

COLERIDGE FAMILIES AGM MINUTES

7.30pm 14 December 2020 via Zoom

Committee Attendees: Alan Midgely, Elizabeth Mackie, Andrew Day, Leon Choueke, Ayla Us, Cindy Dos Santos, Georgia Norton, Joanna Shakhmin, Marielle Dreier, Mel Solomou, Peter Salerno, Sarah Wiley, Victoria Roberts, Challe Hudson, Andi Voros.

Other Attendees: Lorraine Gerrard (Chair of Governors), Susan Jones, Esther Everett, Hind Al Dulaimi, Anne Deda, Amber Short, Charlie Wisem, Egor Fedorov, Kamila Kocalkova, Natalie Cannon, Romauld Limousin, Nora Zeidan, Andrey Eliseev, Julia Malkin

Total Attendance: 30

1. Introduction – Elizabeth Mackie (EM)

EM gave a summary of Coleridge Families (CF) and its roles and activities as a charity, and a parent staff association, for new attendees.

In brief, the aim of CF is to work in partnership with the School and Governors towards a whole school community with involvement and participation from all and keeping all events accessible. It has as an equal aim fundraising to provide the extras to advance the education of the children by providing facilities at the School that the Local Authority does not normally provide.

The slides for EM's presentation, including the accounts and Mr Choueke's presentation, are at [CF AGM Slides](#).

2. Fund-raising & Events (EM)

With COVID there is an estimated £35k downturn in expected event profits as at this point in the year as the usual scheduled events (such as the Summer Fair, Fireworks and Winter Bazaar) have had to be cancelled.

We have introduced new, smaller non-contact events with a community emphasis: the Pumpkin Trail, Coleridge Cookbook, Year 6 puddings & leavers' hoodies, and online wish lists for items for the School – all COVID compliant. These have helped to keep activities going and some money coming in. There have also been a number of significant individual donations.

Our generous sponsors, Martyn Gerrard, have stuck with us and there has been additional income with commission on sales and rentals by parents through MG's Crouch End branch. For more details on our agreement and information on commission on sales and rentals and signing up for a board go to [CF Sponsorship](#).

There have been numbers of donations to the old Learning Enhancement Fund (LEF) and the new Coleridge Voluntary Fund (CVF), which we hold and spend in line with the School's requests. For more details on how to donate to the CVF go to [Coleridge Primary Fundraising](#).

Givey has also provided a new, simple way for people to donate online and claim Gift Aid [Coleridge Families@Givey](#).

3. Report on the activities in the last year (EM)

The new CF website is up and running ([CF website](#)). This is linked through from the School's website and also on the School's new joiner pages. CF events also now appear on the School's calendar.

The class reps network has (as always) been invaluable in this period for keeping in contact with the classes and helping to organise the new events.

CF have funded the following for the School in the 19/20 period:

- new Year 3/4 toilet block and cloakrooms (c. £67k so far),
- the Year 6 leavers' garden along with contributions from some generous individual donors (£3.7k),
- part funding for a new piano (£500),

- Alexandra Palace Book Awards events; and
- library books to improve the School's diversity and inclusion work.

4. **Accounts** – Peter Salerno (PS)

PS's presentation and the accounts are at pages 9 - 14 of the [CF AGM Slide Pack](#).

PS summarised the Treasurer's role and appealed for a replacement who was able to prepare the accounts after he leaves in July 2021; no-one volunteered for the role so we will advertise and co-opt someone in the new year. It is not necessary for the person to be a professional accountant.

PS presented the accounts.

The accounts were approved by the meeting.

5. **Spending plans** (EM)

CF have already committed to the following spending:

- completion of snagging on the Year 3/4 bathrooms and cloakroom areas,
- more library books (especially books focused on diversity and inclusion),
- playground renewal: £17k set aside from previous fundraising (£59k spent so far on the West Side playgrounds from approx. £75k raised in total),
- Sensory fund – funds were earmarked by a donor for this purpose and the SEN team are deciding how this donation should be spent.

6. **School view on how CF can help** – Leon Choueke (LC)

LC's presentation is at pages 16 – 26 of the [CF AGM Slide Pack](#).

LC began with a recap of past CF projects:

- School Hall
- Y3/4 toilets and cloakrooms

- Y6 Leavers' Garden
- Tipping Point – the consultants for playground development who worked with children and staff to prepare a vision for the site
- Extras for the playground that the Council won't pay for e.g. benches for playground.

LC also outlined next steps with Haringey and talked through the detailed proposals in the slides (see plans at pages 23-25).

LC then moved on to the importance of inclusion role played by CF and the reps and how it helped with School cohesion.

7. Constitution change (EM)

EM explained that Parentkind is the leading membership organisation for PSAs across the country. She outlined the benefits of the [Parentkind Model Constitution](#) and the reasons for adopting it over the existing CF constitution. Further details of the changes and the benefits are available to see at [CF constitution changes](#).

EM highlighted these key points of the Parentkind constitution:

- Charity Commission approved
- Less prescriptive charitable objects
- Committee members are all required to be trustees of the charity which involves legal obligations under the Charities Act
- More clarity on legal powers and procedures (particularly relating to the Charities Act)

The meeting approved the adoption of the new constitution.

8. Election of new committee members – Andrew Day

As set out in the letter giving notice of the meeting ([CF AGM Notice](#)) a number of longstanding committee members are leaving School in July 2021 when their

youngest children finish Y6 and are looking to stand down and hand over their roles. These are EM, PS, Andi Voros and Challe Hudson who will all remain on the Committee for the rest of this academic year to ensure a smooth handover to the new office holders. Other committee members are looking to change roles. There are also a number of new roles covering things covered by existing committee members.

The meeting received volunteers for election to various roles.

After discussion the volunteers were duly elected on to the committee into the roles outlined in the table below (including the new Chairs to be authorised signatories).

The members' roles are as follows with new allocations of role in bold. Vacant roles are in red.

Role	Responsibilities	Current
CHAIR	Chair meetings, Liaise with Head and Governors, chair CF meetings, authorised signatories on bank account, present at new parents' events	Ayla Us, Joanna Shakhmin Elizabeth Mackie (outgoing chair although remaining on committee)
SCHOOL HEAD		Leon Choueke
SCHOOL INCLUSION LEAD		VACANT
LINK GOVERNOR		Georgia Norton
TREASURERS	Money handling at events Authorised signatories on bank account Accounts Payment of expenses and invoices Gift Aid and CVF PayPal	Marielle Drier Enrico De Vita Peter Salerno (outgoing treasurer although remaining on committee)
ONLINE GIVING	Manage Givey, Peoples Fundraising,	Nora Zeidan

	EasyFundraising, Amazon Smile	
ONLINE WISH LISTS	Amazon, Books	Marielle Drier, Susan Jones, Nora Zeidan
SECRETARY	Arrange meetings, draft minutes	Andrew Day
COMMS	Newsletters, Mailchimp	Cindy Dos Santos
CLASS REPS CO-ORDINATOR	Comms with Class reps	Mel Solomou
EVENTS MANAGEMENT	Guidance for Year groups	Mel Solomou Susan Jones
EVENTS ADMIN	Ticket Tailor, Risk Assessments, Events and Lottery Licences	VACANT
INCLUSION	Work with school inclusion lead	Andrew Day, Georgia Norton, Susan Jones
SOCIAL MEDIA	Facebook group administrator	Cindy Dos Santos , (Chairs to provide oversight)
SPONSORSHIP	Work with sponsors (Martyn Gerrard)	VACANT
MERCHANDISING	Organise production and sale of CF and Coleridge tshirts, hoodies, water bottles etc	Victoria Roberts Andi Voros (outgoing although remaining on committee)
WEBSITE	Update content	Sarah Wiley
WEB HOSTING	Provide web hosting	Creative Schools
GENERAL MEMBERS		Morinade Akinbobola
		Kit Bhatti
		Alan Midgely

The meeting then closed.

Andrew Day 15/12/2020



Approved Elizabeth Mackie, Outgoing Chair