

Friends of Woolton Hill Junior School (FWHJS)

Held at WHJS

21st September 2022 3.45 pm

Attendees:

Kathryn Knapp (representative for the Headteacher), Stu Ashby (Chair), Catherine Walters; Rachel Chang; Laura Smallwood, Clare McLaughlin, Aman Kang, Tom Scott (WHJS Teaching Staff)

Apologies:

Silvie Hounsome

1. Minutes of Annual General Meeting Held on 13/09/21

These were approved with no further comments or actions made.

2. Chair's Report for 2021/2022

SA presented the Chair's report, which is attached.

3. Treasurer's Report for Year Ending 31/08/2022 (2021/2022)

RC presented the Treasurer's report, which is attached.

4. Headteacher's Comments

KK expressed her sincere thanks to the FWHJS Committee and all the parent helpers, as she recognises what a significant contribution the FWHJS makes to the school. The following was noted:

- a. KK will send dates of school events to SA to help make plans of FWHJS involvement for the year. **Action: KK.**
- b. As the asbestos survey has now been done, new carpets can now be installed. Quotes have been requested and will be forward onto FWHJS. **Action: KK.**
- c. KK noted that funding ideas for this year could include (these will be confirmed by school in due course; **Action: KK**):
 - i. Library - new books, refresh the room.
 - ii. Outdoor environment - support its maintenance.
 - iii. Phonics books - more are required.
 - iv. IT equipment - always needed.

d. School will think of a 'big' project for the FWHJS to fund towards. **Action: KK.**

5. Appointment of an Independent Examiner of Accounts

RC noted that Gareth Foulkes is happy to be the Independent Examiner again, so thank you Gareth.

6. Election of Officers and Trustees of the Committee

The election of the Officers and Trustees for the 2022-2023 Committee are as follows:

Role	Elected Person	Nominated by	Seconded by
<i>Chairperson</i>	Stuart Ashby	Laura Smallwood	Rachel Chang
<i>Secretary</i>	Catherine Walters	Clare McLaughlin	Stuart Ashby
<i>Treasurer</i>	Clare McLaughlin	Stuart Ashby	Aman Kang
<i>Official Committee Member</i>	Laura Smallwood	Clare McLaughlin	Aman Kang

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

7. Other Lead Roles

Lead Roles could not be fulfilled as there are not enough individuals on the Committee. The following was noted:

- a. The Committee can not run as it stands. Options are as follows:
 - i. The Committee is there in name only to enable the existing money to be spent; no fundraising events will be undertaken.
 - ii. Only certain events are undertaken based on the current members of FWHJS and only a little bit of extra help is received.
 - iii. All events are undertaken as per previous years if a significant amount of help is received.
- b. **Action: SA to send out an emergency/urgent message to all parents by the end of the week asking for more help and detailing the options above.**
- c. **Action: SA to present the FWHJS presentation at the Lower School Meet and Greet.**
- d. It was agreed that it would be beneficial for there to be a new School Liaison role. RC kindly volunteered for this.

8. The Constitution

The wording of the current Constitution was agreed to be acceptable for this year. Any discussion or potential changes to enable a possible merger of the FWHJS with the Infants' PTA will be done in future years.

9. Other Items

Due to the lack of parental help, these will be left for the time being.

10. Date for Next Meeting

The next meeting was agreed to be at 8 pm on Thursday 20th October at The Rampant Cat.

11. AOB

None was raised.

FWHJS Chair's Report for 2021-2022
Presented at the AGM on 21st September 2022

Introduction: AGM process

The Friends of WHJS are a registered charity, governed by the Charities Commission. Our four principle Committee Members, to be elected at this AGM, are the Trustees of this Charity. The Charities Commission states that we must have a governing document, which is our Constitution, which we shall adopt at this AGM. In addition, every year we have our accounts Independently Examined and then submitted to the Charities Commission by an external examiner who we shall propose at the AGM.

We are a Friends association, which means that our members are all parents, carers and guardians of pupils currently at the school, all teaching and non-teaching staff currently employed by the school, as well as anyone wishing to offer support or help to the school who the Committee agree is suitable, for instance grandparents and valued members of the local community. All members present have a vote at each meeting on our proposals.

Our objective (as per our Constitution) is to advance the education of the pupils in the school, in particular by:

1. developing effective relationships between staff, parents and others associated with the school.
2. engaging in activities or providing facilities or equipment, which support the school and advance the education of the pupils.

Therefore, we raise funds by engaging the school community so the school can use them to help further pupils' education. We decide how to spend our funds through listening to the needs of Mr Davies and the staff, as well as the Governors and parents, and will decide as a Committee what the final expenditures should be to school 'projects'.

Summary of the Past Year

- It has finally been a year where many of our more 'normal' activities can take place!
- 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. We certainly had fun along with the hard work running the event and you, our school community, have raised over £4000 for the school, which we are hoping to match fund for a further £3000.
- In addition to WoolFest, we have run a number of other events during the school year, notably
 - Christmas hamper raffle
 - Bag to school collections
 - Pre-loved uniform sales

- Grounds clearance
- We continued to be able to request Match Funding from Vodafone employees for which we are very thankful!
- We have seen the further growth of the Schools of Woolton Hill Federation and 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

- Fundraising:
 - To restart our usual school based events; school discos, Christmas quiz, events with refreshments and Woolfest 2023!
 - To leverage gift-aid to support school projects where possible
- Projects
 - To provide the funds we ring-fenced two years ago for new carpets
 - To help fund the forest school project for both schools to use
 - To continue to support the school with termly donations for books, water coolers, benevolence funds, and to provide Year 6 leavers gift funding
- 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

FWHJS Treasurer's Report for 2021-2022
Presented at AGM on 21st September 2022

Fundraising activities were again affected by the ongoing Covid 19 pandemic during the first half of the year, but we were able to run the Christmas hamper raffle in the Autumn term. By the Summer term, the Committee was able to plan and hold our main fundraiser, Woolfest.

The events run this year generated an income of £11,360.62 and a profit of £5,723.89, which was Match Funded to a value of £841.22. The match funding is slightly lower than expected as we are still awaiting the match funding from Woolfest.

A summary of the events are below:

	Income		Total Expenses	Profit & Loss
	Event Income	Match Funding		
Giving Machine	£85.76	£0.00	£0.00	£85.76
Bag 2 School	£363.60	£277.22	£0.00	£640.82
Christmas Hamper Raffle	£626.35	£564.00	-£76.34	£1,114.01
Pre-loved Uniform Sales	£268.80	£0.00	£0.00	£268.80
Grounds Clearance	£0.00	£0.00	-£51.93	-£51.93
Year 6 Leavers	£272.50	£0.00	-£617.75	-£345.25
Woolfest	£9,625.85	£0.00	-£5,466.13	£4,159.72
Amazon Smile	£117.76	£0.00	£0.00	£117.76
Miscellaneous	£0.00	£0.00	-£265.80	-£265.80
Sub-total	£11,360.62	£841.22	-£6,477.95	£5,723.89
WHJS Donations			-£2,806.79	-£2,806.79
Profit / Loss for year	£11,360.62	£841.22	-£9,284.74	£2,917.10

The bank balance continues to look healthy at £19,384.47, with contributions to WHJS of £2,806.79. The main investment to support the school this year were new phonic books to the value of £1,500. We were still able to support school with our regular commitments and allowed the children to benefit from new books, ice creams at the panto and year 6 leavers gifts.

FWHJS changed bank accounts in the current financial year, due to HSBC starting to charge a monthly fee. We now bank with Metro Bank.

We have already made commitments to WHJS for the forthcoming year and these have been detailed below:

Bank balance at the end of the Previous Year		£16,467.37
Income from Events	£11,360.62	
Income from Match Funding	£841.22	
Income from Previous Year	£0.00	
Total Income	<u>£12,201.84</u>	
Total Expenses (excl. WHJS Donations)	<u>-£6,477.95</u>	
Profit Generated in Current Year (excl. WHJS Donations)		£5,723.89
<u>Donations to WHJS:</u>		
Water cooler	-£191.84	
Panto ice creams	-£160.80	
Books (£200 per term)	-£600.00	
Phonics Books	-£1,500.00	
Tennis balls	-£54.15	
Benevolent Fund	-£300.00	
Total Donations to WHJS:		-£2,806.79
Bank balance at the end of the Current Year		£19,384.47
<u>Commitments for the Next Year:</u>		
Parentkind Insurance	-£115.00	
Books	-£600.00	
Easter Eggs	-£80.00	
Benevolent Fund	-£300.00	
Water Cooler	-£191.00	
Year 6 Leavers Gifts	-£400.00	
Christmas Play Ice Creams	-£190.00	
Carpets	-£4,700.00	
Total Commitments for the Next Year		-£6,576.00
Bank balance available to donate		£12,808.47

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