

TOPs Annual General Meeting

Date: 18/10/2023

Time: 2.00pm

Present: Bernadette L., Kelly V., Cristina D., Alice K., Stephanie W.

Apologies: Emma P., Leighanne S.

Agenda:

- Welcome and Apologies
 - Financial report
 - Chair's report
 - Nominations for committee roles
 - AOB
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- **Welcome and Apologies:** Bernadette welcomed everyone to the meeting. Apologies received from Emma P. and Leighanne S.
- **Financial Report:** Kelly gave a comprehensive run through of fundraising and spending through the year. There was a lot of money sitting in the account unnecessarily so following multiple requests from school, we were delighted to help with funding some great resources and activities for the children. We took in £7,547.87 and paid out £9,469.69. We made a profit this year of £3,873.24.
- **Chair's Report:** Bernadette thanked the committee for all their hard work this year. It has been a very successful year and the school has really benefitted from TOPs' help funding some fantastic opportunities for the children. The Christmas disco and Summer fair were highlights of the year and provided some great fun for the children. The Chair also reiterated the hope that if more people were involved, it would lessen the workload and would make events less daunting to organise. Mr. Albert has already requested some funding and has suggested TOPs 'match-fund' whatever the school spends which would work really well.
- **Nominations for committee roles:** Some discussion was held about the different roles and how it might work going forward. Due to lack of nominations, we were unable to fill the committee roles. We are hopeful that TOPs may be revived so did not want to shut the charity down and close the bank account. Alice was nominated in as Chair in a care-taker role to keep things ticking over. There are no plans to hold events in the near future. Stephanie is going to speak to parents new to the school and see if she can encourage them to become involved. Bernadette will send a follow up message to make parents aware of the status of TOPs. There is a general expectation that there is always 'someone else' involved with TOPs and maybe when parents see that there will be no events run for the children, they may be motivated to help.
- **AOB:** The only outstanding action from this committee is a donation to the singer from the school fair. We had agreed to donate to her charity as thanks but have been unable to get the details. Alice and Cristina to follow up.

Kelly has advised that going forward it shouldn't be necessary to pay a charge to use Parentmail as the school pay a set fee and are not charged by volume of messages.