

Burdett-Coutts CE Primary School



Friends of Burdett-Coutts AGM 18th September 2017

Abbreviated Minutes of Friends of Burdett Coutts AGM on Monday 18th September 2017 @ 3pm in the ICT Room

Attendees:

In attendance: Nadine De Keyser, Reena Life, Alison Seedat, Sandra Brightwell and Rachida El Mamoun.

Apologies: Narissa Bowles

Representing the school were Ms Lavinia Deary, Ms Jackie Parfitt and Ms Lucy McMullan

Election of Committee Roles

The outgoing committee members all stepped down and the incoming committee members for 2017/2018 were elected.

Chair - Nadine De Keyser

Vice Chair – Rachida El Mamoun

Secretary – Alison Seedat

Co- Treasurer – Narissa Bowles

Mr Neil Cressey, school bursar, retains his position as **co-treasurer**.

Financial statements

Statement of income, expenditure and closing balance will be presented at a later meeting.

Upcoming fund-raising events

The Christmas Fair will be held on Friday 8th December.

It is the same date as Greycoat's Fair but their fair is in the evening so there are no concerns about a clash of times.

The first planning meeting will be held before half-term on Monday 9th October @ 3pm.

Recruiting more parents

At the next meeting (9th October), a flyer will be designed to distribute to parents at various points eg: new parents session tea, Christmas fair etc.

There will be a New Parent's Tea (Nursery & Reception) @ 2.45 pm on Thursday the 19th of October 2017.

Actions

Lavinia will send out a message before half term asking for donations for Christmas fair.