

Friends Meeting/AGM Agenda: Monday 3 October 2022

Time and location: 8pm – via Zoom

All welcome

Minutes

1. Welcome and introductions (apologies)

[Surnames redacted]

2. Minutes from previous AGM (4 Oct 2021)

Approved

3. President's report

Lovely to see so many new faces; thank you to Munira and Katie for the work over these past years, in difficult circumstances.

Projects sponsored by FoRS – Y5/6 toilet refurb, flooring renewals (most of the classrooms), new blinds, new stage light deck, new library books (diversity, etc.), other classroom resources, projector for the hall. Thank you for the efforts.

Wishlist – Smart tv in IT suite, early years risk taking area (hammers, woodwork, ladders, climbing), new flooring in intervention room, screen in the hall for performances (opposite to main screen), funding for shed for specialist music provision, cookery room refurb + standing items.

Class budgets - £200 currently; potentially increasing due to inflation (ACTION – [Surnames redacted] to send prioritized list)

4. Chairs' report

Thanks to the team for all their work and fantastic support over the last two years and for on-going support from the office, [Surnames redacted] and school staff.

Autumn

Fireworks - Jane and helpers

Christmas cards – Laura and school office

Christmas Shopping Shed - [Surnames redacted], Munira, and helpers who assisted with wrapping

Hamper Raffle - Liz and Rowena

Father Christmas visit - [Surnames redacted] family

Choc tombola at Village Day - Alice, Sarah and helpers

Christmas lunch - Nami and helpers

Spring

Race night - Jane, Rowena, Neil

Magic show – Katie

Easter egg hunt - Suzie and helpers

Summer

Family morning refreshments - Munira, Katie, and helpers

Ice lolly sale, thanks to Sarah and helpers

Sports day refreshments, thanks to all helpers

Family Fun Day - all reps

Brochure – Nicky [Surnames redacted], Michelle, and Alice

Through the year

Bag2School - Munira

Cake sales - Rowena and bakers

Matched donations from Camelot - Rowena

Concerts - [Surnames redacted]

Second hand uniform– Paul and Nicky [Surnames redacted]

Clothes recycling bin – Liz

Non uniform days including Bag 2 School – Munira and Katie

Promo materials, posters, flyers – Alice and Nicky

Neil and Andre – support throughout

[Surnames redacted], school staff – support throughout

- Over two years raised £27,600... even though Covid!

Question from Leyla – will there be a May Ball? Katie – potentially, if there's a lead that would be able to take it on.

5. Treasurer's report

See treasurer's report

6. Independent review of accounts

Graham [Surnames redacted] was appointed as auditor / independent reviewer of the financial accounts. Once the financial information has been approved & signed off by Graham, it will be published on the Charity Commission website.

7. Lottery licence

Needs to obtain lottery licence from Three Rivers; return needs to be signed by 2 committee members. Signatories were Munira and Neil; proposal is for Neil and André to be signatories for this year. Approved at AGM.

8. Change of Constitution

Constitution is the governing document for the Charity; details of processes. Current Constitution is no longer fit for purpose as it is very old; and to continue functioning in the

modern world, an update is required. ParentKind model constitution to be used. Some points of change:

- only parents of children at school could be members under previous constitution; new constitution is wider, as includes people who have necessary skills, “friends” of the school, staff members, etc.

- virtual meetings

For voting: attendants to the meeting and the following (either joined the meeting or approved via email):

[Surnames redacted]

9. Review of financial controls

See Neil's detailed report

10. Election of officers

a. Chair

No volunteers; activities will continue with the leads of the individual activities only. FoRS will not have an operations chair or co-chair for the next 2 years. Events will be

organised by liaising with the Office/[Surnames redacted] direct and the other members of FoRS but no active coordination by chairs. No general reps meeting to previous years' extents are planned; individual activity meetings will be required to ensure the organization of events works.

There is a volunteer for September 2024 (Sarah).

b. Treasurer

No objections

c. Secretary

No objections

d. Appointment of additional voting members

ACTION Katie: Need to check with Sneha and [Surnames redacted]

11. This year's expected activities

a. Autumn term:

i. Christmas cards

Laura leading

ii. Fireworks

Jane leading event which is happening on 4 November; Alice is shadowing Jane and will be taking on organizing the fireworks for next year. Max 500 person. Professional company organizing. Tickets on sale at the end of this week; normally sell out very quickly (first week for immediate families, staff and governors and families). Help required for marshalling, manning stalls and gates. Also help required for prep, clear up, and actions on the next day. There are leads already for each of the stalls, except for the lights/PA (Jane's husband will do it this year but someone shadowing would prepare for next year – possibly Mark, Rowena's husband).

iii. Christmas activities

Rowena and Liz leading; same format as previous' years. Invite class reps to organize and assign the stalls in November. Christmas Fair (Dec 3rd). Possibility of organising grotto in school day – Rowena to liaise with [Surnames redacted]

iv. Bag2School / Second-hand uniform

Munira leading; normally after each half term. Nov 4th is the next day.

vi. Christmas lunch including volunteers

Nami is leading; looking for a volunteer to take on future years as Nami's daughter currently in Y5. Laura and Leyla have offered to shadow. Date of lunch is 14 December.

vii. Decorate school

Rowena and Liz leading.

12. Spring/summer terms overview

Easter initiatives to be organized. No additional initiatives planned.

Sarah leading on Summer fair.

13. AOB

Thank you to Munira and Katie for all the work developed.

[Surnames redacted]

14. Closing remarks and date of next meeting

Thanks from Katie and Munira

Friends of The Russell School

Income & Expenditure for 12 months to 31st August 2022

	31 st August 2022	31 st August 2021	31 st August 2020
FUNDRAISING			
Receipts			
Fireworks	£5,966.75	-	£5,719.72
Christmas Fair	£4,743.91	£2,612.81	£8,866.07
Race Night	£1,576.96	-	-
Summer Fair	£9,121.07	£7,245.50	£1,300.00
Other Fundraising	£4,663.55	£4,084.33	£4,501.28
Other Income	£606.36	£327.69	£959.54
Barn Dance / May Ball	-	-	£4,898.80
Total Receipts	£26,678.60	£14,270.33	£26,245.41
Less: Expenditure			
Fireworks	£3,110.30	-	£3,672.32
Christmas Fair	£1,596.07	-	£3,137.22
Race Night	£807.68	-	-
Summer Fair	£3,686.47	£914.76	£170.00
Other Fundraising	£551.76	£1,179.36	£839.49
FoRS Expenses	£595.06	£362.99	£421.96
Barn Dance / May Ball	-	-	£4,509.84
Total Expenditure	£10,347.34	£2,457.11	£12,750.83
Fundraising Surplus / Deficit	£16,331.26	£11,813.22	£13,494.58

SCHOOL FUNDING

Major Items	£11,827.35	£10,004.75	£10,086.30
Smaller Purchases	£2,767.86	£251.70	£1,700.12
Children's Activities	£1,092.21	£1,732.77	£614.15
Swimming Pool Subsidy (Ring Fenced)	£2,748.45	£611.47	£1,648.75
Stationery Subsidy (Ring Fenced)	£2,038.25	-	£1,185.00
Parent Donations (Ring Fenced)	£4,786.70	£611.47	£2,833.75
Net School Funding	£15,687.42	£11,989.22	£12,400.57

CASH MOVEMENT

Fundraising Surplus / Deficit (per above)	£16,331.26
Net School Funding (per above)	£15,687.42
Receipts From Prior Year Activities	£340.00
Expenditure re. Prior Year Commitments	£9,938.70
Net Cash Surplus / Deficit	£8,954.86

BANK RECONCILIATION

Bank Account Balances	
NatWest Bank (Current)	£24,482.20
NatWest Bank (Reserve)	-
Total Bank Balance	£24,482.20
Reconciliation	
Prior Year Total Bank Balance	£33,437.06
Net Cash Surplus / Deficit (per above)	£8,954.86
Calculated Total Bank Balance	£24,482.20
Actual Total Bank Balance (per above)	£24,482.20
Variance (Surplus / Deficit)	£0.00

CASH AVAILABLE FOR ADDITIONAL SPEND

Total Bank Balance (per above)	£24,482.20
Add Back: Net School Funding	£15,687.42
Cash Before School Funding	£40,169.62
Less: Current Year Wish List Total	£17,891.44
Surplus Cash in Bank Account	£22,278.18
Less: Required Working Bank Balance	£4,000.00
Surplus Cash to Spend	£18,278.18



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Russell School Parents Association

On accounts for the year
ended

31st August 2022

Charity no
(if any)

1035257

Set out on pages

See documentation contained in '2021/22 Audit Pack (FoRS)'

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below*) in connection with the examination which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

09/05/2023

Name:

Graham Collett

Relevant professional
qualification(s) or body
(if any):

Address:

24 Brushwood Drive, Chorleywood, Rickmansworth,
Hertfordshire WD3 5RT

Disclosure

Give here brief details of any items that the examiner wishes to disclose.