Cardiffin Suomi-koulu – The Finnish Saturday School in Cardiff

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MINUTES for AGM 17.6.2017, 1-3 pm Capel Salem

**1. Apologies for absence; nomination of minutes taker**

**Chair of the meeting:** Lisa Hilling

**Minute take**r: Kaarina Ruta (and Kaisa Pankakoski)

**People present:**

Lisa Hilling, Sirkku Evans , Päivi Paljärvi, Minna Rossi, Kaisa Pankakakoski, Virpi Ylänne, Erik Williams, Kaarina Ruta

**Apologies:**

Saara Goddard, Aarno Asher, Liisa ap Hywel

**2. Election of trustees and officers for 2017-18**

**Trustees**: Liisa ap Hywel, Aarno Asher, Saara Goddard, Virpi Ylänne, Erik Williams, Kaisa Pankakoski

**Treasurer:** Virpi Ylänne

**Chairperson:** Kaisa Pankakoski

**3. Opettajat ja ryhmät 2017-18/ Teachers and groups**

**Adults group**: Sirkku Evans

**Older children**: Position vacant

**Toddlers:** Kaarina Ruta

**Assistant teachers:** Minna Rossi and Kaisa Pankakoski

* **Action:** The vacancy for a teacher for the older children’s group will need to be advertised on social media (facebook) and possibly in the Finn Guild magazine. Päivi Paljärvi will assist in this.

**4. Vapaaehtoisroolit / voluntary positions:**

* **Completion of charity status**: Liisa Ap Hywel
* **Fundraising**: shared position/ad hoc
* **Storytime**: Lisa Hilling
* **Newsletter/e-mails/facebook**: Saara Goddard
* **Social events**: Kaarina Ruta
* **Photography:** shared position
* **Updating school webpages:** Kaisa Pankakoski (and Aarno Asher)
* **Organisation of Christmas and other parties:** shared position
* **Suomi-Seura membership:** Virpi Ylänne
* **Coffee making/food/kitchen**: Virpi Ylänne and Päivi Paljärvi
* **Actions:**

1. Liisa ap Hywel shall update the documents for completing charity status and they should be signed by the trustees in September.
2. Päivi Paljärvi and Kaarina Ruta shall plan the Finland 100 years Independence Day celebrations.
3. Virpi Ylänne and Kaisa Pankakoski will prepare the application for funding from Suomi-seura (deadline October).

**5. Accounts and budget (Virpi Ylänne)**

This year’s balance (£293.65), which is significantly lower than the one for the previous year (£799.70).

* **Actions:** It is decided not to continue paying annual membership of the Suomi-seura. The members are also considering to raise the fees for the classes. This will be discussed at point 7.

**6. Payment for teachers**

The payment for the teachers remains the same as for previous years (£50/2 hours).

**7. School fees for 2017-18**

The members decide to make some changes in method of payment and also decide to raise the fees for the coming year.

* **Actions:**

1. Adults’ and children’s payments will be kept separate, meaning that there will be no family reduction if a parent goes to adult class and a child to the children’s class. The sibling reduction will remain in place; so that the first child pays full price and subsequent children will pay half price.
2. The stamp-cards will be removed. From September 2017 payment can be made either for the whole year (£60 for children and £ 100 for adults) or pay as you go per each class (£10 for children or £15 for adults) for 12 classes.

**8. School dates for 2017-18**

**2017:** 16.9., 7.10., 28.10., 18.11., 9.12.,

**2018:** 13.1., 3.2., 24.2., 17.3., 14.4., 12.5., 9.6.

**9. Constitution**

Liisa Ap Hywel to circulate constitution in the autumn for the trustees and other involved/active members to see. The trustees and active members that can will meet to discuss this on the first school day, 16th of September.

**10. AOB**

Liisa Hilling and Kaisa Pankakoski will attend Finnish School teachers' conference in Helsinki on 1-2 of August 2017.

The Finn-Guild Finnish teachers' training in London has been planned for the 14-15th of October.

* **Actions:**

1. Kaisa Pankakoski will liaise with the new caretaker regarding the new school year.
2. Virpi Ylänne will copy the new key. Copies will be kept by Kaisa Pankakoski, Kaarina Ruta, Virpi Ylänne and Sirkku Evans.