



FRIENDS OF PEMBRIDGE SCHOOL (FOPS) - EGM

Thursday 23rd April 2026, 7 pm at The New Inn, Pembridge

Welcome and apologies

In attendance: Grace Amos (FOPS Chair), Nancy Bancroft (FOPS Secretary), Sophia Salmon (FOPS Treasurer), Sadie Cooke, Lauran Jones, Stephen Caple, Pete Rossiter, Amber Littlewood, Cassie Powels, Clare Bredenbury, Phil Stoker, Owen Weatherall, Alice Whittal, Jackie Connolly, Amy Pritchard, Kirsten Howell.

Apologies: Amy Williams, Georgie Evans, Sarah Palmer, Mellissa Target, Andrew Teale, Ali Bemand, Kate (Arlo's mum), Emma Weatherall, Jo Caple, Kerry Vernals, Charmaine Boyer, Luliana Issac, Jo Bristow.

Minutes

- Nancy reported the minutes of the last meeting from February 2026.
- Nancy, Grace and Sophia gave a summary of FOPS' status and ensuing obligations as a registered charity.
- Nancy, Grace and Sophia gave a description of the responsibilities of each of the committee roles: Chair, Vice-chair, Secretary, Treasurer and Trustees.
- Grace Amos stepped down from her role as Chair. Nancy Bancroft stepped down from her role as Secretary. Sophia Salmon stepped down from her role of Treasurer.
- Following open discussion, nominations and voting:
 - Phil Stoker was appointed as Chair
 - Owen Weatherall was appointed Vice-chair
 - Lauran Jones was appointed Treasurer
 - Amber Littlewood was appointed Secretary

- Nancy, Grace and Sophia explained that the three currently-registered trustees (William Kleiser, Anita Lloyd and Kristy Davies) have all been absent from more than three consecutive meetings of the committee, without prior notification to the Secretary, so have automatically ceased to be committee members/trustees, in accordance with the FOPS constitution.
- Following open discussion, nominations and voting:
 - Stephen Caple and Jackie Connelly were appointed as Trustees
 - Kirsten Howell was co-opted onto the Committee and appointed as Trustee
- The new Committee Members and Trustees will therefore be:
 - Chair - Phil Stoker
 - Vice Chair - Owen Weatherall
 - Treasurer - Lauran Jones
 - Secretary - Amber Littlewood
 - Trustees - Stephen Caple, Jackie Connelly, Kirsten Howell
- The resolution that FOPS adopt the [latest Parentkind Model Constitution for Parent Teacher Associations \(England and Wales\) March 2021 Edition](#) in place of the current (June 2016) Constitution was proposed, seconded and passed by unanimous approval of those present.
- The declaration of the new constitution was signed by Phil Stoker (Chair) and witnessed by Stephen Caple (Trustee).
- Sophia Salmon (outgoing Treasurer) has agreed to send the signed copy of the new constitution document to the Charity Commission within 21 days, as well as the meeting minutes to confirm names of the new Trustees. Stephen Caple (Trustee) will become the new Charity Commission point of contact.
- The outgoing committee discussed current fund balance, and considered ideas for spending and fundraising activities for the rest of term, including Year 6 hoodies, the summer fete and raffle.
- The new committee plans to arrange a meeting as soon as possible to discuss further - date TBC.

Date and time of the next Annual General Meeting to be confirmed.

The meeting closed at 8:15pm.

Signed:

Date: