

**Friends of LPSB (PTA)**  
**Annual General Meeting & Committee Meeting**  
**Minutes 12<sup>th</sup> November 2019**

<b>Date:</b>	<b>12<sup>th</sup> November 2019</b>		
<b>Time:</b>	<b>19:00 to 20:30</b>		
<b>Location:</b>	<b>Langley Park School for Boys : Green Room</b>		
<b><u>Attendees</u></b>			
Steve Parsons (SP)			
Ben Jones (BJ)			
Michelle Duncan (MD)			
Rob Elliott (RE)			
David Keeler (DK)			
Jane East (JE)			
Andrea Young (AY)			
Amanda Ashford (AA)			
Julie Ames (JA)			
Kelly Fuller (KF)			
Eileen O' Mahony (EOM)			
<b>Apologies received from:-</b>			
Nikki Loader (NL)			
Angela Walters (AW)			
Christine Stephen (CS)			
Item 1	Receive the minutes of the AGM 2018. The minutes were agreed by the committee	All	
Item 2	<p><u>Address by the President</u></p> <p>"I think it is probably fair to say that the work of the Friends of Langley Park School for Boys is just about the only thing in the world of education that has not changed over the last ten years. For me, knowing that on the occasions when for financial reasons I have to say no to staff, the Friends will almost certainly be able to say yes, has provided an extra level of support and resource for the students at this school which cannot be overstated.</p> <p>I am aware that the work of this particular PTA is not like the majority of secondary PTAs. When I discuss the work of the friends with other secondary Headteacher colleagues they are amazed at the amount of time and effort that is put in to supporting the school. The gasps from families when I say how much the Friends have raised and talk about your work at events such as the year 7 social evening a week or two ago show how impressive your achievements continue to be.</p> <p>I am very grateful to Michelle for continuing to serve last year as such an efficient, hard-working and committed Chair. I do not underestimate the</p>	SP	

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	<p>amount of time you have to give to the role to do it as effectively as you do.</p> <p>I am also grateful as ever to the other members of the committee, the treasurer, the secretary, and everyone else who gives us their time and their expertise so freely to support the wide range of events that take place here.</p> <p>It is important for me and for the staff to remember that you do this work as volunteers and you give up your own time without any expectation of payment or reward, and that is what makes the work you do so special. As I did last year I am going to finish with another quote, this time from Albert Einstein, who said “It is everyone’s obligation to put back into the world at least the equivalent of what they take out.” The Friends continue to put back in far more than most people ever do, and certainly far more than you ever take out. For that I thank you.”</p>		
Item 3	<p><u>Chairperson’s Report</u></p> <p>“I would like to extend a very warm welcome to everyone here this evening and start by offering my heartfelt gratitude to all the Friends Officials, Committee members and volunteers for their dedication and hard work. The success of the Friends is only possible because of the efforts of everyone involved and I am forever grateful for the contribution and the support that is offered. I am so proud to put my name to such a fantastic organisation and my enthusiasm is fed by your dedication.</p> <p>This has been the most amazing year and the fruits of our labour are there for all to see. Our income this year, reached £48K and our profit was over £30K. A phenomenal achievement. This has obviously been inflated as a result of our new Concert innovation and I’d like to take the opportunity to publicly thank Martin Costello and his team who have made this possible. Without them, the Friends could not have achieved this. Martin’s team book and manage the event from start to finish in minute detail. We only held one concert in the last academic year, so you can imagine the increase we could be looking at this academic year, with 3 booked. Queen was an incredible success and we will hear more about that is our Committee Meeting that follows.</p> <p>We have seen a lot of new faces again this year, which enriches and brings new ideas and enthusiasm to our team. We have seen an almost 50% increase in the new year 7 parent’s joining and I firmly believe this is as a direct result of our reputation and team spirit, which embraces new people and new ideas.</p> <p>I have enjoyed my role as Chair but my success has only been possible with the undying support of Rob and David who bring a wealth of knowledge to the table that I do not have. I consider myself very lucky indeed to work with such people.</p> <p>It is important to remember, whatever differences of opinion that might arise, that we are a democracy and that everyone of us does this for love – of the school and of our children and that everything we achieve as a team directly benefits our school and our children.</p> <p>The school, the Friends and our children are an incredible team with a winning formula.</p> <p>Here’s to a fantastic new year.”</p>	MD	

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Item 4	<p><u>Treasurers Report</u></p> <p>(Please see attached annual statement of account )</p> <p>Highlights :</p> <ul style="list-style-type: none"> <li>• Increase in revenue; due to Tribute Band Events. Total Income was £48,282.23 as compared to previous year of £34,758.44</li> <li>• Craft Fair net income £8,759.19</li> <li>• Refreshments approx. net income £9,549.73</li> <li>• 100 Club thriving and making substantial donations to library.</li> <li>• Donut sale excellent with £2010.13 income and approx. 50 % profit</li> <li>• Race night £266.36 net – it is important that we always try new ways of raising income so although not hugely successful, we did make a profit</li> <li>• <b><u>£22,970.99 of Grants to School approved in year 2018/19</u></b></li> </ul> <p>David confirmed that the accounts had been “examined” and that the Report and Accounts will now be submitted to the Charity Commission</p>	DK	
Item 5	<p><u>Election of Office Bearers : Chair, Vice Chair, Treasurer &amp; Secretary</u></p> <ul style="list-style-type: none"> <li>• Chair: Michelle Duncan was proposed by EOM, seconded by AY and voted in</li> <li>• Vice Chair: Rob Elliot was proposed by MD, seconded by JE and voted in</li> <li>• Treasurer: David Keeler was proposed by JE, seconded by JA and voted in</li> <li>• Secretary: Jane East was proposed by RE, seconded by DK and voted in</li> </ul>	All	
Item 6	<p><u>Election of Committee members</u></p> <p>All agreed to stay in place.</p>	All	
Item 7	<p><u>Fundraising initiatives</u></p> <p>Tribute Bands:</p> <p>MD noted how successful these events have been. She pointed out that the Queen event made £5,291 and there was a further £1,500 income from the bar. The intention is to do host 3 Tribute Band events per academic year. If this proves too much i.e., we are not drawing the current audience numbers, this will be culled to 2 events a year. The current plan is:</p> <p>2020: Jan - The Beatles (scheduled) and in Nov, Take That</p> <p>2021: Luther Vandross, Queen and possibly, Abba</p> <p>In February, there will be a Pink Floyd event to raise money for charity. This is not being run by FOL. This is being organised by Martin Costello. Martin has been instrumental in the success of our Tribute Band events and by way of thanks to Mr. Costello for all his help with FOL events, the Friends will help by staffing the bar.</p>	All	
Item 8	AOB None	All	
Item 9	<p><u>Committee Meeting was opened</u></p> <ul style="list-style-type: none"> <li>• Michelle thanked Nikki for organising the fireworks tickets.</li> <li>• Michelle noted that next term there are lots of events but thankfully, there is an increase in volunteer numbers (largely due to enthusiasm of</li> </ul>	MD & All	

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	<p>new year 7 parents) and there are sufficient volunteers</p> <ul style="list-style-type: none"> <li>• Michelle showed the Craft Fair brochure and explained that over time, this could become a resource for advertising local suppliers. 5,000 brochures were distributed. Initially, there was a plan to distribute 3,000 but thanks to the efficiency of the team, it was possible to manage 5,000.</li> <li>• Michelle announced the 2019 Craft Fair will be the last one that Adele will be organising. We will be looking for someone to take over her role.</li> <li>• Michelle requested approval to purchase a bouquet for Mary Leberl, the outgoing secretary, to thank her on behalf of FOL for all her work. This was approved by everyone.</li> <li>• Craft Fair update from Amanda: 104 tables booked and paid for to date. 2 refunds were given to cancellations and those slots were immediately filled. Amanda suggested we expand further next year as she is confident we would have takers for an uplift of available stalls</li> <li>• The committee agreed to the purchase of more tables. If a table is used at the Craft Fair, the cost is covered as the booking of a slot at the fair exceeds the cost of the table. This year, there will be an increased number of stall holders. To cater for this, the committee agreed to purchase ~10 more tables. In total, FOL will then own ~22 tables. All tables are labelled.</li> <li>• Adele is currently creating layouts for stall location (each stall gets a specific allocation of space and similar vendors are located away from each other.</li> <li>• Michelle explained that although it is not possible to have music in the reception area, there will be music in the refectory and performance hall.</li> <li>• There was a brief discussion as to the possibility of having food stalls but MD explained that this would be competition against our own fund raising efforts and would reduce our margin. Everyone was in favour of broadening the physical space for the fair next year to allow for more stalls. There was a brief discussion about hosting stalls outside but poor weather may make this unfeasible.</li> <li>• Rob provided information on catering: Warburtons donated the bulk of the bread products needed for the fair. MD is confident that she will persuade Tesco's to donate baguettes. This year there will be a separate stall for selling the large cakes that are donated to FOL for the event. Rob is researching meat suppliers. MD's husband is making mince pies. Rob will be baking scones. Prosecco and mulled wine will be the only alcohol on sale this year as other alcohol does not sell well.</li> <li>• MD Communications: There have been some changes to the media team. All aspects of communication are now covered: Weekly newsletter, facebook, twitter, etc. Helen Ferguson is tweeting about the Craft Fair.</li> <li>• MD announced that the FOL girls now has a chair and vice-chair. They had struggled to recruit anyone into these roles last half term. Michelle and FOL girls have shared calendars to ensure no clashes of events. MD has also offered support to FOL girls e.g. loan of our tables.</li> <li>• MD has requested the staff to donate to the hampers and has already got a (v talented) volunteer to create the hampers.</li> <li>• Second hand uniform: Corine currently runs this but will be leaving at the end of this year. We are looking for a successor to Corine.</li> <li>• Lost property: Kelly has taken over lost property. She is currently training some of the new volunteers and reported that she is happy with how things are going. This Saturday, there will be a uniform sale and Kelly has already coordinated with the 2<sup>nd</sup> hand uniform team what lost property items are now available (long term unclaimed) for resale.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Everyone approved expenditure in Jan ~ £500 for an evening to thank volunteers.</li> <li>• MD clarified that FOL will host a refreshments bar for the 6<sup>th</sup> form evening but not one for the Year 9 options evening</li> <li>• Jane East mentioned that she had received a complaint re the sound at the Queen event. MD note this and said it was attended to on the evening and that there is a grant request for a new mic that is also related to this which would be discussed when we came to that item on the agenda.</li> </ul>		
Item 10	<p><u>Treasurer report for the committee meeting</u></p> <p>DK delivered the treasurer's report</p> <p><u>In summary</u></p> <ul style="list-style-type: none"> <li>• Cash flow between 1 Aug 2018 and 26 October 2018 almost £5k incoming</li> <li>• Outgoings inc purchase of refreshments just under £2k</li> <li>• Approx £11k paid out in school Grants</li> <li>• Net income over expenditure was just over (-8k)</li> </ul> <p>David pointed out that most importantly, by the end of the Craft Fair and allowing for the funds from the Queen event to come in, FOL will have approx. £10k to £13k to spend on grants. Noted that there is due £500 match funding aligned to the Queen event. All agreed that the committee consider current grants at that time and there would therefore be no need for a Dec 3<sup>rd</sup> meeting. All agreed that the next meeting would be after the Beatles event.</p> <p><u>New Grant Requests</u></p> <p>Ben Jones asked the committee to consider a list of grant requests.</p> <p>The committee discussed each item. All items were approved except the request by George Green, on behalf of Politics/ History Department, for 16 x tablets totalling £4,600 as Mr Parsons said that this was more appropriately a school cost.</p> <p>Summary of discussion re particular items:</p> <p>Item 5: Reading books for English Department - MD asked if the books requested were not part of the curriculum. SP explained that they were part of a scheme to boost reading of fiction and are in addition to the curriculum.</p> <p>Item 8: Highlighters and mobile whiteboards for the Sociology Department. It was noted this was first request from sociology.</p> <p>Item9: GK kit for the girls' hockey team. This requirement is not specific to sixth form girls. The extra hockey kit can be used by all pupils. Basically, there is insufficient hockey goalie kits throughout the school.</p> <p>Item 16: Textbooks requested by Raphaëlle Goodrich for the MFL Department. £1k of the request was approved out of the £3,574 that was requested.</p> <p>BJ pointed out that due to discounts and costs savings made when purchasing items funded by grants, there were some funds available. DK and committee agreed that BJ could use this towards funding the remainder for Item 16, though the school would still have to meet some of the costs.</p> <p>Ben Jones pointed out that 2 grant request sessions in the first term is sufficient as it takes times to coordinate grant requests on the school side.</p> <p>DK will notify BJ when an invoice can be raised for the sums so that payment can be made when the aforementioned cash comes in.</p>		

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	MD pointed out that we should investigate getting 'match funders'. EOM to include in newsletter.		
Item 11	<p>AOB</p> <p>No Dec 3<sup>rd</sup> meeting as it has been cancelled.</p> <p>Next meeting will be in February 2020 – date to be confirmed.</p> <p><u>100 Club numbers were drawn</u></p> <p>144 was drawn for Nov</p> <p>145 was drawn for Dec</p> <p>323 was drawn for Jan</p>		

Michelle Duncan  
 Chair of the Friends of Langley Park School for Boys

16 November 2019

David Keeler  
 Treasurer of the Friends of Langley Park School for Boys

16 November 2019