

## TOPs AGM October 2020

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Date: Monday, 12<sup>th</sup> October 2020

Time 11am

Zoom Meeting

Present: Kam, Julie, Fiona, Rachel, Emma, Sophie, Kelly, Bernadette

Apologies: Gayle,

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### Agenda

- Welcome!
  - Previous AGM Highlights
  - Chair's Highlights 2020
  - Financial Update
  - Committee Elections
  - Voting
  - Future Events
  - Next TOPs Meeting
  - Thank You
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### Minutes

- Kam welcomed everybody to the TOPS AGM 2020
- Previous AGM Highlights: as per slides
- Chair's Highlights 2020
  - Coronavirus Impact
  - Started October 2019 well, and able to complete our Mother's Day event in just before lockdown.
  - Events: Pimp your Pumpkin, Christmas Fair, Nativity Raffle, Reception Tea Towels (see Financial breakdown for all events and money raised).
  - Outstanding support from our parents at the events
  - Lockdown meant we froze all activities and planning for events
  - Restarted team September 2020 with COVID guidelines agreed with the school.
  - Started our re-mobilisation with the Harvest Event: 'Guess the Scarecrow's name' closing October 15<sup>th</sup> midday.
  - TOPs needs to actively encourage new members to join – it was wonderful to see one new member this year! We must do more to get new people involved.
  - Improved communications has been key
  - Funding: although we have raised money – we have also funded more in our projects this year – school canopy has been a priority for a long while – and with COVID we felt we needed to help the school further - £6000 approved for funding the canopy.

- As Kam is stepping down this year as chair – a great big thank you to all the team and especially those that are stepping up this year to take more accountability and responsibility on the committee.
- Financial Update
  - Fiona walked through the slides and financial breakdown
  - All outstanding cheques have now been processed.
- Committee Elections
  - All roles received interest this year, the new committee is as follows:
    - Chair: Julie Wright
    - Vice-Chair: Rachel Roche
    - Treasurer: Fiona Banks
    - Secretary: Bernadette Leather
    - Fundraising: Gayle Paterson & Sophie Smith
  - A communications will be sent out today to introduce the new team on parentmail.
- Voting
  - Not required this year – as all roles had a single candidate.
  - Fundraising role was split between Gayle and Sophie (as they mutually agreed).
- Future Events
  - After half-term:
    - Guess the weight of the pumpkin
    - Tea Towels
    - Need to think about what we want to do about Christmas
  - **ACTION: [Kam]** Will setup an event whatsapp group for ‘Guess the Weight of the Pumpkin’.
  - **Question:** Do we need a session during half-term? (we will setup the group and ask the question)
- Next TOPs Meeting : 6<sup>th</sup> November @10am (ZOOM)
- Questions/Discussions:
  - Kelly raised that she wasn’t sure how to get involved and attended the meeting
    - We’re exceptionally glad that she attended and it was the perfect opportunity for her to get an update on what we’ve been doing for the last year and what kind of funds we raise and how the funding is spent.
    - This year Reception parents have not had any opportunity to see or meet TOPs in the normal school introductions.
    - We discussed the idea that we have agreed in the past about getting TOPS reps for each class/year. Kelly advised that she would be happy to take information back to the other Reception Mums and tell them what she learned today at the meeting.
      - We have noted Kelly’s contact information and will include her in our future event planning.
  - Emma raised the Facebook page for TOPs
    - It has not been administered for a while – and will need to be handed over.
    - Bernadette will pick this up.

- Thank You
  - Thank you to all for your time today.
  - A big thank you to all our parents, members, TOPs committee (new and old) and the school.