AGM & Meeting Minutes	
Date & Time	Thursday 1st October 2026, 6pm
Location	The Ollerod, Beaminster
Present	Keith Hales(KH) – Headteacher, Georgie Easton (GE) – Secretary, Jo Moss (JM) - Treasurer, Lindsay Noble (LN) – Acting Chairperson, Olivia Taylor (OT), Elys Burgess (EB)
Apologies	Miranda Huxter (MH)
Distribution	To all above + Parents, carers & staff Nicola Chalkley (NC) – Office Manager & PA to Headteacher Richard Barnes (RB) - Deputy Headteacher Kieron Quigley (KQ) - Assistant Headteacher Kellie Poole (KP) – Finance & Business Manager

AGM

Agenda Item	Discussion	Action
1. New members	Committee members that were proposed at the last meeting were seconded and formally agreed as: Treasurer – Jo Moss Secretary – Georgie Easton Chairperson – To be a rotating duty	
2. Change of name	The change of committee name from **Beaminster School PTA (BSPTA)** to **Friends of Beaminster School (FOBS)** was agreed by all and formally adopted. The Santander bank account has been updated with new treasurer details and under the new name of Friends of Beaminster School. A new email has been created and is now in use: friendsofbeaminsterschool@gmail.com The Facebook account name has been changed to Friends of Beaminster School (FOBS).	
3. New constitution	A new constitution has been drawn up in the new name of Friends of Beaminster School (FOBS) and was agreed by all and formally adopted. A copy of the document will be scanned and saved to our google drive and displayed in the school reception. It was suggested to display the school's alcohol licence at fundraising events either in poster form or at the bottom of price lists.	**GE/OT** **TBC**
4. AGM dates	It was agreed that the AGM would be held at the beginning of each new academic year and dates for meetings would be planned at the last meeting of the academic year	

5. Former members	Former members of the committee have now been removed from the bank account, email group, Whatsapp group and Facebook admin.	
6. New volunteers	We welcome three new non-committee members to the group on a volunteer basis for events: Siobhan Dashwood Katy Theakston Natalie Marsh Committee to try to network with other local organisations to encourage new non-school committee members, such as Emma Lancaster from the Prout Bridge Project.	**ALL**
7. Review of volunteers	Any new non-parent or staff committee members will be agreed by the committee and will be reviewed each year.	

Meeting

Agenda Item	**Discussion**	**Action**
1. Review of last minutes	Minutes were reviewed and signed by **LN**	
2. Next Events	**Academic Monitoring Day –** Thursday 19th November **Christmas Fair** – Friday 27th November – 5 - 8:30pm **Winter Concert** – Thursday 10th December - 6pm **Christmas Grand Prize Draw** – Friday 11th December - 9:30am **School Pay** – Thursday & Friday 28th/29th January - 6pm **Year 6 Choral Concert** – Thursday 18th March – 6pm **Spring Concert** – Thursday 25th March – 6pm	
3. Planning of events	**Academic Monitoring Day** The school will message parent to ask for donations of bottles, chocolates and children's prizes for the Christmas Fair tombola. **JM & OT** to be in school to collect the donations and store them in the cupboard. **JM & LN** to stick the tickets on the prizes and stuff the tombola wheel prior to the fair. **Christmas Fair** The festivities in Beaminster Square are 6 – 8:30. The grotto may be set up on Thursday night to make preparations easier. **JM** is liaising with stall holders. We may only be charged for the cleaning of the hall at approx. £50. The town council have created a poster for the event and will retrieve the grotto backdrop from their storage before the event. The school will have their table in a more convenient position this year at which to sell raffle tickets, probably on the left close to the front door. The tombola will need 3 volunteers and we will need 2 volunteers to sell tea, coffee, squash and mince pies.	**KH** **JM morning** **OT afternoon** **JM & LN** **Volunteers** **TBC** **JM to liaise**

	GE will send a message to parents a week before the event for contributions of home-made mince pies. It was agreed that local organisations may wish to have a free-of-charge table to promote their organisation if they are not selling anything i.e. Prout bridge and Scouts and for a small fee if they wish to sell items. Agreed stall price is £20 and £40 for the grotto as it is twice the size. **Winter Concert** We will run refreshments as usual and spend the available time folding Grand Prize Draw tickets for the following day. **LN** to purchase stock. **Christmas Grand Prize Draw** **GE** to source quotes for colour vs black and white tickets and order by the end of October for collection early November. Distribution of tickets to students around w/c 16th November. **School Play** We will run refreshments as usual. **LN** to purchase stock. We will need 2 volunteers per night. **Year 6 Choral Concert** We will run refreshments with more focus on drinks and snacks for primary school age.	**GE to message** **LN to liaise** **LN** **GE** **GE, JM, LN & +1** **TBC**
4. Treasurer's update	Financial summary 01/09/2025 - 31/08/2026 Income = **£3282.12** Expenditure on accounts = **£2663.91** Profit = **£882.05** All outstanding monies have been paid from last year and the accounts are now up to date and stand at: Closing bank balance = **£6122.21** Closing cash float balance = **£235.80**	
5. Support for the school	**KH** to purchase the banners for the music department to display at music and drama events as previously suggested and to arrange the purchase of a new book for each new year 7 student for the English department, as in previous years and requested last year. This has been agreed as an ongoing donation. **JM** will reimburse once purchased. **KH** to approach staff for their funding applications. **JM** to purchase new stickers with the new FOBS logo to stick in the Year 7 books and on other sponsored items	**KH** **JM** **KH** **JM**

	We have agreed to support the **prom** in June next year and a photo booth was suggested. **OT** to source quotes for this and ensure we arrange this in good time for the event, approx 28th June We have agreed to purchase new headset microphones for the Drama department as school pay rehearsals are underway. Miss Smith to Source and we will reimburse.	**OT**
6. PR & support	**The Frances Tucker Trust** has kindly agreed to sponsor the cost of our refreshments for three events earlier this year. They have pledged to pay £304.38. We thank them for their generosity. We were approached by a local business asking if we'd like to combine fundraising and promote each other. Lisa McKenzie runs **Not Just Travel** and will donate 10% of the cost of holidays booked via FOBS in exchange for promotion at our events. We have checked and approved her credentials and agreed to trial this for a year.	
7. Frances Tucker committee	We were approached to see if a member of the FOBS committee would like to attend the **Frances Tucker Trust** committee. **JM** has kindly volunteered to attend their meetings as a link between us to promote joint working.	**JM**
8. Any other business	The FOBS cupboard has been cleared out and old and unnecessary items disposed of, thank you to **JM & LN** for their time with this. A Christmas banner was discovered and will be used for this coming Christmas event. **LN** to add the stock inventory to the google drive and will update after each event. The padlock code will be changed at least annually, for security, and only given to those who need to know it. It was suggested we apply for the **Waitrose green token** opportunity to raise extra funds. To be looked into. Those volunteering at events and using the **SumUP** card reader will need to create new accounts with the new FOBS name and link it with the bank account. All to do this before the next event, **JM** to provide bank account details.	**LN** **TBC** **ALL** **JM**
Signed & dated	Meeting ended 7:30pm G.Easton 08/10/2026 Secretary	