



Suffolk Forest School Association AGM

7th February 2026

Bradfield Woods

1. Attendance/Apologies			
Name	Role	Attendance	Apologies
Charlotte Atkinson	Chairperson	Y	
Joanne Atkins	Vice Chairperson and Treasurer	Y	
Victoria Gosling	Minutes Secretary		Y
Emma Keeble	Membership and Events Officer	Y	
Valerie Hyett	Local Group Representative on FSA	Y	
Christine Oliver	Social Media Officer		Y
Angela Whatling			Y
Dawn Winder			Y
Hannah Preece		Y	
Sara Murray		Y	
Sarah Allington		Y	
Dawn Winder			Y
2. Roles and responsibilities of committee members			Actions
Charlotte displayed and read out the description of all the available posts on the committee.			
3. Election of Officers			
All committee members stood down and were re-elected to their present roles. Everyone was happy to continue unless others wanted to take on a role. Sara Murray agreed to help Victoria with minutes and become Assistant Minute Secretary. Hannah Preece agreed to help with Social Media and become an Assistant Social Media Officer. Emma and Jo agreed to assist with Social Media also.			
4. Chairperson's Report			
Read by Charlotte Atkinson and circulated. The Annual FSA Suffolk Membership is currently on hold until the new website is complete. The committee discussed and agreed on amendments they would like made to the affiliation agreement. These will be emailed to the committee and all should read and agree by 14.02.26 so that they can be presented. During 2025, we had an AGM, three committee meetings and three networking/CPD sessions.			
5. Treasurer's Report			
Jo circulated this. Charlotte thanked her and agreed. Current bank balance is £870.21 (not including income on the day and an invoice to come from the last networking/CPD session for £60) Outgoings in the coming year will include £360 website cost, insurance (likely to rise) and Wix (£14.40 per month - £172.80 a year)			
6. Agree minutes from the last committee meeting and matters arising			
Agreed.			
7. Review FSA Suffolk Constitution			

<p>Checked and discussed. Amendments to be emailed to all, read and agreed by 14.02.26</p>	
<p>8. Dates and times of committee meetings</p> <p>Next committee meeting – 7pm - Tuesday 5th May 2026 via Zoom (focus on Safeguarding, GDPR and Summer get together). CA to set up Zoom link and share with committee and on the Suffolk FSA WhatsApp group so that any member of FSA Suffolk can join.</p> <p>Next Networking and CPD session – Saturday 6th June 2026 -Summer Craft and Camp out at Dawn Winder’s Windflower Forest School, near Needham Market. 2-5pm with option to camp for £12 per tent/van to include washroom facilities. Fish and chip supper and bacon rolls for Sunday breakfast. Emma to put on Eventbrite. Please all help to promote event.</p>	
<p>9. Any other business</p> <p>Please all try to encourage membership of FSA</p> <p>Links of future meetings will be posted on WhatsApp</p> <p>AGM ended at 11.00am</p>	