

## ANNUAL GENERAL MEETING

Tuesday, 15th May 2018 6.30pm  
Ayton House, Ayton Road, Wymondham, Norfolk

## MINUTES

### Present:

Tracey Sismey [Chair], Trevor Wang [Treasurer], Alison Furniss [Vice Chair], Nicola Baxter, Rachel Clarke, Lorraine DeVere, Claire Jack, Kate Draycott, Lisa Lonergan, Natasha Oakley-White, Julia Fromings Hill, Julie Singleton, David Sismey, Lewis Sismey, James Kearn, Kevin Vaughan, Wayne Doman, Teresa Doman, Sharon Sims, Ed Maxfield.

### In Attendance:

Bernadette Pallister [Minutes]

### Apologies:

Caroline Karimi-Ghovanlou, Ali Ward

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#### 1. Welcome and Apologies

The Chair welcomed all those present and thanked them for attending. Apologies had been received by the Admin Manager. TS introduced herself, as did the other members, and commented on how lovely it was to see so many people at the AGM.

#### 2. Introducing Carers Matters with Kevin Vaughan

Kevin gave a short presentation about Carers Matters and their current remit. TS thanked Kevin for his time.

#### 3. Minutes of last AGM and matters arising

The minutes from the 2017 AGM were agreed to be a true record and accepted without amendment. It was confirmed that there were no matters arising.

**Proposed: Trevor Wang**

**Seconded: Lorraine DeVere**

The Chair signed the minutes.

#### 4. Steering Group Chair's Report (Tracey Sismey)

The Chair read her report from the Annual Report and reiterated her thanks to everyone around the table for their commitment to Family Voice.

## 5. **Treasurer's Report (Trevor Wang)**

In addition to his report, the Treasurer explained that money received from the Department of Education (DfE) had to be spent on specific items that had been pre-agreed by Contact and therefore were "Restricted". "Unrestricted" expenses related to money received from NCC and was used to fund parent representative and ambassadors so that they can attending meetings and events.

TW explained that the biggest item of expenditure was for the annual conference, which attracted over 300 parent carers and professionals and cost over £16,000. Over £15,000 was spent on reps attending nearly 230 meetings during 2017/18.

Julie Singleton talked about the discretionary grant that FV is entitled to apply for from 2 July 2018. All parent carer forums are entitled to £15,000 but some forums are very small and do not require all this money, which then forms the discretionary grant pot.

Wayne Doman asked if there had been any changes in spending after an area inspection but Julie was unable to confirm this.

Kevin Vaughan talked about how FV had had a positive impact at the Carers Locality meetings and that, although he understood the reasons why FV had stopped attending, he hoped FV may reconsider.

## 6. **Acceptance of Financial Accounts**

The financial accounts were accepted by those present.

**Proposed: Nicola Baxter**

**Seconded: Rachel Clarke**

## 7. **Amended constitution**

TS talked through the two minor amendments that were proposed to the constitution.

Item 1 under Membership to be redrafted to include wording in red, "Full membership is open to family members and carers of any child of young adult with special educational needs and/ or disabilities, up to, **and including**, the age of 25 years."

Item 5 under Membership to be amended to delete the old reference to the Data Protection Act 1998 and replaced with "... and will ensure compliance with **relevant data protection regulations and legislation.**"

The amendments were accepted by those present.

**Proposed: Wayne Doman**

**Seconded: Rachel Clarke**

## 8. **Nomination and election of Steering Group members**

The Chair explained at this point of the AGM the Steering Group members stand down and will be re-elected if they wish. As previously agreed, TW chose to stand down.

Steering Group re-election (as a group): *Tracey Sismey, Alison Furniss, Claire Jack, Lorraine DeVere, Nicola Baxter and Rachel Clarke.*

**Proposed: Kate Draycott**

**Seconded: Natasha Oakley-White**

All present voted in agreement.

Lisa Lonergan and Caroline Karimi-Ghovanlou had been co-opted onto the Steering Group during the year and wished to stand as full Steering Group members.

**Proposed: Lorraine DeVere**

**Seconded: Trevor Wang**

All present voted in agreement.

The Chair asked those present if anyone else would like to join the Steering Group at the AGM. Wayne Doman and Natasha Oakley-White expressed an interest in joining the Steering Group

**Proposed: Rachel Clarke**

**Seconded: Lorraine DeVere**

All present voted in agreement.

The Chair explained that the election of Officers of Family Voice will take place at the next Steering Group meeting being held on 23 May 2018.

9. **Website**

Nicola Baxter briefly demonstrated the features of the new website. Bernadette suggested that if any members had any suggestions that could be incorporated into the website that they email her directly at [admin@familyvoice.org.uk](mailto:admin@familyvoice.org.uk).

10. **Close**

The Chair presented Trevor with a small gift and thanked him for all his help with Family Voice over the years.

The meeting was closed by the Chair at 8pm

Signed .....

Dated .....