Time Out After School Club
Annual General Meeting Minutes
20th May 2026 @18:00
Time Out Room, Manland Primary School

Attendees
Trustees: York Mui-Liu (Chair), Yen Tran, Sarah Parkin, Shona Crichton, Anna Read, Jeff Philips, Diane Fensome
Members: Maria Filippidou (parent), Liz Hage (parent), Jo Rawling (parent)

Item	
1	**Trustee annual report from the Chair of Trustees** The chair shared that Yen Tran and Anna Read would be retiring from trustee roles. Yen Tran was reappointed as Treasurer, and Anna Read was reappointed as a trustee. Jeff Philips and Shona Crichton will be retiring from their current term at the next AGM. Chair advised that there are Trustee vacancies, and Katie McNeilage has been recruited as a new trustee from September. No comments or questions from members.
2	**Play Leader Report and Update** Diane Fensome (Play Leader) shared an update. The club will be losing several student members of staff over the coming weeks, but new student staff members have been recruited to fill the vacancies. No comments or questions from members.
3	**Financial Reports and Statements** Shared by Anna Read, Business Manager. Anna advised members that all accounts can be accessed online, and a copy was also emailed to all member along with the AGM notice. The accounts for the year have been submitted to the Charities Commission.

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4	**AOB** Members offered thanks for the new external path that has been invested in this year as a more accessible route to drop and collect children from Time Out. A query was raised regarding invoicing from iPal and member receiving several invoices per month. Anna Read advised that there is no way to consolidate the invoices as they are linked to bookings, so all ad-hoc bookings will generate a separate invoice. No other business raised from members.
	Chair thanked all for attending and closed the meeting