

Friends of Downsview Primary School– AGM Meeting Minutes

Date: 7th October 2025

Time: 8.30 PM

Location: Zoom

Attendees: Beatrix Kapcsa (Chair), Sonali Tank (Co-Secretary), Aurora Arrowsmith (Treasurer), Sim Fitzgerald, Layla Zamanpour, Philip Eracleous CoG, Niranjela Keen, Maria Fernandez, Juliet Eracleous, Charmaine Murray, Bethany Gilbey, Helena and Shenekia (13 attendees). Shenekia left the meeting just before the voting so 12 voters.

Apologies: Paulina Dabrowska (secretary)

1. Welcome & Introductions

- Chair welcomed all attendees and thanked them for joining.
- Introduction to the purpose of the AGM: to reflect on the past year and plan ahead. Chair's and Treasurer's report of last year. Adopting the Parentkind Constitution. Electing committee trustee members.
- **Confirming: the quorum is met** with 13 attendees. We have 3 committee members (chair, treasurer and secretary).

2. Chair's report

Review of Previous Year (2024/2025)

Overview of Events Held:

- Summer and Winter fairs
 - Mother's and Father's Day gift shops
 - Jumping Jacks Day
 - Mufti Days and Raffles
 - Hot choc and ice cream sales
 - Coffee mornings and more
- Appreciation given to all parent and staff volunteers.

Fundraising Overview

Total funds raised: Approximately £24,000

Funds supported:

- Classroom resources
- Forest School equipment
- Playground markings
- KS1 playground - new wooden train
- KS2 outdoor gym - fake grass layed down
- Year 6 leavers' activities
- Books for the library and many more

Plans for the Coming Year

Planned Events:

- Summer & Winter fairs
- Discos
- Movie nights
- Gift Shops
- Circus
- Coffee mornings & refreshment stands and many more!

Fundraising Goal: To raise funds for the flooring under the blue gazebo outside on the school field as the school is funding the bigger half of it. That's around 8k but if we have more in the pot we are planning to give each class Amazon gift cards to spend on equipment/games for the classes to use.

5. Treasurer's Report

- A detailed breakdown of income and expenditure of the last academic year was shared.
- The group agreed on the importance of clear tracking and reporting for transparency.

6. Volunteering & Parent Engagement

- Emphasis on the need for more volunteers to maintain and expand events.
- Encouragement for parents to help, even 30 minutes can make a big difference.

- Proposal to reach out to employers regarding Employer Supported Volunteering (paid time off for volunteering).

7. Adopting the Parentkind Constitution

- The constitution document was sent over days before the meeting for everyone to read it. All 13 attendees agreed to adopt it from this day forward.

8. Committee Roles/Voting

- Confirming there are 12 attendees present to vote.
- 3 nominees who all accepted their nominations: Paulina Dabrowska (secretary), Aurora Arrowsmith (treasurer) and Beatrix Kapcsa (chair)
- Voted for the below committee roles:
- For secretary: Paula Dabrowska - 12 yes, 0 no
- For treasurer: Aurora Arrowsmith - 11 yes, 0 no (Aurora didn't vote)
- For chair: Beatrix Kapcsa - 11 yes, 0 no (Beatrix didn't vote)
- Open invitation for more parents to join and shadow current roles.

9. AOB (Any Other Business)

- Discussion on using social media to boost awareness of events and needs.
- Ideas shared for new fundraising opportunities (raffle prize partnerships, sponsorships, etc.)

10. Closing Remarks

- Thanks extended to all parents, staff, and supporters.
- Thanks to all who attended the meeting.
- Excitement shared about the year ahead and gratitude for the support from the school community.