



Charity Number: 1066968

**THE FRIENDS
OF
TYLERS GREEN MIDDLE SCHOOL**

Welcome you to our

**Annual
General
Meeting**

24/9/2025, 7.00-8.30 pm



Charity Number: 1066968

Agenda for Annual General Meeting

Hybrid meeting - Google Meet: <https://meet.google.com/mqf-qxyz-xvs>

<i>Item</i>	<i>Discussions and Decisions</i>	<i>Action</i>
1.	Present, and Apologies for Absence: •	
2.	Welcome from the Chair(s) • Introductions and thanks to volunteers, staff, and the wider TGMS community	
3.	Minutes of Previous AGM (2024) • Approval and matters arising	
4.	Report from the Chair(s) • Overview of FOTGMS events and activities 2024/25 • Impact highlights (funded projects: Rainbow Room, ongoing Environmental Area, Curriculum Bids, IT devices, stage lighting, "Bouncy Day," PTA shed, etc.) • Volunteer recognition	
5.	Headteacher's Feedback • School perspective on the impact of FOTGMS support • Reflections on partnership with parents/community	
6.	Report from the Treasurer • Presentation of 2024/25 accounts • Summary of fundraising income and expenditure • Funds carried forward into 2025/26	
7.	Fundraising Priorities for 2025/26 • Replacement of interactive whiteboards • Sustainability projects (solar panels, LED lighting) • Curriculum bids programme (teacher-led enrichment) • Soft fundraising profit goal (£14,000 target?) • Grant opportunities and match-funding	
8.	Events Calendar 2025/26 • Hot Dog Days and Ice Cream Fridays • School discos • Christmas and Summer Fayres • Mufti/Donation Days • Bouncy Day and Year 6 leavers' support • Other suggested events (from parents/community)	
9.	Committee Roles and Elections • Confirmation of resignations and nominations • Elections to: ○ Co-Chair(s) ○ Treasurer(s) ○ Secretary	

<i>Item</i>	<i>Discussions and Decisions</i>	<i>Action</i>
	<ul style="list-style-type: none"> Additional roles (Pre-loved Uniform, Marketing/Social Media, Bag2School, Event Leads, Raffle Lead, etc.) 	
10.	Changes to the Constitution <ul style="list-style-type: none"> Any proposed amendments? 	
11.	Closing Remarks <ul style="list-style-type: none"> Thanks and invitation to the first committee meeting of the new year 	



Charity Number: 1066968

CONSTITUTION OF THE FRIENDS' OF TYLERS GREEN MIDDLE SCHOOL ASSOCIATION

Last updated: SEPTEMBER 2012

1. The name of the Association shall be The Friends' of Tylers Green Middle School Association, known as The Friends' of Tylers Green Middle School.
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this objective the Association may:
 - a. Develop more extended relationships between the staff, parents and others associated with the school.
 - b. Engage in activities which support the school and advance the education of the pupils attending it.
 - c. Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.
3. The Association shall be non-political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident insurance to cover its meetings, activities, Officers and Committee.
5. The Headteacher shall be the President of the Association and nothing expressed or implied in the Constitution shall override his/her control and direction of the School.
6. Any reference herein to the Headteacher shall be deemed to mean the Headmaster/Headmistress, for the time being of the School.
7. Membership shall consist of all parents and/or guardians of pupils attending the school and all Teachers.
8. The management of the Association shall be vested in a committee consisting of the following Officers: Chairman, Vice Chairman, Honorary Secretary, and Honorary Treasurer together with a maximum of 20 other members.

9. The Officers and the Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
 10. A quorum shall consist of no less than eight members of the Committee.
 11. The Committee shall have the power to co-opt a maximum of 2 people.
 12. The Committee may appoint sub-committees, as it deems necessary and shall proscribe their function provided that all acts and proceedings of any such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed with the Committee.
 13. Committee meetings shall be held at least once each term.
 14. The Annual General Meeting will be held in the Autumn Term.
 15. Nominations for the Committee members shall be submitted in writing 14 days prior to the AGM, being duly proposed and seconded and accompanied by written acceptance of nomination. Voting shall be by ballot, and every member present shall be entitled to vote for as many candidates as there are vacancies to be filled.
 16. The Committee may fill casual vacancies by co-option until the next AGM.
 17. The Auditors who are not members of the Committee shall be elected annually at the AGM to audit the accounts and books for the Association.
 18. Special General Meetings may be called at the written request of a minimum of 10 members.
 19. Thirty days' notice shall be given of any Special General Meeting to all members of the Association.
 20. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all Committee meetings and shall present the accounts, duly audited, for approval by the members at the AGM.
 21. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of the Honorary Treasurer and any one other officer.
 22. The financial year shall commence on 1st September.
 23. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
 24. No alteration to this constitution may be made except at the AGM or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission to the Charity Commission to Clauses 2, 24 and 25 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of members present and voting at an AGM or Special General Meeting.
 25. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among members of the Association but will be given to the school or in the event of a school closure to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.
-



Charity Number: 1066968

THE FRIENDS OF TYLERS GREEN MIDDLE SCHOOL

Role Descriptions

There are some basic responsibilities which all committee members are expected to share - such as event set-up and clear-up, event preparation and promotion, and help during events.

Chairperson

Responsible for running all aspects of the committee, ensuring that events are booked and organized, liaison with all other members, making sure that all are aware of what is expected of them. Responsible for ensuring newsletters are prompt and accurate, running committee meetings as and when required, and ensuring the earning potential along with agreed plans. Ensure all legal requirements are met in relation to the committee.

Vice-Chair

Assist with the above.

Secretary

Liaise with Chair and committee. Take minutes at all meetings, copying and emailing as required. Typing, copying and distribution of all newsletters. Production of rotas etc. All other committee typing requirements. Liaison with school to book events.

Treasurer

Responsible for accounts throughout the year, according to legal and school requirements. Provide cash floats for all events, liaison with bank, banking the cash (with appropriate assistance), keeping financial records and issuing of cheques. Provide a report at each meeting including the balance to date, event takings - and annual comparisons where appropriate. Provide full (and overviewed) end of year accounts for September AGM.

Bar & Licensing

Apply to the magistrate for all licences to sell alcohol at Friends events. Source all alcoholic and non-alcoholic drinks and glassware for relevant events. Set up bar, ensure rota completed, hold stock or return to wholesalers as appropriate. Liaise with catering as appropriate. Arrange Friends social events.

Catering

Source all catering requirements for relevant events, including hot dog days. This includes food and

crockery/cutlery. Liaise with bar as appropriate. Ensure stocks of food are ordered appropriately.

Advertising and Publicity

Responsibility for estate agents boards, banners advertising school events, and other appropriate media (eg Village Voice, local shops etc). Co-ordinate inter-school competitions for relevant events. Responsible for acquiring sponsorship of events are required.

Tickets & Raffle

Responsible for acquiring raffle prizes, writing letters, asking for donations as appropriate. Ensure raffle tickets are printed and write letters of thanks after the event. Responsible for ensuring ticketed events are run appropriately - collecting tickets from the School Office, logging sales, passing payments to the treasurer and issuing tickets to the children/parents as required.

Special Events

Responsible for recruiting outside suppliers to attend events such as the Toys & Joys. Deciding upon school layouts, collection of payments, confirmation of bookings and supplying their requirements as appropriate (eg tables & chairs, power points etc).

A number of these roles can be merged/split according to the number of Committee Members currently serving.



Charity Number: 1066968

Tylers Green Middle School Friends Committee Nomination Slip

I would like to put my name forward for election as a committee member.

Name..... Child(ren)s class.....

Proposed by:

I should like to nominate as a member of the Friends Committee.

Seconded by:

I should like to second the nomination of

.....

Acceptance of nomination (current member of Friends Committee)

I accept the nomination.

Date: