

**Friends of Beacon Academy (FoBA)
Inaugural Annual General Meeting**

Minutes of Meeting	
Meeting Date and Time	Thu, 27 Aug 2015
Meeting Location	Small Auditorium 4th floor
Meeting Organizer	Mr Cam
Minutes Drafted Date and Time	27 Aug 2015 at 9.19 am
Meeting Chair	Mr Cameron Woods
Meeting Title	Inaugural Annual General Meeting
Attendees	Apologies
Mr Aswin, Mrs Jenny, Mrs Shilpa, Mr Vinit, Mr Dony, Mrs Smita, Mrs Ling Fei Ing, Mrs Lydia, Mr Aswin, Mrs Cindy, Mrs Magdalena, Mrs Putri, Mrs Lily, Mr Cam, Ms Liz C, Novia,	Ms Tary, Mrs Parveen, Mrs Lily
Brief Description / Agenda	
FoBA Charter review Adopt the FoBA charter Establish and welcoming the new committee of FoBA The profile of FoBA How to organise ourselves – proposals and next meeting	

Discussion and action items

Item	Action	Who	By when
FoBA committee	Chair: Head of School Co-chair: Mrs Jenny Amar Secretary: Miss Novia Hermawaty (Beacon representative) Treasurer: Mrs Shilpa Standing Committees: Cultural committee: Mrs Smita Arts committee: Mr Vinit Jain Fundraising committee: Mrs Jenny Amar Social committee: Ms Tary (to be confirmed) Program committee: Mr Aswin, Mr Vinit, Mrs Shilpa, Mr Dory		
FoBA profile	Page on website Permanent place in newsletters		
FoBA organisation	FoBA protected 'intranet' page on website	Cam	asap
FoBA room/space at school	Establish storage and meeting space for FoBA	Cam	asap / next meeting
FoBA fund security	Safe keeping of fundraising monies: On-site safe, and FoBA bank account	Cam	
Welcoming event	Picnic proposed for Sat Sept 12 th , 4-6pm, at school on the field. Informal event, for parents and children, with welcoming arrangements for new families. Event needs a name that will become permanent and begin a tradition.	Cam, to liaise with logistics	asap