



ANNUAL GENERAL MEETING MINUTES

Where: WH Junior School
When: 17/10/24, 6.00pm
Duration: 2hr

Introduction

- 1 Welcome, Attendees and Apologies
Attending: *Paul Davies, Kathryn Knapp, Stuart Ashby (chair), Nick Watson (treas), Rachel Ryan (trustee), Rachel Fisher, Claire Maestri, Lottie Sheppard, Zita Rawlings. (**meeting was quorate**; 3 trustees, 6+ members)*
Apologies: *Lycee Marsh, Lesley Samara*

Annual General Meeting ordinary business:

- 2 Approve Minutes of the Annual General Meeting 2023 (attached)
*Minutes were **approved***
- 3 Reports for 2023/2024 – *see attached*
 - 3.1 Chair's Reports and thanks
 - 3.2 Treasurer's Reports
 - 3.3 Headteacher's Comments
- 4 Adoption of Constitution and Extensions (3 attached)
 - 4.1 Propose Parentkind model constitution
 - 4.2 Propose Governance of Benevolence Fund
 - 4.3 Propose Governance of Merged PTA
 - 4.4 Vote and sign documents
*All documents **approved** without change. Constitution signed and witnessed.*
- 5 Election of Officers and Trustees of the Committee:
 - 5.1 Chair / Co-chair
 - 5.2 Treasurer
 - 5.3 Secretary
 - 5.4 4th Trustee
Meeting agreed to remove fixed roles of 'Secretary' and 'Chair' – a trustee will act as chair and another person present will record minutes as agreed per meeting.
Elected trustees:
Nick Watson – Treasurer, Nom by Claire M
Rachel Ryan – Trustee, Nom by Nick W
Lottie Sheppard – Trustee, Nom by Rachel F
Co-opted trustees (max 1 person):
Stuart Ashby was co-opted by the newly elected committee.
- 6 Appointment of an Independent Examiner of Accounts
*The meeting approved **Gareth Foulkes** as IEA.*

PTA regular business

7 Review outstanding actions

Date/ID	Owner	Action	Status
09.11/4	SA	Publicise direct giving page via School and Spectrum	Continue: SA to propose text for KK to approve and publish To include reference to new Give As You Live scheme

8 Regular activities update

8.1 Bag2School

Significant price drop (50p->20p/Kg) noted on last collection. Meeting agreed to continue with B2S collections.

8.2 Giving Machine / Give As You Live

8.3 Donations and Gift Aid

Giving Machine have transferred their clients to a new provider. We will need to inform parents how to continue donating.(see action 09.11/4)

8.4 Refreshments (not discussed)

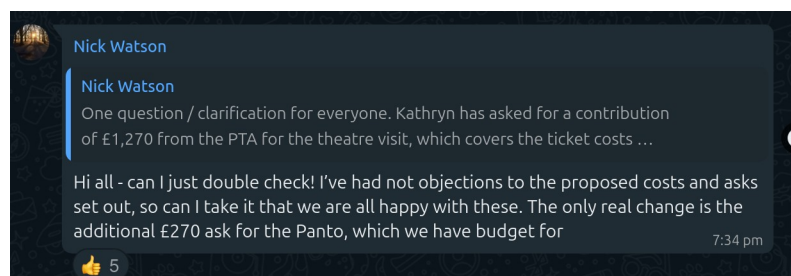
9 Collect project proposals for year ahead (See attached request list)

10 Confirm date for next meeting <TBD>

Project proposal requests for 2024-25

	Infants	Juniors	Both	PTA Status
Commitments and Allocations for School Year 24/25				
Paddington Postcards - Unicef Charity Activity	£100		£600	Approved
World Book Day - Author's Visit		£300		Approved
Junior School Council Contribution				Approved
Infant School Council Contribution	£300			Approved
Aprons	£200			Approved
Outdoor Learning Equipment / Items Grant Spend			£1,500	Approved
Christmas Panto Contribution		£1,270		TBC
Items invoiced, but not yet paid including:				
Wish list for early years and YR1	£1,000			Approved
Books			£210	Approved
Year 2 Leavers Vouchers	£155			Approved
Cost of Theatre Production	£550			Approved
Regular Annual Commitments				
Parentkind Insurance			£175	TBC
Books			£600	TBC
Benevolent Fund			£300	TBC
Water Coolers			£400	TBC
Year 6 Leavers Gifts		£700		TBC
Total Anticipated Spend	£2,305	£2,270	£3,785	£8,360

Since the AGM was held, an online vote approved the Panto request on 24/10/2024.



FWHJS Chair's Report for 2023/24 **Presented at the AGM on 17th October 2024**

Introduction: AGM process

The Friends of WHJS are a registered charity, governed by the Charities Commission. Our 4 principle Committee Members, to be elected at this AGM, are the Trustees of this Charity. The Charities Commission state 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

- We have successfully joined the two PTAs together into one organisation.
- We have been able to support the school with some fantastic new projects:
 - Developed an entire outdoor learning area!
 - Finished the play area developments
 - Further supported the new library with equipment and books
 - Extra phonics books, data loggers, replacement bibles
 - Production of the Infants Yearbook (tri-annual)
 - Annual projects: Yr6 leavers hoodies, benevolence funds, water cooler servicing
 - And a handful of fun things like ice creams, day trips, moving on gifts for Yr2→3, etc.
- Our major event, WoolFest, was once again able to run despite the terrible weather - many thanks to all who came and especially Alfresco for the tents!
- In addition to WoolFest, we arranged 2 discos and sold ice creams in the park
- We no longer have Matched Funding support from Vodafone!
- 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 2023-2024

- Organisation
 - To recruit more volunteers for the team!
- Projects
 - To provide the funds we ring-fenced last year for:
 - EYFS/Yr1 outdoor improvements
 - Support a theatre production
 - To continue 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
 - Scarecrow hunt
 - Woolfest
 - School discos

Treasurer's Report for the Year Ending 31 August 2024

Presented at the AGM on 17 October 2024

Income

The events and activities of FWHJS this year generated a net income of £18,668, and a profit before donations to the school of £11,238. The biggest income generator was Woolfest, followed by the Spring and Winter discos. The Friends also received a one-off payment of £6,300 as a result of the merger of the infant and junior PTA's. There was no match funding during the year. The majority of the income from the sale of ice creams for the summer will be included in next year's accounts as final payments and expenses ran into September 2024. This is likely to generate a profit of between £400 - £600.

Despite the damp (!) weather at Woolfest, the event generated significant profit of £3,762.

The miscellaneous income is misleadingly high, as a cheque (£6,400) from the Junior School PTA (relating to the merger of the PTA's) bounced in and out of the account twice, before finally successfully landing in the account on the third attempt. In order to present a more realistic assessment of the incomes and expenditures I have attempted to adjust for this in the presentation of the accounts.

Expenditure

The majority of the expenditure was incurred as a result of Woolfest, Year Six Leavers gifts / hoodies, the yearbook and the discos. Yearbook costs will not now be incurred for another three years (as this runs on a three-year cycle, to ensure that every pupil who attends all the way through the infants school receives a year book at one point during the period of attendance).

Events	Income (Events)	Match Funding	Total Expenses (Events)	P&L
Winter Disco	£1,000.30	£0.00	£317.40	£682.90
Giving Machine / CAF	£427.33	£0.00	£0.00	£427.33
Bag2School	£307.50	£0.00	£0.00	£307.50
Lower School Play	£0.00	£0.00	£0.00	£0.00
Christmas Musical				
Extravaganza	£0.00	£0.00	£0.00	£0.00
Pre-Loved Uniform Sales	£3.00	£0.00	£0.00	£3.00
Grounds Clearance	£0.00	£0.00	£0.00	£0.00
Year 6 Leavers	£316.00	£0.00	£761.50	£-445.50
Woolfest	£8,319.80	£0.00	£4,557.82	£3,761.98
Year 6 Summer Performances	£0.00	£0.00	£0.00	£0.00
Reading Café	£0.00	£0.00	£0.00	£0.00
Upper School Play	£0.00	£0.00	£0.00	£0.00
Spring Disco	£1,161.68	£0.00	£305.00	£856.68
Astronomy Evening	£0.00	£0.00	£0.00	£0.00
Ice Creams	£50.59	£0.00	£75.30	£-24.71
Year Book	£366.00	£0.00	£1,202.00	£-836.00
Amazon Smile	£0.00	£0.00	£0.00	£0.00
Gift Aid	£55.87	£0.00	£0.00	£55.87
Miscellaneous	£19,459.50	£0.00	£13,010.60	£6,448.90
Gross Income / Expenditure	£31,467.57	£0.00	£20,229.62	
Adjusted for bounced cheques	£12,800.00		£12,800.00	
Net Income / Expenditure	£18,667.57	£0.00	£7,429.62	
Exceptional Incomes	£6,300		0	
Adjusted Net Income	£12,367.57	£0.00		
Gross Profit	£11,237.95			
Contributions to the School			£23,073.05	
Net Profit / Loss	-£11,835.10			

The Charity made a loss of £11,835 after all donations to the school were accounted for. Prior to these donations, the Charity made a profit of £11,238. This includes the Exceptional Item of the cheque for £6,300 received as a result of the two PTA's merging. Clearly, this item will not be repeated. Adjusting for this item, net profit was £4,938.

At Year End (31 August 2024) available bank funds were £7,375.

Donations to the School

Donations to the School through the year totalled £23,073. This includes contributions in relation to the previous financial year (and academic year) of £6,325. Adjusting for these payments, donations to the school totalled £16,748. There are outstanding donations to the school of £1,365 (i.e. the invoices have been received but not yet paid). These payments will fall into the next financial year but will relate to commitments made in 23/24.

The Friends have been able to make some fantastic contributions throughout the year. This would not be possible without the hard work and involvement of everyone connected to the school, and the generosity of a wide range of individuals and businesses. Particular mention goes to the silent auction at Woolfest which proved incredibly popular, as well as everyone that has volunteered their time, particularly for our major events, Woolfest, the discos and the regular summertime ice cream.

Key donations to the school this year were made with respect to the new outdoor learning area (donations of £9,376), new floor to Woodlands (just under £3,000), playground improvements (£3,000), books (nearly £3,000, including phonics and bibles), sports equipment (£1,100, including the table tennis equipment) as well as a series of smaller items. Important contributions to the school's benevolent fund were also made.

There are a few items which have been approved this year, but for which we have only received invoices recently, or which were committed to this year but not yet invoiced (e.g. theatre production). Also set out below are other regular commitments (such as insurance, benevolent fund, water coolers and year six leavers' gifts).

The school have highlighted some likely further requests, which are categorized as "asks".

Bank balance at the end of the Previous Year		£19,210
Income from Events	£18,668	
Income from Match		
Funding	£0	
Income from Previous Year	£0	
Total Income	£18,668	
Total Expenses (excl. School Contributions)	£7,430	
Profit Generated for the Year		£11,238
<u>Donations to WHJS in Current Year</u>		
Books	£1,300	
Benevolent Fund	£300	
Table Tennis Table / Bats & Balls	£901	
Phonics Books	£1,140	
Bean Bags, Tree Seating	£984	
Bibles	£395	
Water Cooler Maintenance	£384	

Outdoor Learning	£9,376
Cost of Theatre Production	£0
Data Loggers	£735
EY Coach Trip	£300
Dictionaries	£425
Sports Equipment	£234
New Flooring to Woodlands	£2,940
Ice Creams for the Theatre Trip	£248
Playground Improvements	£3,000
Misc.	£411

£23,073

Bank Balance available to donate (pre-commitments) £7,375

Commitments for the Next Year

Items invoiced, but not yet paid including:

Wish list for early years and YR1	£1,000
Books	£210
Year 2 Leavers Vouchers	£155
Cost of Theatre Production	£550

Other Commitments

Parentkind Insurance	£175
Books	£600
Benevolent Fund	£300
Water Coolers	£400
Year 6 Leavers Gifts	£700

Asks for Next Year

Den Building / Outdoor Learning Items	£500
Paddington Postcards	£100

£4,690

Bank Balance available to donate (post commitments / asks) £2,685

Post Period Movements	Income	Expenditure	
Secondhand uniform		£21	
Lendlease grant	£1,500		
Ice cream Income	£683		
Bags2School Contribution*	£92.40		
Donations to the School		£965	
			£1,331

Balance available after all post period movements, commitments, and asks £4,017

Post Period Notes

Since the end of the financial year, there have been further cash movements. These are summarized above. The post period ice cream income from the summer term totalled £683. This was income generated in the year, but not recognised until FY24/25.

Further income generated since year end has included a grant of £1,500 received from Lendlease. This grant was applied for and successfully confirmed in FY23/24, but not received until FY24/25. This grant has been received in relation to the outdoor project and classrooms.

Other income includes Bags2School (£92.40), second-hand school uniform sales (£21).

Closing Remarks

The Friends is in a reasonable financial position, although when accounting for the school donations this year, together with likely forward commitments, this will leave a balance of less than £5,000. Notwithstanding this, the Friends is well placed to continue fundraising activities for FY24/25, which will enable the Friends to continue to support the school and pupils.

Nick Watson, Treasurer

11 October 2024