

**Bedford School Parents' Guild**  
**Annual General Meeting**  
**Saturday 9<sup>th</sup> November 2019**  
**Seminar Room, 9.30am**

- The Bedford School Parents' Guild Annual General Meeting took place in the Seminar Room on Saturday 9<sup>th</sup> November 2019 at 9.30am.  
People present were: Emma O'Dell (Chairman) Karen Toms (Treasurer) Isobel Wootton Evans (Secretary) Phillip Hine, Jane Urwin, Mayura Deshpande, Gina Inman, Lorraine Stewart and Fiona Whiteman (Teacher Rep).
- Apologies for absence were received from Andrea Spice, Barbara Lewandowski, Jane Gurney, Geraldine Byrne, Charlie Fisher (Teacher Rep) and Stuart Holliday (Bursar)
- Minutes of the last AGM/EGM: Minutes from the last EGM held on Thursday 28<sup>th</sup> March 2019 in which the Head Master was present were agreed be used as the last correct minutes.
- Matters arising: None
- Chairman's Report: Emma O'Dell gave her report. See attached document 1.
- Treasurers Report: Karen Toms informed the Committee that she is working with Geraldine Byrne to go through the accounts in order to finalise them. The Finance report will be sent out separately once the accounts are back from the being Audited.
- Nearly New Shop Report: Geraldine Byrne had sent report via email. Due to problems on IWE's email this report was not read out. See attached document.
- Election of Officers: Officers stepped down from the main positions.  
**Chairman:** Emma O'Dell was nominated by Phillip Hine. Karen Toms seconded.  
**Treasurer:** Karen Toms was nominated by Emma O'Dell and seconded by Gina Inman.  
**Secretary:** Isobel Wootton Evans was nominated by Emma O'Dell and seconded by Phillip Hine.

The members were voted in on block, these are:

Jane Urwin, Geraldine Byrne, Phillip Hine, Gina Inman, Mayura Deshpande, Andrea Spice, Barbara Lewandowski and Jane Gurney. Teacher Representatives will be Fiona Whiteman and Charlie Fisher.

- Adoption of Parents' Guild Constitution 2019  
This document has been circulated amongst Guild members and parents over the past few months.  
There were no amendments to be made to the 2019 Parents' Guild Constitution. The Committee are happy with it.  
Philip Hine proposed the adoption of the Constitution 2019 second by Mayura Deshpande.
- Any other business  
Jane Urwin asked on behalf of herself and Barbara if the Committee would at some point acknowledge the work of Rachel Sporton who was a long-term helper on a Wednesday in the Nearly New Shop. Caroline Worker who was the Parents' Guild Secretary for a number of years also left the Committee last year without a thank you and recognition for her many years working on the Committee was also mentioned.  
Going with what has happened in the past in general terms, chocolates and flowers have been bought for helpers in the shop and a bracelet or pen for Committee Members.

Karen will look in past accounts to see what amounts have been spent. An amount of £50 was suggested.

All present were happy for gifts to be bought.

- Tug of War: Friday 22 November to be held at lunchtime. T-shirts have been ordered. OB Tom Wootton will be coming to judicate the proceedings. This event has to be finished by 1.45 as the boys have an Assembly. Helpers are required. Chocolates will be bought for the boys spectating. GI will email asking if the Drone could be used to film the event. There was no other business.
- Date of next meeting: **Tuesday 14<sup>th</sup> January 2020**, 7.30pm Venue TBC  
Emma O'Dell thanked everyone for attending.

Meeting was closed.

Signed: .....  
Chairman

Date: .....