

# FOTLS

## ANNUAL GENERAL MEETING (AGM)

**Location:** The Lantern School (in-person)

**Date:** Friday 12 September 2025

**Time:** 09:00 – 09:30

**Facilitator:** Meredith Atkins

### Attendance

#### Present

##### School Representatives:

Chris Axten-Higgs, Headteacher, SLT (CA-H)

Tom Ritson, Assistant Head Teacher, SLT (TR)

##### FOTLS 2024/2025 Committee Members and Additional Roles:

Meredith Atkins, Goslings & Reception Coordinator, Chair (MA)

Rachel Brown, Year 4 Coordinator, Ninja Dash Co-Lead

Christy Buckingham, Year 3 Coordinator

Francesca Bass, Year 1 Coordinator, Science Show Co-Lead, Bake Sale Lead (FB) – stepping down

Neera Hobson, Recording Secretary

Sinead Hurley, Year 5 Coordinator, Ninja Dash Co-Lead

Tali Iserles, Press Secretary

Eleanor Leahy, Christmas Shop Co-Lead

Jill Robinson, Understudy Press Secretary

##### Other attendees:

Helen Bowley

Kate Craddock

Niamh Crawford

Sarah Follett

Danuta Ford

Matthew Ford

Pierre Forde

Tonie Forde

Jamie Hayes

Gavin Holden

Richard Hough

Joanne Jolley

Jen Kinnear

	<p>Annabel Line</p> <p>Elizabeth Maber</p> <p>Emily Mills</p> <p>Simon Mills</p> <p>Emily O'Connell-Govan</p> <p>Sandra Queimado</p> <p>Sheila Sithole</p> <p>Hazel Swift</p> <p>Hannah Thorogood</p> <p>Carolina Vidal</p>
<b>Regrets</b>	<p>Fiona Williams, Treasurer, Christmas Shop Co-Lead (FW) – stepping down</p> <p>Stephanie Dickman, Volunteer Coordinator</p>

## Agenda Items

<b>Time</b>	<b>Content</b>	<b>Lead</b>
<b>Chair Report: from 01 September 2024–2025</b>	<p>Welcome and introductions to the current (2024–2025) committee members. MA presented a summary of fundraising activities during the previous academic year, including the amount raised, listing events and classroom grants.</p> <p>Summary of Chair Report:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In 2024–2025 academic year, FOTLS made over £26,000 income.</li> <li><input type="checkbox"/> Treasurer Report with financial details would be posted online.</li> <li><input type="checkbox"/> Thanked FB who was stepping down from the committee.</li> <li><input type="checkbox"/> Thanked FW as Treasurer. FOTLS seeking a new Treasurer for 2025–2026 academic year, as FW stepping down.</li> <li><input type="checkbox"/> FOTLS wished to change the Parentkind Constitution model rules on online voting, asking for two-thirds majority voting, rather than 100% unanimous voting to be valid.</li> <li><input type="checkbox"/> The Parentkind model constitution used by FOTLS states that amendments to the constitution may be amended at a general meeting of the association by a two-thirds majority of the votes cast but the members must be given 21 clear days' notice of the proposed amendments.</li> </ul>	<b>MA</b>
<b>Treasurer Report: for the year ending 31 August 2024</b>	<p>MA read out Feedback on financial transactions that have been paid for and updates on budget position for the 2024–2025 academic year. See summary below and full final report (Treasurers Report 2024-25 Final.pdf) on FOTLS Facebook page:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Starting balance was £22,829.83 (£552.72 in current account, £22,277.11 in savings).</li> <li><input type="checkbox"/> Closing balance is £26,692.58 (£584.93 in current account, £26,107.65 in savings).</li> <li><input type="checkbox"/> Figures below are provisional as due to income being higher than £25K, the accounts need to be audited and there are transactions totaling £319.54 yet to be confirmed with receipts (including the Summer Fair and Leaver's party), that will be</li> </ul>	<b>MA on behalf of FW</b>

	<p>reimbursed in the following year.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Total income this year was just under £26K from events, bank interest, Astco collections, Stikins Labels, My Nametags, general donations, Easy Fundraising and ASDA Cashpot.</li> <li><input type="checkbox"/> Highest fundraising events were Brick Show (£2.6K), Christmas Shop (£1.9K), Ninja Dash (£3.4K) and Summer Fair (£2.7K TBC).</li> <li><input type="checkbox"/> Total raised this year minus expenses was approximately £16.5K with £12,522.90 given back to the school during the school year (including outdoor shades, class grants, Year 6 Leaver's hoodies, books, VE Day and SATs snacks, LifeVAC De-chockers, Arts T-Shirts, and Atrium, Library and Reception upgrades).</li> <li><input type="checkbox"/> Expenditure this year was just over £22K for events, donations to the school, equipment, Parentkind Membership (includes insurance) and some consumables.</li> <li><input type="checkbox"/> Further £8,879.54 budget for Atrium, Library &amp; Reception upgrade projects awaiting invoices (£8,227.22), panto in November 2025/2026 (£566.67), and Forest school budget leftover due to issues with the website of a supplier (£85.65).</li> </ul>	
<b>School Liaison Report</b>	<p>Feedback from the school on the previous academic year.</p> <p>CA-H thanked FOTLS on behalf of the school. TR confirmed that he was continuing as school liaison to FOTLS.</p>	<b>SLT</b>
<b>Election of Officers and Trustees of the Committee</b>	<p>The following positions were voted for unanimously:</p> <p>Meredith Atkins, Chair; Reception, Year 2, Year 3 Coordinator</p> <p>Neera Hobson, Recording Secretary</p> <p>Jill Robinson, Press Secretary</p> <p>Tali Iserles, Committee member, Ely Brick Show</p> <p>Rachel Brown, Ninja Dash Co-Lead, Year 5 Coordinator</p> <p>Christy Buckingham, Year 4 Coordinator</p> <p>Neera Hobson, Recording Secretary</p> <p>Sinead Hurley, Ninja Dash Co-Lead, Year 6 Coordinator</p> <p>Tali Iserles, Press Secretary</p> <p>Eleanor Leahy, Christmas Shop Co-Lead</p> <p>New committee member and Year 1 Co-Coordinator:</p> <p>Carolina Vidal</p> <p>New committee member and Year 5 Coordinator:</p> <p>Sarah Follett</p>	<b>All</b>
<b>Any Other Business</b>	<p>New Year 1 Co-Coordinator:</p> <p>Helen Bowley</p>	<b>All</b>
<b>Next Meeting (General):</b>	<p>Friday 03 October</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In-person meeting, Lantern Staff Room, 13:15</li> </ul>	

#### Additional Information

Meeting minutes to be transcribed from topics discussed from annotated agenda and will be made available to sub-committee and school (if desired) at the earliest convenience. All committee members were invited to the meeting and asked to participate when possible.