

Minutes of the Friends of Larkfield Committee  
meeting held  
6:30 Wednesday 20<sup>th</sup> January 2016

Present: Julian Ward, Vanessa, Sarah, Noel, Rachel.

This meeting took place to review the constitution and elect a new Chair following Helen Gillon's decision to step down in December.

1. **Election of chair:** Mr Ward nominated Vanessa as Chair and this was seconded by Noel. Sarah and Rachel agreed wholeheartedly that Vanessa is the ideal person to take on this role. We should plan for succession by trying to appoint a vice-chair from new recruits who could then work alongside Vanessa.  
Noel will remain as Treasurer and Sarah as Secretary.
2. **Finance update** - Christmas activities generated £480 [Disco £369 and Breakfast with Santa £111]. The current balance is £8,842.85
3. **Constitution** - this was reviewed and agreed fit for purpose. It will be reviewed again at the AGM in the Autumn term.
4. **Charitable status** has lapsed since we joined the National association of PTAs. It was agreed we want to continue charitable status as it means we may be able to attract grants. Julian is going find out what documentation we need for this.
5. **Projects:** the most cost effective way to pay for this is through school as we will get more for our money due to VAT reclaim. Due to school finance regulations we have to

collect 3 quotes. One contractor has already visited and measured up, another is due tomorrow and a third is booked for next week. We have worked on an ex-vat spend of £7500, which school may be able to supplement.. It is realistic to aim for the work to be completed over the Easter break so it is in place for the start of the Summer Term.

6. **Next event** will be the cinema night 4<sup>th</sup> March and will be The Peanuts Movie.

7. **Recruitment** it was agreed that the next meeting will take place on 24<sup>th</sup> February and that we should promote this to parents at parents' meetings on 9th and 10th Feb - it was suggested that we display plans for the trim trail if we have them to generate interest. Helen has passed on details of the people that have expressed interest in helping so we need to make sure we send them a direct invite.

Meeting closed at 7:45