

Friends of Snitterfield School (FOSS)

Annual General Meeting (AGM) Minutes DRAFT

Wednesday 23rd September 2026

Snitterfield Primary School, Snitterfield. STRATFORD-UPON-AVON.

Present:

Olivia Rainford (Chair)
Mike Dickaty (Vice Chair)
Laura Burgoyne (Treasurer)
Karen Mason (Secretary)
Stacey Beacom (Events)
Hazel Lawrence-Waterhouse
Mrs Rowena Silk (Headteacher)
Justyna Kruszyk
Tamsyn Baker
Hannah Coldwell-Horsfall

1. Apologies of Absence

Apologies received from Ele Bacon, year 4 parent.

2. Minutes of Extraordinary General Meeting held on 24.09.26

Previous draft minutes of the Extraordinary General Meeting held on 24.09.2025 were circulated.

Minutes were noted as a true record.

KM proposed to approve and sign, seconded OR. KM to place on file.

3. Matters Arising

None.

4. Chairs report 2025-2026

Olivia Rainford opened with a huge thank you to staff, trustees, volunteers and the wider school community that have supported Friends of Snitterfield School (FOSS) over the past year.

OR provided several key highlights from the chairs report for 25/26, including: -

- Standout fundraising efforts across Christmas (£1760) and Village Tea Tent at the Fete (£918).
- Successful grant obtained from Warwickshire County Council for Eco and Gardening Clubs (£350).

- 41 parent and carer volunteers supported FOSS this year, approximately 27% of the community.
- Contributions towards an author's visit, school trips, school murals, and robotic learning tools.
- Fun was in abundance at the end of year BBQ social and hugely popular Frozen Fridays.

Key reflections: -

- Desire from the committee that there has not just been a focus on driving through a fundraising target. There has been a conscious effort to raise awareness of FOSS and cement links with many of the other village organisations.
- Social and enrichment activities for both children and parents have been welcomed.
- Volunteering – there is a desire to grow – last year was a great start. Making sure that supporting and helping in any way should be 'easy-in, easy go'.

The FOSS Autumn Newsletter will be distributed to families over the coming week. Included will be the key dates for the year, how to help at future events and the opportunity to share suggestions on what FOSS could be fundraising for this year.

5. Treasurers report for the year ending 31.08.2026

Laura Burgoyne presented the Treasurers report for the year ending 31.08.26

Friends of Snitterfield School - Charity Number 1049837 Income & Expenses YE 31 August 26

Opening Balance 01/09/25	£2,591.30
Income	
Pre 2025/2026 school year	£912.83
Charitable Activities	£3,567.38
Grants Received	£350.00
Other Trading Activities	£953.64
Expenditure	
Fund Raising Costs	-£1,657.32
Grants Given	-£3,572.48
Subscriptions	-£121.00
Bank Charges	-£74.27
Other Expenditure	-£1,209.77
Closing Balance 31/08/26	<u>£1,740.31</u>

Key points to note: -

'Other trading' reflected the BBQ income

Grants out includes the sponsored brick for the Snitterfield Cricket Pavillion.

The accounts were closed on a balance of £1740.31. With the original objective at the start of the year being £1700.00, this was a fantastic achievement.

Elements of learning were reflected upon, including forecasting and budgeting.

OR extended thanks to LB for providing professional and reliable support for 2025/26 which in turn places FOSS in a good position as we move into 2026/27.

6. Appointment of an Independent Examiner of Accounts for the year ending 31.08.2026

Whilst FOSS does not hit the threshold income of £25,000, It is deemed good practice for Charities to obtain independent examination of accounts prior to submission to the Charities Commission.

LB proposed to appoint Corrine Elliot to review the FOSS accounts for 2025/26, OR second. Action LB to progress and on completion submit accounts to Charity Commission.

7. Election of Officers and Trustees of the Committee

KM provided an overview of the roles that are required to enable FOSS to function for the forthcoming year. This included the minimum requirement for committee and appointed trustees. All appointed persons will remain in post until 31.08.2027

Nominations received for each role were shared. The following were proposed and agreed.

Committee roles and Trustees

Chairperson.

Nomination in for Olivia Rainford

Propose Karen Mason, seconded Laura Burgoyne. Passed.

Vice Chairperson

Nomination in for Mike Dickaty

Propose Laura Burgoyne, seconded Olivia Rainford. Passed.

Secretary

Nomination in for Karen Mason

Propose Melissa Gough, seconded Sarah Brice. Passed.

Treasurer

Nomination in for Laura Burgoyne.

Propose Mike Dickaty seconded Olivia Rainford. Passed.

Events Officer

Nomination in for Stacey Beacom

Propose Karen Mason, seconded Olivia Rainford. Passed.

Committee Member

Nomination in for Hazel Lawrence-Waterhouse

Propose Olivia Rainford, second Laura Burgoyne. Passed.

It was confirmed that Olivia Rainford, Mike Dickaty, Karen Mason, and Laura Burgoyne are happy to continue as trustees for another year.

Year group reps

Reception – Hannah Coldwell-Horsfall

Year 1 – Justyna Kruszyk

Year 2 – Stacey Beacom

Year 3 – Stacey Beacom

Year 4 – Rachel Hopkins

Year 5 – Melissa Gough

Year 6 – Becky Green

8. Constitution

KM provided a brief overview of the current Constitution that was adopted on 04.11.2020 using the Parentkind Model (February 2018 edition).

Parentkind is the membership association for school parent teacher associations in the UK and is whom Foss access support advice and insurance.

A new version of the Parentkind Model Constitution was created in March 2021 and all PTA's are strongly encouraged to adopt this latest version.

In summary, the 2021 Parentkind Constitution is largely an update and formalisation of best practice and compliance standards, while retaining the core structure of the 2018 version.

Key changes include more detailed guidance on governance, membership procedures, powers, insurance, legal compliance, and virtual meeting provisions, reflecting Charity Commission and HMRC updates.

KM proposes that FOSS adopts the 2021 Parentkind Constitution, OR seconded. Passed.

KM to arrange signatories and witnesses, update the Charity Commission and place a copy on the website.

9. Draft calendar of events 2026-2027

OR provided an overview of the proposed calendar of events. This commences with Pints and Ponies on Friday 9th October at Snitterfield Sports and Social Club. Places remain for those wishing to book on.

The first repairs morning of the year is to be held on Saturday 14th November. MD to lead. It was agreed that RS will commence a jobs list to be shared in advance. Action; MD/RS to liaise.

Christmas events were highlighted including the plan for another raffle. JK offered to lead on this. KM/JK to follow up.

SB suggested that a consideration for a sponsored event, such as a Colourfunrun may be something to pursue in the Spring term.

The appetite from the meeting was that it would be ideal for the events to be linked to a fundraising campaign.

10. AOB

The first committee meeting of the school year is Wednesday 14th October 2026, 7pm, Snitterfield Sports and Social Club. All are welcome. The dates for the year will be in the newsletter, placed on the website and shared via the class WhatsApp groups.

RS is bringing together feedback from School Council and Teachers in respect of school funding requests; however, it was requested that what was missing is feedback from parents. OR welcomed the idea to include the opportunity and that suggestions could be made via a link in the upcoming Autumn Newsletter, OR to action.

On a final note, on behalf of the School, RS wished to extend her thanks to Foss on what has been a successful year and that the funds directed to school over the last 12 months have been able to extend opportunities for pupils in a truly meaningful way.

Meeting ended at 19:07

Signed:

Chairperson:

Date: