

Romsey Opportunity Group AGM Draft Minutes

Monday 9th November 2015 at The Appletree Centre, Romsey

Present

Helen Rogers – Chairman	Anne Hewett – Volunteer
Maggie Poland – Vice Chairman	Angela Brentnall – Volunteer
Dick Hewett – Treasurer	Kate Ward - Volunteer
Sue Fisher - Trustee	Helen Baxter – Volunteer
Liz Bailey – Trustee	Cllr Mark Cooper – Patron
Anna Baker – Trustee	Sue Geraghty – Invited Guest
Lyn Bird – Staff/Ex Officio	Georgina Burrows – Invited Guest
Mavis Watts – Staff/Ex Officio	Claire Topp – Invited Guest
Carol West – Staff/Minutes Secretary	
May Sherwood – Staff	

Apologies

Dr Susan Tippet
Jack and Joan Taylor
Sarah Fearn
Kelly Chahal

Welcome

Helen Rogers welcomed everyone to the Annual General Meeting of Romsey Opportunity Group, especially welcoming our Patron Councillor Mark Cooper. Helen also took the opportunity to mention Claire Topp who has been such a long serving member of ROG and is a retiring trustee. Helen expressed a heart felt thanks to Claire for everything she has done for ROG.

Minutes of Last AGM 03.02.15

These were circulated and checked for accuracy.

Matters arising from the Last AGM on 03.02.15

- Anna Baker thanked Carol West for the progress made on the ROG website and the fact it is possible to can go on the website and actually get past the first page. Helen Rogers reiterated this and mentioned that Carol will be most grateful for any input and ideas from anyone visiting the website.
- Anna Baker also thanked Sue Fisher for her time spent on applying for grants.

Chair's Report

Helen Rogers chair's report consisted of lots of thank yous without mentioning anyone by name.

“Thank you to everyone who has supported the group over the last year. Thank you to our wonderful volunteers who work and play with our children, the staff for their commitment, the parents and families who get involved in fundraising activities, local businesses, groups, and individuals who support us who this year,

and over the years the work they have done has meant that the group can continue the wonderful, much needed facility It is.

At the AGM just under a year ago we were faced with a very real and challenging dilemma. We had very little money to go forward into the future as a charity. This challenge was met with enthusiasm and a positive will. During the year there have been many fundraising activities that have been enjoyed and supported by our close and wider spread community. I know that this spirit will continue into the future.

One of the major developments this year has been our successful Children In Need bid. This has seen us secure at least for the coming year. Obtaining the funding has meant that certain criteria has had to be met. Once again everyone in the group rose to the challenge. Over a relatively short period of time we have reviewed safety practices and addressed the funding requirements of Children In Need. One of these was that everyone working, coming into contact with our children in any way had to undergo safeguarding training. I am delighted to inform you that the training has been successfully completed by everyone so congratulations to you all for giving up your time to do this. Everyone will get a certificate to be presented at the group. Once again thank you to everyone very much”.

Co-ordinator's report

See attached report (Hard copy available at The Appletree Centre)

Lyn Bird mentioned that for the first time this year parents shared photos of their child's first day at school on the closed Facebook page, and everyone joined in with past parents sharing photos of their child's first day of the new term.

Lyn Bird also mentioned that ROG is the only pre-school group to attend the Rotary Kids Day Out trip to Paultons Park. She also thanked Georgina Burrows for inviting the children who attend ROG to her house and grounds for a picnic in early July 2015. Staff, volunteers, children and their parents who did attend had a lovely time exploring in a relaxed environment.

Treasurers Report

See attached report (Hard copy available at The Appletree Centre)

Dick Hewett explained that the accounts for the financial year from 1st August 2014 to 31st July 2015 had been independently examined by accountant Tim Rogerson. It was a satisfactory year. Income totalled £13,109 and expenditure totalled £14,009 (the core item being staff wages), resulting in an apparent deficit of £900. However this excluded £2,500 from Town Mayor's Charity which was raised during the year in question but not received until after 1st August 2015, and which will appear in the 2015-16 accounts. In effect this income would have turned the deficit to a surplus of £1,400 in 2014-15.

The quiz and auction raised over £3,000, including £1,000 from Barclays. The Agapanthus weekend raised over £1000, and we are always very grateful to Jenny and Edward Jewell. Dick thanked everyone who donated, whether it was pence, pounds, hundreds or thousands: it all adds up.

We receive virtually no interest on savings account and we are still investigating an alternative account. The main constraint is that most charity accounts only require one signatory and our constitution clearly states that we need two signatories. Dick will continue investigations.

Since 1st August 2015, as well as The Town Mayor's Charity money, we have had confirmation of grants from Children In Need (£10,000) and Santander (4,800), totalling £14,800. We have already received £3,000 from CIN. Both of these amounts are ring-fenced (we need to spend them within 12 months of receiving the money). This money received from CIN and Santander covers our expenditure for the coming year but we must not assume that we will receive this kind of income every year so the message is that it is still important to continue fund-raising for when the CIN and Santander money finishes in autumn 2016. Ideally any further fundraising should not be time related otherwise we will have difficulty with spending it within the next 12 months. Lyn and Mavis have been asked to compile a list of projects and other investments towards which we can target fundraising during the next year.

The Rotary Club of Romsey Test has agreed to fund a new lap-top.

We will have increasing costs of staff over this coming year (the Administrator is now paid for two mornings, and we will need to increase the pay of some staff to meet the minimum wage from April 2016).

A formal payroll has now been introduced (an action from our last AGM, recommended by the independent examiner), using Sage One Payroll.

Sue Fisher proposed acceptance of the accounts and Mavis Watts seconded them. Helen Rogers thank Dick Hewett for all his work.

Constitution

The current ROG constitution registered with the Charity Commission dates back to 1974. This is seriously out of date and inadequate.

Dick Hewett thanked Mavis Watts who had started work on the new constitution using the Pre School Learning Alliance model. This has been amended / simplified to reflect our situation. Three key aspects to note:

1. It is confirmed that paid employees cannot be Trustees.
2. Definition of Members: We need to know who are our members are so we know whether we have got a quorum. All staff, volunteers, patrons and elected trustees will automatically be members. In addition to this parents of all children who attend the group will be entitled to automatic membership whilst their child is attending the group (each family holding one vote). We would have a record of these people. Anybody else who is interested in the group (and any guests) would not be members but would be very welcome to attend. We would not have to keep a record of these people.

3. Clarification of membership of Management Committee of Trustees and attendance at meetings: There will be two types of meeting: Trustees meetings (Management Committee) with others specifically invited (e.g. Lyn, Mavis); and General meetings, open to all, at least once per term. Helen Rogers added that we would love everyone to attend these General Meetings. We need comments and expertise.

The new constitution was proposed for acceptance by Sue Fisher and seconded by Liz Bailey. There was a formal vote and, as required in the 1974 Constitution, more than 75% of those present voted yes to the new constitution. Dick Hewett will send a copy of the new constitution to the Charity Commission as soon as possible.

Election of Officers

Helen Rogers and Maggie Poland stood down as Chair and Vice Chair for the purpose of the Election of the new committee. Mavis Watts took over the role of chair and officers were nominated and proposed as indicated in the table below. Anna Baker stood down as a Trustee. Lyn Bird also mentioned Sarah Fearn (parent) is interested in becoming a trustee but could not attend the meeting. Dick Hewett said if she is still interested she can be co-opted in at a later date.

<u>Role</u>	<u>Member</u>	<u>Proposed</u>	<u>Seconded</u>
Chair	Helen Rogers	Mavis Watts	Anna Baker
Vice Chair	Maggie Poland	Mavis Watts	Anna Baker
Treasurer	Dick Hewett	Mavis Watts	Anna Baker
Trustees	Sue Fisher Liz Bailey Kate Ward Kelly Chahal	Mavis Watts Mavis Watts Helen Rogers Maggie Poland	Anna Baker Anna Baker Sue Fisher Anna Baker

Helen Rogers resumed the duties of Chair and continued thanking Anna Baker for everything she had done as a trustee and that she is sure she will be involved in the future.

Date of Next AGM

A provisional date was set for the next AGM – **Monday 10th October 2016** at **The Appletree Centre, Romsey**, starting at **7.30pm**.

The meeting closed at 8.00pm.