

MINUTES

ANNUAL GENERAL MEETING

DATE : MON 27th NOV 2017

VENUE : AVANTI HOUSE SECONDARY SCHOOL

TIME : 19:00 – 20:30

BEAULIEU DRIVE

PINNER HA7 3JB

Attendees:

[AT] Altea Trivedi	[GM] Gaurang Morjaria	[RG] Reena Govind
[AV] Anjana Vaghela	[HB] Hiren Bhimjiyani	[SB] Shruti Bhimjiyani
[BBR] Bhumika Raja	[HP] Hemang Patel (Vice Chair)	[SDG] Siddharth Gujar
[BK] Bhavisha Kotecha	[JV] Jay Vaghela (Treasurer)	[SDP] Sharmee Di Pinto
[BR] Bhavesh Raja	[JV2] Jay Vekaria	[SS] Sheetal Sawjani
[CP] Chirag Patel	[KP] Kajal Patel	[SL] Sunita Lalji (Secretary)
[CR] Chand Rathod	[MB] Manish Barot	[SG] Sharla Gorsia
[DM] Divya Maru	[MS] Meeta Shah	[SV] Sanjay Vagela
[DR] Daksha Ruda	[NS] Nikhil Sawjani	[YB] Yogi Bakrania (Chair)
[GK] Gitesh Kotecha	[PS] Paras Sidapara	

No	Description
1	<p>WELCOME & APOLOGIES</p> <p>Attendees were welcomed with a dhol performance by [SL] Sunita's son (Riyan).</p> <ul style="list-style-type: none">[YB] welcomed everyone to the meeting and thanked them for making the extra journey, which for some was a little out of the way to attend.[YB] explained the time slot requested was not available for FOAH to host the meeting at the primary school site and thanked Simon Arnell (AHSS Principal) for allowing us to hold this AGM at Avanti House Secondary School.The following apologies were noted: Anjana Hirani, Dharmen Jani, Fatema Paretha, Lajja Patel, Ms Pandya, Nima Vekaria, Pinkesh Shah, Shreya Shah and Yagna Shah.The evening's agenda was presented and [YB] mentioned that, as part of this AGM, we will give a review of the good work FOAH has done, the treasurer [JV] will present the finance and we will present the names of the nominees received and elect them to run the committee for the next couple of years. There will be an opportunity to take questions at the end.[YB] then handed over to [HP] to present FOAH's achievements over the last 2 years.
2	<p>CHAIR'S REPORT FOR 2015-2017</p> <p>A) ACHIEVEMENTS</p> <p><i>A slide was put up and listed all the achievements from 2015. [HP] briefly went through them all.</i></p> <ul style="list-style-type: none">FOAH was established in 2012 with handful of parents.



Friends of Avanti House

Parent Teacher Association
Fund Raising and Support Committee for Avanti House Primary School

Common Road, Stanmore, HA7 3JB

Registered Charity Number 1163701

🏠 www.foah.avanti.org.uk | ✉ info@foah.avanti.org.uk

🐦 @FoahAvanti | 📘 FriendsOfAvantiHouse

No	Description
	<ul style="list-style-type: none"> • FOAH registered itself as a charity in September 2015 to avail various benefits of the charity status. Applying for Bags of help was one of them. • A PTA-UK constitution was adopted where we had staff members and officers. • So far held 11 events (big and small) • Raised £11,000 between 2012-2015 • Raised £25,500 from 2015-2017 (including award) • Submitted 1st charity return for accounting period 21st Jul 15 to 20th Jul 16 • Submitted 2nd charity return for accounting period 21st Jul 16 to 20th Jul 17 • 70 registered parents, 20 Active parents • Held 19 meetings • Major donations towards the school that we have made over the 2 years: <ul style="list-style-type: none"> ○ <i>December 2016 - £11,000 minibus.</i> ○ <i>December 2016 - £170 towards activity books for primary children.</i> ○ <i>April 2016 - £130 secondary school garden club.</i> ○ <i>December 2015 - £900 to buy water bottles for all students (in both Avanti Primary and Secondary).</i> ○ <i>February 2016 - £200 electronic sharpener for all classes in primary.</i> ○ <i>December 2016- Sensory Garden & Pond (see after)</i> <p>[HP] then handed back to [YG] to go through the event timeline.</p> <p>B) EVENT TIMELINE</p> <p>[YB] talked through a slide with pictures listing all our major events:</p> <ul style="list-style-type: none"> • <u>October 2015 – Garba Special</u> <ul style="list-style-type: none"> ○ <i>This was an event FOAH hosted together with FOKAS (Friends of Krishna Avanti Primary School) where volunteers from both schools worked together.</i> ○ <i>6 sponsors were collected.</i> ○ <i>Children from both schools got the opportunity to enjoy the evening; refreshments were provided.</i> ○ <i>The event was hosted at Kadwa Patidar Hall in Kenton. Nearly 600 people attended.</i> ○ <i>£2120 was raised.</i> ○ <i>Led by FOAH & FOKAS Core Committees and Bhumika Raja</i> • <u>December 2015 – Primary School Santa Visit</u> <ul style="list-style-type: none"> ○ <i>FOAH arranged for Santa to visit the primary school</i> ○ <i>FOAH gifted every child from both primary and secondary a water bottle.</i> ○ <i>Children were very grateful for the gift and it was noted some are still using the bottles today.</i> ○ <i>Led by Sheetal Lakhani and Hemang Patel</i> • <u>December 2015 – Avanti Hampers 2015</u> <ul style="list-style-type: none"> ○ <i>Hamper event was organised during the Christmas break.</i> ○ <i>This was an initiative raised by FOAH volunteers, to do something where the children are able to go out into the community and where they can bring a smile to the elderly.</i> ○ <i>Parents were invited to register to bring their child(ren) to visit one of three nursing homes.</i>

No	Description
	<ul style="list-style-type: none"> ○ Parents donated food items, toys and books which were then wrapped and put into hampers. £2,000 worth of gifts were collected. ○ Children who took part took these hampers to the homes and presented them for the residents to enjoy. ○ Children took part in singing Christmas carols and chatting to the elderly. ○ All the parents who supported and in particular those that lead this event were thanked. It was truly one of our most memorable events. ○ Led by Sharla Gorsia and Sharmee Di Pinto ● <u>February 2016 – Ladies’ Pamper Night</u> <ul style="list-style-type: none"> ○ Event was hosted at Avanti House Secondary School. ○ Nominal entrance fee of £5 was charged to those that attended and this included free refreshments and snacks; many tickets were sold in advance. ○ Over 100 mothers and guests attended. ○ 20+ stalls were setup on the evening that included manicure pedicure; make up, jewellery, handmade chocolates, hand bags, scarves, self-care healing and an author signing copies of his book. ○ Generous raffle donations. ○ FOAH raised £854 that evening. ○ Led by Sheetal Bhudia, Sheetal Lakhani and Tejal Thakrar ● <u>March 2016 - Primary Easter Event</u> <ul style="list-style-type: none"> ○ This event was run during school hours. Each student had the opportunity to make and package Easter treats. ○ Chocolate bars were donated by Tesco ○ Led by Darshana Natha ● <u>July 2016 – Summer Fair</u> <ul style="list-style-type: none"> ○ Hosted at the grounds of Avanti House Secondary School in Pinner. ○ Over 700 people attended ○ Sponsored by Stones Residential, Hira Construction and Golden Tours. ○ Various external stalls, simulation games and inflatables were setup. The school and volunteers also ran a tombola stall. ○ Children enjoyed taking part in many classic fair games such as tin-can-alley, splat-a-hero. The little ones got an opportunity to sit in a fire engine and police car. ○ Pizza and chips were cooked up by the volunteers. ○ £7100 was raised. ○ Full Team Effort ● <u>December 2016 – Dinner & Dance</u> <ul style="list-style-type: none"> ○ Hosted at Kenton Hall ○ Ticketed event was sold out. ○ Sponsorship was provided by Bowmer and Kirkland, Golden Tours and Hira Construction and 20 businesses also generously donated. ○ Funds were also collected from raffle tickets; again generous gifts were donated. ○ Performance courtesy of AK Bollywood dance who also led a dance workshop which the children loved. ○ A buffet dinner and delicious dessert was provided before guest filled the sparkling

No	Description
	<p><i>dance floor.</i></p> <ul style="list-style-type: none"> ○ <i>A highlight of the evening was a fun photo booth.</i> ○ <i>£4100 was raised.</i> ○ <i>Full Team Effort</i> ● <u>October – December 2016 Tesco Bags of Help</u> <ul style="list-style-type: none"> ○ <i>FOAH took part in the Tesco Bags of Help appeal to win a cash award to develop a sensory garden at AHPS.</i> ○ <i>Many other communities in the Harrow region applied and our appeal was short listed to win one of three awards.</i> ○ <i>Parents and members of the community supported and cast votes for our project at all Tesco stores in the Harrow region.</i> ○ <i>With the most votes, FOAH won the maximum award of £12,000 to use towards its chosen project.</i> ○ <i>This was a team effort; thank you to everyone that took the time to vote. Funds secured, work began on designing the garden space.</i> ○ <i>Led by Yogi Bakrania and Hemang Patel</i> ● <u>December 2016 – Primary School Santa Visit</u> <ul style="list-style-type: none"> ○ <i>FOAH organised its annual Santa visit with presents sponsored by FOAH.</i> ○ <i>Children were given activity books and enjoyed class photos with Santa himself.</i> ○ <i>Led by Anjana Hirani and Bhumika Raja</i> ● <u>December 2016 - Avanti Hampers 2016</u> <ul style="list-style-type: none"> ○ <i>This was our 2nd Hampers event and again organised during the Christmas break.</i> ○ <i>Generous donations were collected from parents (approx. value £2000).</i> ○ <i>In addition to the local care home on The Hive, children got the opportunity to visit Northwick Park Hospital and Harrow Carers Centre, which supports carers as young as 11 years old.</i> ○ <i>Carols were sung and beautiful hampers and gifts were given to each individual.</i> ○ <i>Full credit to the volunteers who lead this event.</i> ○ <i>Led by Sharla Gorsia and Sharmee Di Pinto</i> ● <u>April 2017 – Friday Night Cinema Event</u> <ul style="list-style-type: none"> ○ <i>A free event hosted in the primary school hall on 3 consecutive Fridays from 6-9pm.</i> ○ <i>Completely funded by FOAH.</i> ○ <i>Class groups voted for the movies they wanted to watch.</i> ○ <i>We received event where FOAH was given the opportunity to bring some excitement to the school.</i> ○ <i>A true cinema experience with a big screen, surround sound, popcorn, snacks and a soft drink.</i> ○ <i>Volunteers helped organise and run the event which was sold out within days.</i> ○ <i>Grateful to the contributors who provided the audio/video. The volunteers, including several members of staff, were thanked.</i> ○ <i>Led by Sharla Gorsia, Gaurang Morjaria and Gitesh Kotecha.</i>

No	Description
	<ul style="list-style-type: none"> • <u>April – October 2017 – Pond and Garden Development</u> <ul style="list-style-type: none"> ○ <i>FOAH was finally given access to the grounds to develop the pond.</i> ○ <i>Volunteers completely rebuild the pond. All that's now left is to put the fishes in.</i> ○ <i>Led by Gitesh Kotecha, Yogi Bakrania and Hemang Patel</i> ○ <i>[YB] talked more about this project in a later part of the meeting.</i> <p>C) COMMUNITY AWARENESS</p> <p>[YB] presented and summarised how FOAH have connected with the community and a number of businesses.</p> <ul style="list-style-type: none"> • Warmed the hearts of the elderly, poorly and selfless: <ul style="list-style-type: none"> ○ <i>Donated £2000 worth of gifts</i> ○ <i>Visited 5 nursing homes/1 hospital/ 1 young carer organisation.</i> ○ <i>Over 30 children participated during the Christmas break.</i> • Presented our good work on Radio Harrow • Featured in Asian voice twice! • Tesco Bags of Help initiative - Won top award of £12,000 • Featured in Harrow Times regarding #SupportAvantiPlanning campaign • We have engaged with more than 40 businesses! <ul style="list-style-type: none"> ○ <i>10 large donations,</i> ○ <i>13 small donations and</i> ○ <i>18 have provided discount or free material or access to their services.</i> <p>D) USE OF TECHNOLOGY</p> <p>[YB] presented the following slide, listing the technology that FOAH has leveraged over the last two years, to gain operational efficiency:</p> <ul style="list-style-type: none"> • Website and mobile site with a dedicated sponsor page • Active social media accounts: Twitter & Facebook • Blogging platform • Forms to automate processes (Movie night, Tesco bagsofhelp, donations) • Centrally managed database to manage volunteers • Central email... info@foah.avanti.org.uk • Online ticketing platforms (with use of free card processing) <p>E) BAGS OF HELP – POND & SENSORY GARDEN</p> <p>[YB] presented some slides on the Bags of Help project; status of funds used, work done and work left remaining.</p>

- Funding

	AWARD	POND / GARDEN SPENT FUNDS	FORECAST COSTS TO COMPLETE GARDEN	FORECAST COSTS TO COMPLETE POND	TOTAL
AWARD DEPOSITED	9000	-	-	-	9000
*AWARD TO BE CLAIMED	3000	-	-	-	3000
SPENT SO FAR	-	(4084)	-	-	(4084)
MATERIAL & LABOUR	-	-	(6030)	-	(6030)
PLANTS & COMPOST	-	-	(300)	-	(300)
SIGNAGE/BOARDS/NET ETC	-	-	(500)	(300)	(800)
FISHES	-	-	-	(300)	(300)
TOTAL AWARD	£12,000	-	-	-	£12,000
TOTAL EXPENDITURE SO FAR	-	(£4084)	-	-	(£4,084)
TOTAL FORECAST EXPENDITURE LEFT	-	-	(£6830)	(£600)	(£7,430)
PROFIT / (LOSS)	£12,000	(£4084)	(£6830)	(£600)	£486

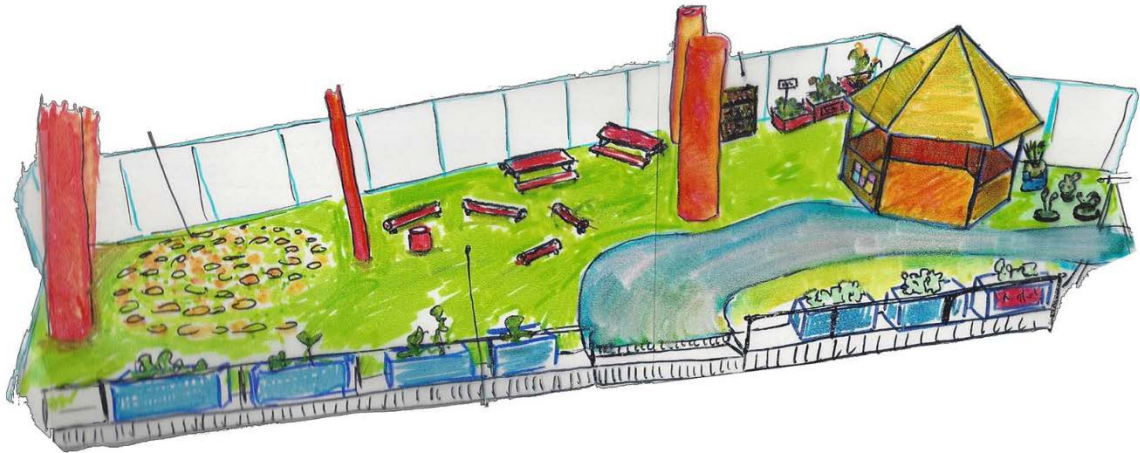
casted expenditure are estimates.

- *Award to be claimed will be paid when the project is complete
- Project completion deadline 18th January 2018

- Tasks completed / Tasks Remaining

	POND	GARDEN
COMPLETED	FILTER/PUMP/SKIMMER INSTALLED	GAZEBO PAINTED
	LIGHTING & ELECTRICS INSTALLED	LIGHTING & ELECTRICS INSTALLED
	DECKING INSTALLED & OILED	PATH COMPLETED
	WATER FILLED	SOME PLANTS INSTALLED
REMAINING	NET	X50 STEPPING STONE MAZE
	FISHES	X12 PLANTER BOXES (1 PER CLASS)
		BUG HOTEL
		SENSORY AREA TO STIMULATE SENSES
		SENSORY PANELS AND MIRROR
		SEATING AREA WITH SOME LOGS & BENCHES
		ECO FRIENDLY – WATER BUTT & COMPOST BIN

- Garden 3D Impression



- In September 2017, the school presented some plans and ideas drawn by the children of their visions of their sensory garden. [AT] Attended this presentation and later collated the drawings into the above common impression.
- [AT] Talked through the various bits listed in the table.
- [YB] and all the volunteers thanked [AT] for the hard work she did to draw up a common impression.

- Garden Planned Layout



- The above slide was put up. [AT] Explained the exact placement for each item.
- The above has been quoted £6,030, which includes all material and labour to complete.
- It was voted that we should proceed with this plan and execute immediately.
- [YB] Mentioned installation is likely to be either just before Christmas or w/c 8th January 2017.

No	Description
	<ul style="list-style-type: none"> • <u>Timeline</u> [YB] gave an overview of the project. <ul style="list-style-type: none"> ○ Nov 16 – Award won ○ 6th May 17 – Pond access given and first phase work started (ground prep) ○ 5-6th Aug 17 – Decking, oiling, shingles ○ 12th Aug 17 – Oiling, water fill ○ 23rd Aug 17– Garden Path installed ○ 3rd Sept 17 – Garden access granted. ○ 3rd Sept 17 – Plants & features (stones) installed ○ 9th Sept 17 – Electric power cable laid. ○ 16th Sept 17 – Lighting fixed and power installed. Gazebo painted. ○ Oct 17 – Plans presented by school ○ Nov 17 – Plans consolidated by AT ○ Nov 17 – Material quotes received ○ Jan 18 – Deadline to complete (£3,000 can be claimed) • <u>Thanks</u> [YB] thanked everyone that supported, volunteered and donated their time and material/tools to help get the project to where it is today. <ul style="list-style-type: none"> ○ <i>The biggest point to be noted was the laudable sacrifice volunteers have given, from planning to execution and the enthusiasm to just get work done. Unfortunately, FOAH had no control over access until towards the end of tenure. Due to access issues and health/safety concerns, volunteers were called in last minute.</i> ○ WE ARE THANKFUL TO THE FOLLOWING VOLUNTEERS - <i>Gitesh, Jay, Hemang, Roy, Gaurang, Unmesh, Dharmen, Priya, Prakash, Sanjay, Sharla, Nikhil, Altea, Sharmee, Richard, Reena, Paresh, Anjana, Bhumika, Bhavesh and Mavjibhai electrician.</i> ○ THE FOLLOWING BUSINESSES WERE THANKED – <i><u>Euroken</u> for donating all the decking, cement, posts and several tons of sand and shingle for the pond (approx. value more than £5,000)</i> <i><u>888Dynamic</u> for free use of their tools.</i> <i><u>Joliary Building Services</u> as electricians to wire up power and lights in the pond, and garden area. This involved digging and lifting many slabs and laying a 100m armoured cable under which this team done for free. The electricians were also certified free of charge.</i> ○ SPECIAL THANKS AGAIN TO ALL THE PARENTS/CARERS AND MEMBERS OF THE COMMUNITY WHO VOTED FOR US. <p>F) PENDING GIFTS TO SCHOOL [YB] presented a slide with suggestions for multiple purchases. Though these have been discussed at FOAH meetings and with school stake holders on several occasions, the school have unfortunately not made a final decision to purchase.</p> <ul style="list-style-type: none"> • <u>Stage</u> <ul style="list-style-type: none"> ○ <i>The mobile stage is not big enough.</i> ○ <i>School requested funding to purchase extra stage pieces to extend the current stage.</i> ○ <i>FOAH approved this funding in a meeting many months back.</i> ○ <i>Several emails have been exchanged, and the size and number of stage pieces needed was confirmed.</i> ○ <i>In June 2017, Mr Halliday was going to confirm what funds were needed – still</i>

No	Description																																	
	<p><i>outstanding.</i></p> <ul style="list-style-type: none"> • <u>Projector</u> <ul style="list-style-type: none"> ○ <i>In December 2016, we identified that the hall needed a permanently fitted projector.</i> ○ <i>This could be used for presentations in assemblies or teaching and also to project images as a back drop to a stage setup.</i> ○ <i>A hi-end projector with a 15m lens projection was supplied free by Panasonic for one of the movie nights as a demo of the equipment. School stake holders were invited to witness its performance. It was received very positively.</i> ○ <i>Following this, a quote for the same projector and a 3m screen was presented and approved by the FOAH committee to purchase and install. It was assumed the Principal was also in favour.</i> ○ <i>Unfortunately, discussions failed soon after. FOAH were advised a projector may get installed using a technology budget, so FOAH funding would no longer be required.</i> ○ <i>Regrettably (as all the research and specifications had been done), there has been no discussion on the installation of a projector since May 2016.</i> • <u>Sensory Room</u> <ul style="list-style-type: none"> ○ <i>Donations for a Sensory Room for use by primary students been raised by 2 parents, Mr & Mrs Jaisinghani, with their fund raising efforts starting 4 years ago. Pending examination of the requirements, FOAH have approved £2,000 donation towards this project. New committee to follow up.</i> • <u>Canopy/Shelter at Pick-up Area</u> <ul style="list-style-type: none"> ○ <i>FOAH proposed to fund/part fund the installation of a canopy. [HB] who co-ordinates the pick-up/drop-off programme is leading this project and more information will follow in future meetings.</i> 																																	
3	<p>TREASURER'S REPORT</p> <ul style="list-style-type: none"> • [JV] the Treasurer presented the financial report. The following was covered: <ul style="list-style-type: none"> a) NET PROFIT / LOSS - 21 July 2015 TO 20 July 2016 b) NET PROFIT / (LOSS) - 21 July 2016 TO 20 July 2017 c) INCOME/EXPENSES - 21 July 2017 TO 31 Oct 2017 d) 2015-2017 SUMMARY e) 2015-2017 CASH STATEMENT <p>A) NET PROFIT / LOSS - 21 JULY 2015 TO 20 JULY 2016</p> <table border="1" data-bbox="244 1639 1404 1899"> <thead> <tr> <th data-bbox="244 1639 643 1787" rowspan="2">Income and Expenditure Account for the financial period from 21 JULY 2015 TO 20 JULY 2016</th> <th colspan="5" data-bbox="643 1639 1404 1675">EVENTS</th> <th data-bbox="1278 1675 1404 1711" rowspan="2">TOTAL</th> </tr> <tr> <th data-bbox="643 1675 762 1787">Garba Special</th> <th data-bbox="762 1675 882 1787">Xmas 2015</th> <th data-bbox="882 1675 1002 1787">Pamper Night</th> <th data-bbox="1002 1675 1121 1787">Summer Fair 2016</th> <th data-bbox="1121 1675 1241 1787">Other</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1787 643 1823">TOTAL INCOME</td> <td data-bbox="643 1787 762 1823">£3921</td> <td data-bbox="762 1787 882 1823">-</td> <td data-bbox="882 1787 1002 1823">£1014</td> <td data-bbox="1002 1787 1121 1823">£10195</td> <td data-bbox="1121 1787 1241 1823">£42</td> <td data-bbox="1278 1787 1404 1823">£15,172</td> </tr> <tr> <td data-bbox="244 1823 643 1859">TOTAL EXPENDITURE</td> <td data-bbox="643 1823 762 1859">£1801</td> <td data-bbox="762 1823 882 1859">£891</td> <td data-bbox="882 1823 1002 1859">£110</td> <td data-bbox="1002 1823 1121 1859">£3077</td> <td data-bbox="1121 1823 1241 1859">£388</td> <td data-bbox="1278 1823 1404 1859">£6217</td> </tr> <tr> <td data-bbox="244 1859 643 1899">NET PROFIT / (LOSS)</td> <td data-bbox="643 1859 762 1899">£2120</td> <td data-bbox="762 1859 882 1899">(£891)</td> <td data-bbox="882 1859 1002 1899">£904</td> <td data-bbox="1002 1859 1121 1899">£7118</td> <td data-bbox="1121 1859 1241 1899">(£296)</td> <td data-bbox="1278 1859 1404 1899">£8955</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • It was noted that accounts for this period were presented in details in April's EGM. 	Income and Expenditure Account for the financial period from 21 JULY 2015 TO 20 JULY 2016	EVENTS					TOTAL	Garba Special	Xmas 2015	Pamper Night	Summer Fair 2016	Other	TOTAL INCOME	£3921	-	£1014	£10195	£42	£15,172	TOTAL EXPENDITURE	£1801	£891	£110	£3077	£388	£6217	NET PROFIT / (LOSS)	£2120	(£891)	£904	£7118	(£296)	£8955
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No	Description
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B) NET PROFIT / (LOSS) - 21 JULY 2016 TO 20 JULY 2017

Income and Expenditure Account for the financial period from <u>21 JULY 2016 TO</u> <u>20 JULY 2017</u>	EVENTS					
	DND NOV 16	MOVIE NIGHT MAY 17	MINI BUS	GARDEN & POND	OTHER	TOTAL
TOTAL INCOME						
TICKET SALES: E.G. EVENTS AND RAFFLE	3,421	-	-	-	-	3421
RAFFLES SALES	450	-	-	-	-	450
PAN SALES	78	-	-	-	-	78
PHOTO BOOTH	77	-	-	-	-	77
SPONSORSHIP FROM BUSINESSES	4,000	-	-	-	-	4,000
SPONSORSHIP FROM LOCAL BUSINESSES	1,700	-	-	-	-	1,700
NON-SALES INCOME - BAGS OF HELP	-	-	-	9,340	-	9,340
PUBLIC DONATIONS	-	-	-	-	90	90
BANK INTEREST RECEIVED	-	-	-	-	10	10
TOTAL INCOME	£9,726	-	-	£9,340	£100	£19,166

Income and Expenditure Account for the financial period from <u>21 JULY 2016</u> <u>TO 20 JULY 2017</u>	EVENTS					
	DND NOV 16	MOVIE NIGHT MAY 17	MINI BUS	GARDEN & POND	OTHER	TOTAL
TOTAL EXPENDITURE						
RAFFLES SALES	70	-	-	-	-	70
PHOTO BOOTH HIRE	275	-	-	-	-	275
CATERING: FOOD AND DRINKS ETC.	2112	252	-	-	-	2364
MOVIE NIGHT LICENSE	-	68	-	-	-	68
MOVIE NIGHT SCREEN HIRE	-	204	-	-	-	204
DINNER & VENUE HIRE	1720	-	-	-	-	1720
DJ FOR EVENT	890	-	-	-	-	890
TICKET AND BANNER PRINTING COSTS	229	-	-	-	-	229
PRINTING COSTS	35	-	-	340	-	375
MOTOR AND TRAVEL COSTS	35	-	-	-	-	35
PARENTS TEACHERS ASSOCIATION (PTA)	-	-	-	-	113	113
GARDEN POND MATERIALS ETC.	-	-	-	584	-	584
ASIAN VOICE GUJRAT	-	-	-	200	-	200
FOAH MEETINGS FOOD AND DRINKS	-	-	-	-	44	44

No	Description					
	SECURITY AND OTHER MANPOWER	132	-	-	-	132
	ONLINE AGENT FEES AND OTHER CHARGES	59	-	-	-	59
	GIFTS TO AHS SCHOOL	-	-	-	373	373
	OTHER	-	-	11,160	105	11265
	TOTAL EXPENDITURE	(£5557)	(£524)	(£11,160)	(£1124)	(£635)
	NET PROFIT/LOSS	£4169	(£524)	(£11,160)	£8,216	(£535)
						£166

- The above accounts was submitted to the charity commission in November 2017.

C) INCOME/EXPENSES - 21 JULY 2017 TO 31 OCT 2017

Income and Expenditure 21 JULY 2017 TO 31 OCTOBER 2017	EVENTS			
	A FACTOR	GARDEN & POND	OTHER	TOTAL
TOTAL INCOME				
FOOD SALES	535	-	-	535
REIMBURSED EXPENSES	-	-	15	15
BANK INTEREST	-	-	2	2
TOTAL INCOME	£535	-	£17	£552
TOTAL EXPENDITURE				
CATERING: FOOD & DRINKS ETC	£381	-	-	£381
PARENT TEACHER ASSOCIATION (PTA)	-	-	£113	£113
GARDEN & POND MATERIALS ETC.	-	£3298	-	£3298
OTHER	-	-	-	-
TOTAL EXPENDITURE	(£381)	(£3298)	(£113)	(£3,792)
NET PROFIT/LOSS	£155	(£3,299)	(£96)	(£3,240)

D) 2015-2017 SUMMARY

YEAR	21 JULY 2015 - 20 JULY 2016	21 JULY 2016 - 20 JULY 2017	21 JULY 2017 - 31 OCT 2017	TOTAL
TOTAL INCOME	£15,172	£19,166	£552	£34,890
TOTAL EXPENDITURE	(£6217)	(19000)	(£3792)	(£29,009)
NET PROFIT / (LOSS)	£8,955	£166	(£3,240)	£5,881

E) 2015-2017 CASH STATEMENT

YEAR	1ST SEPT 2015	20TH JULY 2016	20TH JULY 2017	31ST OCT 2017
BANK BALANCE	£11,902	£20,552	£20,296	£17,189
PETTY CASH	-	-	£720	£587
CLOSING BALANCE	£11,902	£20,552	£21,016	£17,776

No	Description												
	<ul style="list-style-type: none"> [JV] mentioned we will receive a further £3,000 from Tesco after completion of the garden in January 2018. With that, FOAH have achieved a sizeable income of £37,890. £7,000-£8,000 spend to complete the garden was also noted. Approximate cash balance after completing the Sensory Garden and Pond will be around the £13,000 mark. <p>[JV] handed back to [YB] to continue the meeting.</p>												
4	<p>ELECTION OF NEW COMMITTEE</p> <p>[YB] started by giving an overview of the nominee/election timeline and the following was mentioned:</p> <ul style="list-style-type: none"> The announcement to elect a new committee was made at the meeting in April 2017. It was also detailed on the FOAH website (About us section). Whole school email went out on 26th April 2016. Same message was sent to each class several times by PCRs. Discussed on 'AHPs Unofficial chat' WhatsApp group. Nominations for all positions have now been received. <p>A) NOMINEE PROFILES</p> <ul style="list-style-type: none"> [YB] briefly presented the profiles that were received: <table border="1" data-bbox="244 1055 1423 2022"> <thead> <tr> <th data-bbox="244 1055 432 1128">POSITION</th> <th data-bbox="432 1055 627 1128">NAME</th> <th data-bbox="627 1055 1423 1128">PROFILE</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1128 432 1491">CHAIR</td> <td data-bbox="432 1128 627 1491">Mr Hiren Bhimjiyani (PARENT OF CHILD IN YEAR 2)</td> <td data-bbox="627 1128 1423 1491"> <ul style="list-style-type: none"> My goal is to support Avanti House to improve facilities for children and parents, as well as further develop their cultural and spiritual awareness under the school's ethos. A Senior Data Scientist by profession Currently an active volunteer for drop-off/pick-up programme I've acted as a diplomatic co-ordinator between the school and parents. </td> </tr> <tr> <td data-bbox="244 1491 432 1733">VICE CHAIR</td> <td data-bbox="432 1491 627 1733">Mr Nikhil Sawjani (PARENT OF CHILD IN YEAR 3)</td> <td data-bbox="627 1491 1423 1733"> <ul style="list-style-type: none"> I am a Compliance Director by profession I've also led on organising various external cultural and religious events, which require staff management on a large scale and leading successfully. Currently helping during the drop off programme. </td> </tr> <tr> <td data-bbox="244 1733 432 2022">TREASURER</td> <td data-bbox="432 1733 627 2022">Mr Chirag Patel (PARENT OF CHILD IN YEAR 1 AND 2)</td> <td data-bbox="627 1733 1423 2022"> <ul style="list-style-type: none"> I have been working in finance for over 10 years at BT. I have great experience in financially leading teams and projects of all sizes, to great success Work well within a team, and will not shy away from expressing my view. Working as a team we will deliver on all projects to improve the school </td> </tr> </tbody> </table>	POSITION	NAME	PROFILE	CHAIR	Mr Hiren Bhimjiyani (PARENT OF CHILD IN YEAR 2)	<ul style="list-style-type: none"> My goal is to support Avanti House to improve facilities for children and parents, as well as further develop their cultural and spiritual awareness under the school's ethos. A Senior Data Scientist by profession Currently an active volunteer for drop-off/pick-up programme I've acted as a diplomatic co-ordinator between the school and parents. 	VICE CHAIR	Mr Nikhil Sawjani (PARENT OF CHILD IN YEAR 3)	<ul style="list-style-type: none"> I am a Compliance Director by profession I've also led on organising various external cultural and religious events, which require staff management on a large scale and leading successfully. Currently helping during the drop off programme. 	TREASURER	Mr Chirag Patel (PARENT OF CHILD IN YEAR 1 AND 2)	<ul style="list-style-type: none"> I have been working in finance for over 10 years at BT. I have great experience in financially leading teams and projects of all sizes, to great success Work well within a team, and will not shy away from expressing my view. Working as a team we will deliver on all projects to improve the school
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No	Description		
	<p>SECRETARY</p>	<p>Mr Gaurang Morjaria</p> <p>(PARENT OF CHILD IN YEAR 5)</p>	<ul style="list-style-type: none"> • I have been an active volunteer for over a year • I had the pleasure to have been involved in 3 awesome FOAH events and feel that with this position I can provide the link to maintain continuity between the old and new. • I also hope to increase our effectiveness & transparency relating to meetings/ reporting. I believe that this will allow us to offer more & better events. <ul style="list-style-type: none"> • [YB] introduced each nominee and invited each person to say a few words [GM], [CP], [NS] and [HB]. • [YB] mentioned Pinkesh Shah had completed an application to support finance operations as Vice Treasurer. Unfortunately, he was unable to attend tonight so his application will now be considered by the new committee in their forthcoming meeting. • Votes were casted for each nominee. • It was noted that majority of all attendees raised their hands and voted in the new members of the new FOAH board. • [YB] and all attendees applauded the new members and welcomed them. • [YB] invited [HB] as new FOAH Chair to say few words. • [HB] thanked the existing board and volunteers for their work till date and appreciated their volunteering spirit. • [HB] mentioned new committee members will meet soon and decide what would be the best way to function. He also stated that to work efficiently, he proposes a new structure for the committee and will work to recruit for the various new posts in the near future. [HB] confirmed willingness to work with school to come up with events that benefit the children and are aligned with the ethos of the school. • [HB] presented his vision - not to create events just for the sake of fund raising but to ask the school to propose the funds needed for specific cause (e.g. library, Sports equipment). FOAH will then come up with the events and contribute the amount raised by that event to the school. • [HB] said that events run for the school children, where the event was not associated with fund raising, will only have charges (if any) to cover organisational costs. • [HB] confirmed the new committee would meet soon, brainstorm new proposals and circulate communications to the entire school parent community to maintain transparency in the process. • [HB] then handed over to [YB] to continue. <p>B) THANK YOU'S</p> <ul style="list-style-type: none"> • [YB] once again congratulated the team. • [YB] also thanked all the parents who have supported FOAH, the executive committee and the most active volunteers: <ul style="list-style-type: none"> ○ <u>STAFF:</u> <i>Andrea Kahn (Secondary Rep), Bronwen Hughes (Primary Rep), Srirangpriya Desai (Secondary Rep)</i>

No	Description
	<ul style="list-style-type: none"> ○ <u>ACTIVE VOLUNTEERS:</u> <i>Sharla, Bhumika, Sharmee, Anjana, Gitesh, Daksha, Bhavesh, Altea, Divya, Gaurang, Dharmen, Yagna and Lajja</i> ○ <u>OTHER VOLUNTEERS:</u> <i>Nima (for her efforts in advertising the Tesco appeal) Sheetal Bhudia, Sheetal Lakhani, Tejal Thakrar, Tara Kerai (Secondary parents)</i> ○ <u>BOARD (2015-2017)</u> <i>Sunita (Secretary), Jay (Treasurer), Sheetal Bhudia (2015-2016 Treasurer) and Hemang (Vice Chair).</i> ● [HP] came forward and thanked Yogi for his efforts as Chair. ● [BR] a long standing volunteer took the opportunity to say a few words. He mentioned he has been a volunteer since FOAH was formed and looks forward to seeing FOAH go from strength to strength. He ended by congratulating the new committee.
5	<p>AMENDMENT IN CONSTITUTION</p> <ul style="list-style-type: none"> ● [YB] continued the meeting to remind everyone that the constitution has been amended to now reflect it as a PTA for Avanti House Primary School. ● [YB] mentioned this was finalised in April's EGM; however it was quickly presented here again. ● It was noted that FOAH has primarily been supported by parents and volunteers of the primary school, and the majority of the events have been attended by primary. <ul style="list-style-type: none"> ● The following amendments have been made to the 'FOAH Constitution document, April 2016, v1.3': <ul style="list-style-type: none"> ○ <i>Section 2.0 – OBJECTS</i> ○ <i>2.3 – Plan fund raising initiatives tailored to AHP. and AHSS.</i> ● See: http://www.foah.avanti.org.uk/assets/Constitution_v1.3.pdf ● The correspondence address will be changed to the address of the primary school. ● Going forward FOAH will be known as : Friends of Avanti House (FOAH) - Parent Teacher Association (PTA). Fund Raising and Support Committee for Avanti House Primary School.
6	<p>QUESTIONS & AOB</p> <ul style="list-style-type: none"> ● [YB] asked if anyone had any questions. No questions were raised with regards to the 2015-2017 overview, finance or elections. ● [YB] said questions can still be emailed to info@foah.avanti.org.uk. ● The meeting concluded and everyone was thanked for attending. ● A photo session took place for FOAH core committee members and existing members.
7	<p>NEXT MEETING</p> <ul style="list-style-type: none"> ● This will be confirmed and announced by the new committee in January 2018.

Meeting Closed at 20:45