

Minutes of AFS Committee Meeting

Held on: Tuesday 23rd June 2015

Venue: King Edward VI Camp Hill School for Boys - Committee Room

Time: 7pm

Those in attendance were:

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| 1. Martin Garrod - Headmaster and Honorary President | 7. Helen Felton - Volunteer Co-ordinator |
| 2. Anjum Stuart - Chair | 8. Steve Birch - Assistant Treasurer |
| 3. Charles Wood - Treasurer | 9. Rupert Connolly - Buying Co-ordinator |
| 4. Safina Kusar-Ahmed - Vice Chair & Special Events | 10. Grace Gardener |
| 5. Jeanette Crutchley - School Liaison Officer | 11. Andrea Santer |
| 6. Alison Lawrence - Secretary | 12. Raj Mack |
| | 13. Joan Emanuel |

1. Apologies were received from:

Margarethe Beckett
Aparna Akula
Danielle Brostoff
Karen McGuire
Andrew Rogers
Amanda Rogers
Heather Cole

2. Minutes of Previous Meeting

Joan Emanuel should have been in the Apologies Item in the previous minutes. Otherwise the minutes were accepted as being a true and accurate record of the meeting.

3. Matters Arising from Previous Minutes

There were no matters arising from the previous minutes.

4. Chair's Report

Anjum Stuart read out her Chair Report. A copy of the report is attached to these minutes.

5. Treasurer's Report

Charles Wood read out the Treasurer's Report:

- At the end of May, there was approximately £8k in the bank including £3k from the Extra-Curricular Fund and also including the profit from the Summer Party.

Action

- Fewer people are signing up to the 'Easy Fundraising Scheme' and those who are currently subscribing are moving on from the school as their boys leave. Charles confirmed that this has an impact on funds raised for the AFS.
- Fewer people are also signing up to the 100 Club - again which has an impact on the amount of money coming in to the AFS account.
- The Annual Insurance is due for renewal. Charles confirmed that the provider has changed to Zurich. For employer's liability cover the premium is £227. There is no public liability cover but the policy covers 'cash in transit'.
- The Annual Return has been submitted to the Charity Commission. Last year the AFS crossed the income threshold of £25k therefore Accounts approval and a Trustees report is also needed. There is a 'template' available to help with this. Charles confirmed that the Trustees Report will be compiled with Anjum, Jeanette and Alison. The Treasurer's Report from the last AGM, together with the Chair Report from the last AGM will also be submitted along with various Statutory items.
- Charles confirmed 'Serious Incidents' also now have to be reported — but happily none have occurred.

CW/AS/
JC/AL

6. 100 Club Draw

Amanda Rogers has given her apologies for not attending this meeting and reported that the 100 Club Draw will take place tomorrow (Wednesday 24th June).
The results were as follows:

AR/CW

1. MJ & F Dawson (£88)
2. Anjum Stuart (£53)
3. RM & JA Green (£35)

Charles Wood will ensure the cheques are sent to the winners.

CW

7. Upcoming Events

Saturday 27th June - Familiarisation Morning

Light refreshments are to be served to the accompanying parents and families. Helen has got several volunteers down to help, including those who have signed up this evening and will assign a lead name to each event.

HF
RC

Rupert will be checking the store cupboard for supplies before the next upcoming events.

Tuesday 30th June - New Year 7 Evening

- Welcome Packs, Standing Order Forms, Pens and an additional Volunteer Form have been prepared ready to distribute to the new parents on Tuesday 30 June.
- Email addresses will be collected from new parents. Helen confirmed that the new volunteer email address — volunteers@afscamphillboys.org.uk — will be up and active by 30th June.
- Anjum will be giving a talk and Martin Crutchley will be giving his address to the new parents.
- Anjum confirmed that new parents will be encouraged to sign up for the AFS.

AS

Saturday 8th July - Sports Day

Rupert confirmed that the supplies are well stocked ready for Sports Day. Anjum reminded him that loads of helpers are needed to man the stalls and help set up the heavy items.

RC/HF

Weds/Thurs/Fri 8/9/10 July - Senior Drama Production

The drama production starts on the same day as Sports Day this year due to rescheduling. Again Helen confirmed that she has helpers lined up for each evening and a lead name will be assigned to each evening.

HF

Saturday 11th July - Alumni Day

This will comprise the same formula as last year, with the AFS serving refreshments to the visiting former pupils of the school. Joan Emanuel said she was happy to buy the scones, strawberries and cream the same as last year. Joan will liaise with Rupert regarding the provisions.

JE/RC

8. Future Events for Discussion

Website & New Email Address

Helen confirmed that the new website and email address are up and running. Feedback has been requested by the website developer, Akeef. Someone needs to take on the editorial rights for the website. Safina said she would consider taking on the role.

SA

Friday 29th January 2016 - AFS Quiz

Jeanette confirmed that she has been liaising with Graham and the date for the Quiz has now been set.

November 2015 - Party - date tbc

Safina reported that she has an idea for an event in November. She suggested an 'International Evening' using the multi-cultural strengths of the school. The event could connect with the girls' school, with parents representing their countries/religions/food/languages/cities on various stalls set up in the School Hall. There could be entertainment such as Irish or Bollywood dancing. The time of year coincides with Eid/Diwali/Hanukkah/Christmas. The event would be a family event. An entry fee would be charged which would give 'tickets' for the food stalls. Safina will liaise with Jeanette regarding a suitable date for the event and will let Anjum have outline details as soon as possible.

SA/JC

SA/AS

Mr Garrod confirmed that Aston has a Festival of Cultures which is very successful.

Summer 2016 - 60-Year School Anniversary - date tbc

Anjum reported that a 60th Anniversary celebration party will be organised by the AFS. Frances Evans has expressed an interest and Anjum will speak to her to see if she is still happy to take the lead in organising this event.

AS/FE

9. Any Other Business

Helen Felton passed round various forms — for the upcoming Familiarisation Morning, the Exam Day in September and the Open Evening and Morning in September - to get volunteers from the committee to sign up to help.

Raj Mack suggested a few areas where his company could help with various aspects of digital marketing for the boys at the school. He will liaise with Mr Garrod.

RM/
MG

10. Headmaster's Report

Mr Garrod read out the Headmaster's Report

11. Dates of Next Meetings

The next Committee meeting will be on Wednesday 16th September at 7pm

Anjum thanked everyone for attending and the meeting ended at 20.10