

## Friends of Stanford School

### Minutes of the Extraordinary General Meeting Wednesday 10<sup>th</sup> November 2021

#### Meeting held at Stanford in the Vale School and via Zoom

Present: Ali Viggars, Diane Kirkman, Emma Payne, Jessica Clark, Amanda Willis, Karin Williams-Cuss, Amanda Mathews, Linzi Esplin, Graham Parker, Yvette Upton, Julie Walk, Lucy Conder, Jacqui Wilkinson, Rachael Wilkinson, Laura Raggott, Jade Wilson, Pete Forth, Nev Williams, Wendy Williams, Kirsty Luscombe, Fiona Johnson, Matt Hinton, Lizzie Hinton

Apologies: Pippa Clark, Rachel Green, Emma Dearlove, Jo Martin, Tracy Butterworth, Jude Ponting

	Item / Action																								
1.	<p><b><u>Explanation of FOSS committee roles</u></b></p> <p>KWC and DK welcomed all to the meeting and thanked everyone for coming. DK explained that the purpose of the meeting was to fill the positions of Chair, Treasurer and Secretary and that if that was not possible, vote to disband/close down the committee.</p> <p>AV went through the job descriptions and responsibilities of each role as per the email that had been sent via ParentMail 02/11/21.</p>																								
2.	<p><b><u>Review of FOSS Constitution</u></b></p> <p>AV explained that FOSS have adopted and follow the Parentkind constitution and gave a brief explanation of the document. This will be circulated to all committee members who need to read and understand their roles in relation to the constitution.</p> <p>The committee needs to be made up of Trustees/Committee members who will be named with the Charity Commission. The rest of the committee is made up of co-opted members - the number of individuals cannot be greater than 50% of the trustees/committee members.</p>																								
3.	<p><b><u>Election of Officers:</u></b></p> <p>Following the FOSS AGM on 13<sup>th</sup> October 2021, the roles for Chair, Treasurer and Secretary were not filled. The following members were elected at the EGM:</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th></th><th><b>Elected Officer</b></th><th><b>Proposed</b></th><th><b>Seconded</b></th></tr></thead><tbody><tr><td>Chair</td><td>Jacqui Wilkinson</td><td>Linzi Esplin</td><td>Graham Parker</td></tr><tr><td>Vice Chair (previously elected)</td><td>Karin Williams-Cuss</td><td>N/A</td><td>N/A</td></tr><tr><td>Treasurer</td><td>Rachael Wilkinson</td><td>Ali Viggars</td><td>Pete Forth</td></tr><tr><td>Secretary (joint)</td><td>Tracy Butterworth</td><td>Linzi Esplin</td><td>Karin Williams-Cuss</td></tr><tr><td>Secretary (joint)</td><td>Nev Williams</td><td>Karin Williams-Cuss</td><td>Linzi Esplin</td></tr></tbody></table> <p>The following members were previously elected at the AGM 13/10/21: Amanda Willis Emma Payne Emma Dearlove Linzi Esplin Jess Clark Amanda Mathews</p>		<b>Elected Officer</b>	<b>Proposed</b>	<b>Seconded</b>	Chair	Jacqui Wilkinson	Linzi Esplin	Graham Parker	Vice Chair (previously elected)	Karin Williams-Cuss	N/A	N/A	Treasurer	Rachael Wilkinson	Ali Viggars	Pete Forth	Secretary (joint)	Tracy Butterworth	Linzi Esplin	Karin Williams-Cuss	Secretary (joint)	Nev Williams	Karin Williams-Cuss	Linzi Esplin
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	<p>Jo Martin  Lucy Condor  Graham Parker  Ali Viggars</p> <p>The following new members were elected at the EGM:  Wendy Williams  Jude Ponting</p> <p>No voting was required as Officers were elected unopposed.</p>
4.	<p><b>Dates for next meetings</b></p> <p>TBC – January 2022 to discuss fundraising and events for the remainder of the academic year.</p>