue Harmer to discuss successful strategies. She will contact Sue to arrange this. • Sarah Wordsworth offered to help with fundraising and writing grant applications. She flagged up the delays with Stevensons (uniform providers) and the changes to designs. Louise Marsh will contact Stevensons. • Amazon Smile and Easy Fundraising important, especially with Lockdown 2.0 and Christmas shopping. Claire Stevenson will put out a reminder when advertising the second-hand uniform sale, plus an update regarding 2019/2020 fundraising and new targets for 2020/2021. • A virtual quiz run by 6th Formers was suggested by Marie-Alice Frappat, with an auction of prizes. Suggested/encouraged donation of £10 via ParentPay (no Gift Aid possible) 	<p>Claire S, Flora C, Jen H, Marie-Alice F, Philippa T, Tamasin L</p> <p>Tamasin Lilwall</p> <p>Louise Marsh</p> <p>Claire Stevenson</p> <p>Claire Stevenson, Marie-Alice Frappat</p>

	<ul style="list-style-type: none"> • A voluntary donation request at the end of the online Christmas Show was suggested by Jen Henderson. • Y7 Virtual coffee morning event suggested by Gill Wilkins e.g. with a quiz about Cheney and pre-submitted questions, hosted by longer standing parents with hints/useful tips etc. Louise Marsh agreed to put Claire Stevenson in touch with Tom Stacey and Rachel Clear Y7 Heads. 	<p>Claire S, Jen H, Gill Wilkins</p> <p>Louise Marsh, Claire Stevenson</p>
Meeting closed	Claire Stevenson closed the meeting and thanked everyone for attending.	