



Minutes of the AGM 2019 held at Leighton Park School Tuesday 18th June 2019

Present:

Emma Keeler (Chair) – LVS Ascot

Chris Routh – Leighton Park School

Sarah Seddon (Secretary) - Gillotts School

Bethan Lloyd – Denefield School

Grace Ritchie - Leighton Park

Claire-Louise Cavaciuti - Kendrick School

Claire Knight - Reading Bluecoat School

Gill Chivas – Retired from RBWM

This meeting is unofficial as it is not quorate

<p>1. Apologies: Ali Kennedy (Treasurer) – unable to get to the meeting because of traffic in Ascot but prepared report and talked on the phone with Emma prior to the meeting</p> <p>Heather Prueth – resigned from the committee Many apologies but not recorded</p>	
<p>2. Minutes of the 2018 AGM held at St George's School, Ascot, 28th June Minutes recorded at being a true and accurate account of the meeting</p>	
<p>3. Chairperson's report 2018-19 Emma read out her report, which is enclosed as a separate document.</p>	
<p>4. Treasurer's Report 2018-19</p> <ul style="list-style-type: none"> • Ali sent her report which was read out by Claire (enclosed) • She will meet with Laura Hobson soon to review the accounts. • Year end balance is £396.07 • Chris Routh is talking to Leighton Park school about being a sponsor, to match sponsorship paid by LVS Ascot (£300) nb after the meeting it was confirmed that this has been secured. Thanks Chris! • 	Action: CR
<p>5. Results of Survey 2018-19 Unfortunately only 6 respondents, but really positive feedback. Highlights are that the books are nominated by pupils, events are free, it is a tool to encourage reading for pleasure and pupils are introduced to new authors. The biggest negative is that the shortlisted books are not challenging enough. However, this has to be considered with the fact that pupils choose the books. The Year group that takes part the most is Year 8. People like the downloads, which replaced the printed publicity, and there is much praise for the two events which take place. Some people find it hard to organise trips with the form filling and finding transport, time etc.</p>	
<p>6. Officers for the BBA Steering Group</p>	

<ul style="list-style-type: none"> • Emma is step down as chair but to stay on the committee. • Claire is to take over as chair, as unanimously voted. • Sarah to stay as secretary. • Ali to stay as treasurer. • Grace and Gill to stay as members • We have a new committee member, Claire-Louise from Kendrick School. Welcome Claire-Louise! 	
<p>7. Arrangements for the 2019 award</p> <ul style="list-style-type: none"> • Launch at St George's School, Ascot 9th October – Laura Wood, author will be speaking. Secured free of charge by Emma. • Nominations for longlist close 22nd November. • Meeting to discuss longlist week commencing 25th November. • Longlist announced Monday 2nd December. • Poll closes 31st January. • Shortlist event 12th February – possibly at Leighton Park (to be confirmed). • Voting closes 20th March. • Winner announced 25th March. 	
<p>8. AOB</p> <ul style="list-style-type: none"> • On behalf of the committee Sarah presented a gift to Gill Chivas to mark her retirement from RBWM. We are pleased she is staying with us for the foreseeable future. She was also thanked for giving financial support to the BBA last year. • Gill said that she sometimes would like support in book recommendations now that she is no longer working in libraries. Sarah suggested we should all look at Good Reads to share our reading habits. A whatsapp group was also suggested and Grace is happy to investigate. • Sarah is changing her hours, to work 4 full days a week and have a Friday off. Still happy to attend meetings and this should be fine with her Head. However, she would appreciate Gillotts being considered as a venue for events and meetings, even though it is out of area. 	Action: GR
<p>9. Next meeting: Thursday 27th June at Reading Bluecoat school, 4:30pm</p>	

Berkshire Book Award 2019: Treasurer's Report - June 2019

The Treasurer's Report is in 3 parts – this written statement, the Balance Sheet, and the accompanying Notes.

The Steering Group continued to be careful with the BBA funds and the 2019 award began with an **opening balance of £853.62**.

After incurring additional expenses for the **Launch** and **Pen2Page** in previous years, the committee made the decision to revert back to a single event for each stage of the award. The launch event was held at LVS Ascot and featured the author **Emily Thomas**. This **did not incur any expenses** as our Chairperson, Emma Keeler, arranged this with Andersen Press. The **Pen2Page**, from here on referred to the Shortlist Event, featured children's literature critic **Imogen Russell Williams** and cost **£129.20** for appearance fee and travel expenses. Additional costs at this event were for catering by the host school, **Reading Blue Coat**, which totalled **£64**.

We also had books for sale at both events at a good discount, provided by Pickabook. The cost of the books was determined by 'rounding up' from the cost to us i.e. book supplied at £4.89 was sold at £5.

Many thanks to sponsors/donors:

Chairperson, Emma Keeler, continued to encourage the involvement of **LVS Ascot**, renewing their sponsorship of the BBA for £300.

PickaBook is a listed sponsor of the BBA but sponsorship fees have not been paid for the last two Award years. Our personal contact, John Newton, was recently made redundant from PickaBook. John has been a strong supporter of the BBA and his loss from PickaBook will have an effect on how book sales take place at future events. That said, John Newton has set up his own small book supply company, Newt Books, and has expressed his keen interest in staying involved with the BBA. He has offered sponsorship and this will be discussed at committee level going forward.

Further income was kindly received from committee member, Gill Chivas, as a generous gift from the estate of her late Aunt Margaret. A sum of £200 was gratefully received and the committee once again express their thanks.

We are fortunate that **the BBA website**, as set up by the Education Library Service (ELS), has continued to be available to us. The ELS Webmaster, continues to maintain the website on our behalf. She has charged us £500 p.a., plus incidental expenses.

Sponsors will be even more important to ensure the success of **BBA 2020**. The Steering Group is searching for **new sponsors** and welcome any suggestions of who to approach. Offers of ongoing sponsorship, or any one-off sponsorship donations are equally welcome.

All records and accounts will shortly be checked and ratified by **Laura Hobson**, our Independent Examiner. We offer Laura our Vote of Thanks in advance. We have a **balance of £396.07**, as at year end on 30th April 2019.

There are two pending transactions as follows:

- Invoice for book sales at the Shortlist Event to be sent to Leighton Park for the sum of **£98.50**.
- Invoice from PickaBook to be paid for books sold at the Shortlist Event. This is for the sum of **£272.68**.

Alison Kennedy, BBA Treasurer