

**Friends of Otterham Community Primary School AGM Minutes**  
**Meeting Date – Tuesday 25<sup>th</sup> March 2025 at 2:30pm**

**Present** – Laura Spry, Clare Jones, Jade Hobbs-Hurrell, Frances Edwards, Jo Kenyon, Debbie Sharpe, Helen Ward, Lisa Ward, Jodie Parsons-Wilton, Clare Dalton

1. **Apologies** – Helen Lockwood, Susie Brooks, Miriam Heal, Holly Olivey, Amy Pugh, Cassie Lee-Tracy

2. **Chair's Report for 2024/2025**  
See attached report from Lisa Ward

3. **Treasurer's Report for 2024/2025 – Clare Dalton**  
Income for this school year is just under £4,000. We have spent £4,500 as per the Chair's Report. We are now able to close the old account and going forward use the new online account.

Clare Dalton suggested at this point that we swap Agenda items 4 and 5 around, so that we adopt the new constitution before electing the officers and trustees of the committee. It was unanimously agreed to do so.

4. **Adoption of new Constitution**  
The new constitution has been in circulation for 2 weeks prior to the AGM, a copy has been available at school reception for other interested parties to read. The constitution was read at the meeting and items discussed. There have been no comments brought to the meeting.  
Clare Dalton proposed the adoption of the constitution, seconded by Jodie Parsons-Wilton.

5. **Election of Officers and Trustees of the Committee**  
Chair – Lisa Ward – proposed Frances Edwards, seconded Clare Jones  
Secretary – Jo Kenyon – proposed Lisa Ward, seconded Helen Ward  
Treasurer – Clare Dalton – proposed Lisa Ward, seconded Laura Spry  
Other Officers – Helen Ward – proposed Jodie Parsons Wilton, seconded Lisa Ward  
- Debbie Sharpe – proposed Clare Dalton, seconded Clare Jones

6. **A.O.B**  
No other business to discuss.

Meeting finished at 14:57pm.

Signed as a true and accurate account of the meeting:

Signed and dated.....

Position.....