



Friends of Poplar Farm School (FOP)

Annual General Meeting (AGM)

Meeting Minutes

Location: Virtual Via Microsoft Teams

Date: Monday 11th November 2024

Time: 7.30pm

Attendees: Gemma Bryant, Areti Sakellariou, Kelly Blake, Kerri Marjoribanks, Kate Hodson, Laura Chambers, Tina Evans, Claire Buckley, Riley's Parent

Apologies: None

Agenda items:

1. Ordinary Business:

a. Welcome

GB opened the meeting and thanked everyone for attending

b. Minutes of the Annual General Meeting held on 11th November 2024

KB summarised the main actions from the previous meeting minutes, confirmed that the minutes are also published on the FOP section of the school website and that all actions had been completed. KB continued to explain that all documents be re-distributed - if no objections are received in due course these will be deemed as accepted.

c. Matters arising from the Minutes

As noted above this item is not applicable

d. Chair's Report for 2024/25

GB guided attendees through Friends of Poplar Farm School's Annual Report 2024/25, highlighting key achievements, challenges, and future plans:

Charity - FOP is now a registered charity (No. 1208009), operating under a formal constitution and ParentKind membership.

Event Highlights - A full calendar of events was delivered, with the Colour Run standing out as a community favourite. The launch of Year 6 leavers' hoodies was a success, and experiences like the Christmas Panto and ice cream treats were warmly received.



Financial Overview - The group raised over £5,400, with top income from the Colour Run, hoodie contributions, and Asda Cash Pot. Spending focused on joyful experiences and school support, including a £1,168.50 donation to the PopBus project.

Volunteer Reflections - Testimonials from volunteers underscored the personal and community value of involvement, especially for working parents and those seeking flexible ways to contribute.

Challenges & Opportunities – It was acknowledged there were strains due to reduced volunteer numbers, event clashes, and the need to tailor activities for a wider age range. Bid-writing and grant applications were also flagged as key growth areas.

Looking Ahead - The coming year will focus on strengthening the volunteer base, refining event delivery, and fundraising for the next phase of the PopBus project. GB encouraged wider parent and carer engagement to sustain momentum, particularly as some of our core member and volunteer group have left/ stood down due to their children leaving Poplar Farm or relocation.

f. Treasurer Report

AS provided an overview of the 2024/25 Treasurer report, expanding on the high level summary contained within the AGM report, starting with information on the opening and closing balances for the year, then providing greater clarity on how these had been achieved through the following categories – funds raised, other income, costs incurred, expenses incurred and donations to the school either through monetary donations, activities and events or token gifts as shown on the attached Treasurers report.

g. Election of Officers and Trustees of the Committee

GB & KB summarised the roles within FOP available for election into and all attendees and WhatsApp community members were provided with a link to cast their vote Microsoft Forms. KB confirmed that the results would be published after the meeting once the voting outcome had been obtained and communicated to all and reminded all nominees that now FOP is a registered charity all committee members will become trustees of the charity.

2. Special Business- Other Items

a. School Update

KH & CB explained the school wishes to express its sincere appreciation for the ongoing support and positive impact of Friends of Poplar (FOP). Key points of feedback included:

Valued Partnership - FOP is recognised as a real asset to the school community. Their contribution is referenced in new intake materials and other school communications, reflecting how deeply appreciated and embedded their support is.

Event & Christmas Dinner Support - The assistance provided both to put on and during events, in particular the Christmas Dinner is especially valued and makes a meaningful difference to the smooth running of the event/ its success.

Professionalism and Organisation - All communications and event materials from FOP are consistently professional, and events are exceptionally well organised.



Pupil Feedback - Feedback from pupils is always positive, with particular enthusiasm for the Colour Run. It's especially appreciated that this event allows children and parents to participate together, fostering a sense of shared joy and community.

PopBus Project – It was noted that great progress had been made to get the bus in situ and painted. It was confirmed this year's focus will be on renovating the downstairs area, with plans to extend the project to the upstairs area next year.

Hoodies - The colours and design of the FOP hoodies have been a huge success. Pupils wear them with pride, and they've generated genuine excitement across the school.

Committee Strength - While the committee may be small, its dedication and effectiveness are powerful. The school recognises and values the energy, commitment, and impact of the group.

3. Any Other Business

KB advised that funding opportunities were being explored with Carrick Travel and if school had any specific items that would benefit all such as equipment that cost no more than £500 then to advise so FOP can consider these in future income requests. It was also noted that a JustGiving account was being set up in preparation to allow more flexibility around the raise £26 in 2026 event.

KH enquired if we had received any match funding this year. KB confirmed FOP hadn't, but it was agreed by all that this could be explored more within the coming year through sponsorship at events and through more engagement around the various elements of match funding

4. Thanks & Closure of Meeting

GB & KB thanked all attendees and formally closed the meeting at 8:20pm

Supporting Documents (2 of):

1. Friends of Poplar AGM Report 2025
2. FOP Treasurer Report 2025



Action items	Owner(s)	Deadline
1. AGM Minutes to be produced and distributed including all supporting documents	Kelly Blake	17/11/2025
2. Outcome of voting and election results to be communicated asap	Kelly Blake	11/11/2025
3. All to review meeting minutes and supporting documents and raise any discrepancies/ concerns	All FOP Members	30/12/2025
4. Work with school to update FOP section of School website to reflect FOP committee for current academic year and add all associated documents	Kelly Blake	20/12/2025
5. Complete all necessary updates with Charity Commission around changes to Trustees	Kelly Blake	14/11/2025
6. WhatsApp group members to be contacted to be notified of changes and individuals added to/ removed from groups where applicable	Gemma Bryant, Areti Sakellariou, & Kelly Blake	14/11/2025