



FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093

EXTRAORDINARY GENERAL MEETING

Wednesday 21 April 2021 at 7:00 pm (Term 3A)

AGENDA

Initials of people mentioned below: Naomi Douglas (ND), Emma Thomas (ET), Melanie Witt (MW), Marianna Russo (MR), Camilla Ip (CI), Jon Gray (JG), Charlotte Stewart (CS)

	Item	Who	Time
1.	Welcome, Quorum, Conflicts of Interest, Introductions and Apologies	ND	5
2.	Update: Reason for calling an EGM The FOL committee, Trustees and bank account signatories must adhere to the rules outlined in the FOL Constitution and government legislation outlining how school-affiliated PTA/Friends organisations and charities must operate. At the last AGM, the Committee elected does not allow us to adhere to these rules. This meeting was called to fix these issues.	CI	3
3.	Election of Committee Officers Nominations: a. Chair: Re-election of Naomi Douglas b. Treasurer : Re-election of Melanie Witt c. Secretary : Re-election of Emma Thomas Confirmation of resignation of the following: a. FOLNEF Coordinator: Camilla Ip b. Communication / Social Media Coordinator : Marianna Russo	ND	2
4.	Election of Ordinary Committee Members a. Jon Gray b. Charlotte Stewart	ND	2
5.	Appointment of Trustees Automatic members a. The FOL committee officers (i.e., the FOL Chair, Secretary and Treasurer) Nominations: b. Jon Gray c. Charlotte Stewart Confirm that all Trustees have a current DBS check.	ND	2
6.	Election of the bank account signatories Nominations: a. FOL Treasurer (Officer) b. FOL Chair or Secretary (Officer) c. Jon Gray or Charlotte Stewart (Ordinary Committee Members)	ND	2
7.	Election of Sub-committees leads and members: Nominations: a. Communications : Lead - Marianna Russo, Members - 1x FOL officer plus any other interested members b. Grant fundraising : Lead - Camilla Ip, Members - 1x FOL officer plus any other interested members c. Work Parties : Lead - Chris Graham, Members - 1x FOL officer plus any other interested members d. Volunteer Coordinator : Lead - <i>No nominations yet</i> , Members - 1x	ND	2

	FOL office plus any other interested members		
8.	AOB (Any Other Business)	ND	2
	ESTIMATED DURATION (min)		20