

Friends of Snitterfield School (FOSS)

Extraordinary General Meeting (EGM) Minutes

Wednesday 24th September 2025

Snitterfield Primary School, School Road, Snitterfield. STRATFORD-UPON-AVON. CV37 0J

Present:

Charlotte Phillips (Chair) via MS Teams
Kate Roberts (Vice-chair)
Karen Mason (stand-in Secretary)
Mrs Rowena Silk
Olivia Rainford
Will Gough
Melissa Gough
Ele Bacon
Charlie Butler
Michael Dickaty
Stacey Beacom
Dean Harris
Rosie Harris
Katie Smith
Rachel Richards
Lauren Colagiovanni
Katie Jacobs
Justyna Brown

Apologies:

Becky Green
Rachel Hopkins
Laura Burgoyne

KR as vice chair welcomed all to the meeting and thanked them for attending.

The EGM was called to elect new PTA committee members and trustees, as all current members are stepping down. It was confirmed that the meeting was quorate as per the constitution.

1. Apologies of absence

Received from Becky Green, Rachel Hopkins and Laura Burgoyne.

2. Minutes of AGM held on 09.07.2025

Previous minutes shared in advance of meeting and available as hard copies to those present.

Minutes were noted as a true record. **KR proposes to approve and sign, seconded CP. KM to place on file and posted to the School [website](#).**

3. Matters Arising

To schedule EGM for 24 September 2025 with 21 days' notice, to appoint the committee for 2025/2026.

Complete.

CP shared that the FOSS accounts for 2023/2024 had been finalised and submitted to the Charity Commission as its annual return, on 22.07.2024. **Complete.**

4. Election of Trustees of FOSS for 2024/2026

CP announced that she will be stepping down as Chairperson and KR announced that she was stepping down as Vice- Chairperson, both with immediate effect. Therefore, a new committee was to be voted in.

KR explained that each nominee is proposed, seconded and voted in as per the formalities of the constitution in place for FOSS. Expressions of interest were asked for those present in the meeting.

Chairperson.

Nomination received for Olivia Rainford. Proposed by CP, seconded by KR. Appointment made.

Vice Chairperson.

Nomination received for Michael Dickaty. Proposed by KR, seconded by CP. Appointment made.

Secretary.

Nomination received for Karen Mason. Proposed by CP, seconded by KR. Appointment made.

Treasurer.

Nomination received for Laura Burgoyne. Proposed by KR, seconded by KM. Appointment made.

All newly appointed members to read and sign to the Charity Commission Trustee Eligibility Declaration form. To be placed on file by the Secretary. **KM to action.**

The Charity Commission website to be updated with the new trustee information. **CP to aid KM for action.**

5) Election of Ordinary Committee Members

It was explained of the wider committee roles that are seeking nominations. A call for nominations was offered to the meeting for the following roles:-

Year group/class representatives for

Reception Dean Harris

Year 1 Stacey Beacom

Year 2 Stacey Beacom

Year 3 Rachel Hopkins

Friends of Snitterfield School (FOSS)

PTA 18409

Charity Number 1049837

Year 4 Melissa Gough
Year 5 Becky Green
Year 6 TBC

Action - KM to follow up with Olly Mayo outside of the meeting in respect of the year 6, year group representative.

Schools Liaison – Kate Roberts
Events officer- Stacey Beacom

**OR chairperson, to lead the meeting at this point.*

OR thanked outgoing chair Charlotte Phillips, outgoing vice chair Kate Roberts and the wider teaching staff at the school for their dedication to Foss for the past two years. OR referred to the challenges faced by the voluntary sector in recent years and especially since Covid. The work to maintain Foss in those years, by previous committees and trustees, was gratefully received.

OR shared her experiences and what she, along with the other trustees, hopes to bring to Foss from this point forward.

In setting the scene OR expressed that whilst the formalities of the AGM/EGM are critical for the governance of Foss as a charitable body, the ambition is to take parents and children on a journey and begin to create a clear vision for Foss, also acknowledging the input of the schools senior leadership team.

The importance of creating connections with local Snitterfield Village organisations/institutions was recognised. Maintaining good relations with all and supporting each other.

6) Review of constitution.

Item moved to a future committee meeting. **Action.**

7) School Funding Priorities.

A meeting has been scheduled with Mrs Silk, headteacher, for Thursday 25th September to outline early thoughts on School Funding Priorities. The outcomes of which to be discussed further at the next Foss Committee meeting on Thursday 9th October.

8) Draft Events calendar and event volunteers.

Ahead of the discussion of the draft events calendar, as not all were familiar with each other, those present at the meeting introduced themselves and their connection to school.

The proposed *draft* calendar: -

Thursday/Friday 23rd/24th October Halloween Disco
Thursday 11th December Christmas Bonanza / Santas grotto
Monday 15th December Christmas Carol Concert at Church (drinks)
Wednesday 17th December Christmas KS1 play at School (drinks)
Thursday 12th February Parents/Carers Social Pub Quiz
Thursday/Friday 12th/13th February Valentines Disco
Sunday 7th June Snitterfield Village Fete

Feedback included:-

- Shifting event dates to a Thursday before end of term, rather than a Friday, would appear a better approach to capture those families (and school teaching staff) that may be taking leave in half term.
- A call for volunteers a minimum of 3 weeks prior to an event is essential. OR shared her thoughts on creating a simple sign-up link for parents, to be shared potentially as early as next week.
- Something missing; for Easter. Options to explore further.
- The idea of creating a taskforce of parents to look at smaller jobs around school. It was raised that big corporate companies offer employees time to volunteer at a charity of their choosing.
- To harness connections with those in local business ie CASS.
- A funding 'Thermometer' in school to show funds raised to motivate and inspire children - Key to ensure that the school children are part of this process. Linking with the School Council to support Foss.
- Quick wins for 'easy donating'.

9) Meeting dates for the year.

Thursday 9th October 2025, Committee Meeting. Snitterfield Sports & Social Club.
Thursday 4th December 2025, Committee Meeting. Snitterfield Arms.
Thursday 5th February 2026, Committee Meeting. Snitterfield Sports & Social Club.
Thursday 7th May 2026, Committee Meeting. Snitterfield Arms.
Thursday 9th July 2026, Annual General Meeting. School Hall, Snitterfield Primary School.

There was general agreement that the approach to venues of committee meetings was a good idea.

10) AOB

OR and RS shared closing thoughts of the meeting.
All agreed it was time for a reset and to get going.

Meeting ended at 18:45

Signed _____

Chairperson _____

Date _____