## Friends of Johnshaven Meeting

## Monday 3rd December 2018

Minutes

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| **Attended** | Nick Woollacott, Karen Bulman, Fiona Bruce, Kim Franklin, Kate Flett, Hannah McGregor, Karen Keenan, Lynne Denny |  |  |
| **Apologies** | Katy Striplin |  |  |
| **Agenda Items** |  | **Actions** | **Completed** |
| **2.**  | **Welcome**  |  |  |
|  Welcome | Selection of Parent Council (FOJS)* NW explained process.
* All parents/carers can be members of the parent forum. Parent council shall be made up of members of the parent forum
* 9/10 committee members needed to run FoJS with a maximum of 12 – 6 from each class.
* All present, and Katy Striplin, agreed to be a committee member giving a well-represented balance from all classes.
* Karen Johnstone (Head Teacher) is not a member of parent council but has a right and a duty to attend or be represented at Parent Council Meetings
* Failure to attend 3 consecutive meetings without reason or an apology will terminate membership
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| Office Bearers | Selection of office bearers* Selected at first meeting after AGM
* Roles to be appointed are Chairperson, Vice Chair, Secretary and treasurer.
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| Annual General Meeting | * To be held annually in June
* Notice to be sent to all members of parent forum 2 weeks in advance
* Meeting to include – reports on FOJS work for the previous year, financial reports, selection of parent council
* General meetings will be held 1 per term
* 12 members of the parent forum can request a special general meeting
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| Closing of Parent Council | * If FoJS ceases to operate any funds will be transferred to school funds for Head Teacher to spend for the benefit of the pupils.
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| Sub committees | * Sub committees can be set up e.g. fundraising. This will be discussed at a future meeting when we are more established.
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| Constitution | * Draft constitution was unanimously approved.
* Copy attached to minutes
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| Election of office bearers | * **Chair – Nick Woollacott** – nominated by Lynne Denny, seconded by Karen Bulman, agreed by all members
* **Vice-Chair – Katy Striplin** – nominated by Nick Woollacott , seconded by Lynne Denny, agreed by all members (Katy Striplin although unable to attend the meeting had shown an interest in taking role and has agreed to take role)
* **Secretary – Karen Bulman** – nominated by Nick Woollacott, seconded by Hannah McGregor, agreed by all members
* The role of treasurer was unfilled at this moment. Although Kim Franklin put herself forward for the role it was suggested that as she was an office bearer for the previous committee it may be better at this time to have a clean sweep and a completely fresh group of office bearers. The three appointed office bearers will work the role of treasurer between them until a treasurer can be appointed.
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| Financial Report | * Fiona Bruce presented financial report up to 3/12/18
* Very little income last year – no fundraising,
* No annual payment from Aberdeenshire Council last year as there had been a failure to reply to an e-mail regarding this payment. Fiona Bruce has taken this on and has been in contact with Christine McClennan, Parent Involvement Office with Aberdeenshire Council and has filled out all relevant paperwork. Hopeful we will receive this backdated payment.
* Copy of financial report attached to minutes.
 | **FB** |  |
| Bank Account | * Look into opening a new bank account. Currently with Royal Bank of Scotland who no longer have many local branches.
* Consider a more modern account with debit card or online banking, allowing us to purchase necessary goods without having to purchase personally and be reimbursed. Look into control measures and necessary policy for this.
 | **KB****KB** |  |
| Objectives | * Unable to set our objectives until discussed with Karen Johnstone.
* Meeting to be arranged in January to which we will invite Karen Johnstone to share her action plan for the year. This will allow us to see where she would like FOJS to support her and we can set our objectives accordingly.
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| Fundraising | * No fundraising done last year.
* Easyfundraising again one of our biggest earners last year. Continue to promote
* Looking forward prefer to do few events with bigger reward than lots of little events. For example monthly draw – big rewards, little effort.
* Fish Festival – make enquiries to price of stall and running car park
* International Food Festival – run by school. Speak to Mrs Johnstone to see if FOJS could support in some way.
* Pumpkin Party 2019 – look into possibility of running. Speak to Hall Committee to discuss previous years and arrangements needed
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| Date of next meeting | To be confirmed after Christmas Holidays and following discussions with Mrs Johnstone. |  |  |

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