

AGM MINUTES

Friends of Woolton Hill Junior School (FWHJS)

Held at St.Thomas Infants School

19th October 2023 8pm

Attendees:

Paul Davies (Exec. Head), Kathryn Knapp (Dep. Head), Stu Ashby (Chair), Gayle Ashby, Claire Hannah, Rachel Fisher, Rachel Ryan, Alison Sellar, Lycee Marsh, Nick Watson, Kathryn Crompton, Claire Maestri, Garry Larcombe, Sian Haywood.

Apologies:

Catherine Walters (Sec.), Charlotte Armstrong, Nicola Baker, Katie Faulkes, Gemma Duff

1. AGM Ordinary business:

1. Attendees and apologies (names recorded above)

- a. It was noted that two former trustees of FWHJS were no longer eligible members as their children were not in the school, leaving only two remaining (SA, CW). This meets the minimum required to conduct a general meeting.
- b. CW has provided voting instructions to SA for this meeting. SA would vote by proxy on the motions presented.

2. Minutes of FWHJS Annual General Meeting Held on 21/09/22

- a. These were approved with no further comments or actions made.

3. Reports for 2022/2023

- a. SA presented the Chair's report, which is attached.
- b. SA presented the Treasurer's report, which is attached.
- c. PD expressed his thanks for the FWHJS committee and members for their support over the last year.

2. AGM Special business: merger

4. Motion to form a single Friends Association covering the Federation

- a. SA presented the resolution
- b. The meeting proposed to amend the resolution to start the joint fund with £250 from each historic fund for the purpose of future expenses prior to receiving income.
- c. The resolution was **APPROVED**
- d. **Action:** SA to publish this amended resolution with the AGM minutes

5. (St. Thomas APF Business)

3. Further AGM Ordinary business:

6. Adoption of Constitution

- a. The existing Parentkind model constitution was proposed with the change of name as specified in the merger resolution.
- b. This constitution was **APPROVED**
- c. **Action: SA to sign and publish this document with the AGM minutes**
- d. **Action: CM to countersign this document**

7. (St.Thomas APF business)

8. Election of Officers and Trustees of the Committee

- a. The election of the Officers and Trustees for the 2023-2024 Committee are as follows:

Role	Elected Person	Nominated by	Seconded by
<i>Chairperson</i>	Stuart Ashby	Claire Hannah	Rachel Ryan
<i>Secretary</i>	Claire Maestri	Gayle Ashby	Rachel Ryan
<i>Treasurer</i>	Nick Watson	Garry Larcombe	Claire Hannah
<i>Trustee</i>	Rachel Ryan	Claire Maestri	Stuart Ashby

- b. **Action: SA to update the Charities Commission with these names.**

- c. It is noted that CM wishes to step down by the end of the Autumn term. Accordingly an EGM shall be called to elect a replacement Secretary at this time.

9. Appointment of Independent Examiner of Accounts

- a. SA proposed Gareth Foulkes be requested to conduct this review
- b. This proposal was **APPROVED**

10. (St.Thomas APF business)

11. (St.Thomas APF business)

4. Any Other Business:

12. Projects for next year

- a. SA noted that the school had invoiced FWHJS for £3000 towards the playground improvement project, agreed in principle at the last meeting. Payment of this was **APPROVED**.
- b. KK provided initial information on a proposal to redesign the LEAP building and surrounding grounds into a highly capable outdoor classroom area, to be used in conjunction with the forest area recently renovated along the school boundary. The overall cost was expected to be £25k-30k and work to be completed mainly over the Summer 2024 break. The meeting agreed in principle to support this project, with details of funding tranches and development milestones to be agreed at future meetings.

13. Date for Next Meeting

- a. The next meeting was agreed to be at **8 pm on Thursday 9th November at The Rampant Cat.**

FWHJS Chair's Report for 2022/23
Presented at the AGM on 19th October 2023

Summary of the Past Year

- We have been able to support the school with several valuable projects:
 - New carpets!
 - New library equipment and books
 - Extra phonics books
 - Regular projects: Yr6 leavers gifts, £200/term book replacement, benevolence funds, water cooler service
 - And a handful of fun things like ice creams, Easter chocolates, Coronation bookmarks, etc.
- Our major event, WoolFest, was once again able to run and I hope gave many of you a chance to enjoy a major social event with your friends and children.
- In addition to WoolFest, we arranged 2 discos and provided refreshments at numerous events
- We continued to be able to request Match Funding from Vodafone employees for which we are very thankful!
- We thank the Governors for their support in providing the Friends with access to the school website for our communications.
- We must finally thank the school team for their support over the past year in working with us and making our events at the school a success.

Plans for this Current Year 2022-2023

- Organisation
 - To work with Mr Davies and the School Governors on how we can best organise ourselves to support the new Federation and co-ordinate with St Thomas PTA in this regard
 - To engage with all our members (parents, teachers, friends) on the outcomes of the above and agree a plan
- Projects
 - To provide the funds we ring-fenced last year for playground improvements
 - To help fund the forest school project for both schools to use
 - To continue to support the school with termly donations for regular items
- Fundraising
 - Woolfest
 - School discos
 - St Thomas APF events

FWHJS Treasurer's Report for 2022-2023

Presented at the AGM on 19th October 2023

The events run this year generated an income of £13,436.87 and a profit of £11,134.05 (including the Previous Year Income from 2021-2022), which was Match Funded to a value of £1,150.00. Match Funding from Woolfest 2023 is still expected; currently that is estimated to be £350.00, but it will be included in Next Year's Accounts (2023-2024) as a Previous Year item. Woolfest was another successful fundraiser again this year, despite the drizzly weather that was experienced for most of the day and evening. The Silent Auction raised a fantastic amount of just under £3,000.

A summary of the events is below:

	Income			Total Expenses	Profit & Loss
	Event Income	Match Funding	Previous Year		
Autumn/Winter Disco	£959.58	£575.00	£0.00	-£508.87	£1,025.71
Giving Machine	£68.63	£0.00	£0.00	£0.00	£68.63
Bag 2 School	£438.20	£0.00	£0.00	£0.00	£438.20
Lower School Play	£62.85	£0.00	£0.00	-£5.26	£57.59
Christmas Musical Extravaganza	£18.90	£0.00	£0.00	£0.00	£18.90
Pre-loved Uniform Sales	£171.20	£0.00	£0.00	£0.00	£171.20
Grounds Clearance	£0.00	£0.00	£0.00	-£134.68	-£134.68
Year 6 Leavers	£225.00	£0.00	£0.00	-£679.75	-£454.75
Woolfest	£10,121.74	£0.00	£0.00	-£4,349.73	£5,772.01
Year 6 Summer Performances	£10.90	£0.00	£0.00	£0.00	£10.90
Reading Café	£22.78	£0.00	£0.00	£0.00	£22.78
Upper School Play	£21.60	£0.00	£0.00	£0.00	£21.60
January Disco	£962.70	£575.00	£0.00	-£186.67	£1,351.03
Astronomy Evening	£48.88	£0.00	£0.00	-£9.55	£39.33
Easter Eggs	£0.00	£0.00	£0.00	-£54.70	-£54.70
St. Nicholas' Coffee Morning	£172.61	£0.00	£0.00	-£36.00	£136.61
Amazon Smile	£118.02	£0.00	£0.00	£0.00	£118.02
Gift Aid	£10.60	£0.00	£0.00	£0.00	£10.60
Miscellaneous	£2.68	£0.00	£2,808.50	-£296.11	£2,515.07
Sub-total	£13,436.87	£1,150.00	£2,808.50	-£6,261.32	£11,134.05
WHJS Donations				-£11,308.24	-£11,308.24
Profit / Loss for year	£13,436.87	£1,150.00	£2,808.50	-£17,569.56	-£174.19

NB: Previous Year amounts include the following: Platinum Bar donation to Woolfest 2022 of £100.00; Matched Funding to Woolfest 2022 of £2450.00; and a 2022 Year 6 Leavers' Parental Hoodie Payment of £8.50.

On the Profit & Loss it can be seen that a small loss was made, however, this is due to significant payments to Woolton Hill Junior School (WHJS) and the account remains in a very healthy position. The bank balance continues to look healthy at £19,210.28, with contributions to WHJS throughout the year of £11,308.24. The main investments to support the school this year were more new phonic books to the value of £1,200, new carpets for £7,125, equipment to renovate the library of £989.50, support towards the Forest School of £126, and Coronation mementos of £141.12. We were still able to support school with our regular commitments and allowed the children to benefit from new books, maintain the benevolent fund, ice creams at the panto, Easter eggs, maintenance of the water cooler, author and artist visits, and year 6 leavers gifts. There are a few items that were approved this year, but not yet invoiced for by WHJS/Suppliers (listed below). We have also already made commitments to WHJS for the forthcoming year (also listed below).

Bank balance at the end of the Previous Year		£19,384.47
Income from Events	£13,436.87	
Income from Match Funding	£1,150.00	
Income from Previous Year	£2,808.50	
Total Income	<u>£17,395.37</u>	
Total Expenses (excl. WHJS Donations)	<u>-£6,261.32</u>	
Profit Generated in Current Year (excl. WHJS Donations)		£11,134.05
<u>Donations to WHJS in Current Year:</u>		
Books (£200 per term)	-£600.00	
Benevolent Fund (£100 per term)	-£300.00	
Phonics Books	-£1,200.00	
Christmas Play Ice Creams	-£260.00	
New Carpets	-£7,125.00	
Author Visit	-£556.90	
Water Cooler	-£191.84	
Library Fit Out	-£989.50	
Artist Visit	-£85.00	
Total Donations to WHJS:		-£11,308.24
Bank balance at the end of the Current Year		£19,210.28
<u>Commitments for the Next Year:</u>		
Forest Clearance	-£34.00	
Playground Revamp Part 1 (1 x table tennis table)	-£850.00	
Library - Further Fit Out	-£1,010.50	
Parentkind Insurance	-£140.00	
Books	-£600.00	
Easter Eggs	-£60.00	
Benevolent Fund	-£300.00	
Water Cooler	-£192.00	
Year 6 Leavers Gifts	-£700.00	
Christmas Play Ice Creams	-£260.00	

Author Visit	-£600.00	
Total Commitments for the Next Year		-£4,746.50
Bank balance available to donate		£14,463.78

It has been proposed to merge the Friends of Woolton Hill Junior School (FWHJS) with the St. Thomas' Infant School PTA. If this goes ahead, the FWHJS has agreed to ring-fence these funds to be only spent at the Woolton Hill Junior School (WHJS).

In summary, the FWHJS is in a healthy financial position and is well placed to support WHJS over the coming year with the new projects that are in the pipeline.