

FoRS AGM – 09/10/2023

Minutes

Present:

Apologies: Morwenna (joining late)

1. Welcome and introductions (apologies)

- Munira, Andre, Liz, Neil, Sarah P, Jessica Tredell, Claire Pitt, Kirsten-Lee Bower, Alice, Katie, Mrs Southworth, Rebecca Stanley, Claire Vessey, Hannah Brook, Rowena, Sneha, Nicola Hackett, Morwenna Pestell, Harithra Piratheep, Jag Brard, Elizabeth Jacoby, Nicky Edwards, Nicola Hackett (25 attendees)

2. Minutes from previous AGM (3 October 2022)

3. President's report

Overview of last year:

- Risk taking area in EY
- Music storage shed (receiving quotes for enlarging concrete base)
- Eco garden
- Cookery room (receiving quotes now)
- Blinds – some classrooms were being affected by bright sunlight; looks much smarter now.
- Y6 leavers
- Easter egg hunt
- Class budgets
- MyMaths
- Ice creams for panto

Thank you to co-chairs and all participants in raising funds.

If additional funds are required for cookery room, this request will be added to wishlist. Neil prepared a wishlist based on last year; carried over standing items and 10k for cookery room, as well as flooring; total £15k carried forward, £12k to spend.

Katie – could some equipment for cookery room be donated by parents that have contacts? Or other businesses that could donate to the school? ACTION: Mrs Pitt to write to parents/businesses enquiring.

3. Chairs' report

Autumn term 2022

Thanks:

- o Halloween cake sale – Anna and bakers
- o Fireworks – Jane + Alice
- o Xmas Cards - Laura with Miss Brown's help
- o Xmas Fair – Rowena, Liz, Reps, Helpers
- o Xmas lunch – Nami and helpers

- o Xmas Performances – Suzie
- o Bag2School – Munira
- o Xmas Disco – Becky and school staff

Spring term 2023

- Bag to School collection - Munira
- Concert and cakes - Mrs Deeley and Anna and Suzie
- Easter egg hunt - Suzie and Lucy
- Break the rules day - Liz Parkin + Y2 parents

Summer term 2023

Summer term:

- lolly sale in June (Nicky)
- cakes for coronation (Russell bakers)
- bag2school (Munira)
- Summer fun day (Sarah and team); Alice and team who organised brochure. Thank you to all committee members. All reps for work on the stalls. Bouncy castles — organised by Michelle, Nicola and parents – Advertising boards by estate agents, Strawberry donations – Shafi, Rob and Y5 BBQ team, clubs performing (Signature sports club, etc), comperes Steve and Ryan and Mrs Deeley and Gareth for entertainments, reception dad dancers, Mr Bailey and bar team.
- School sports day – Thank you to Suzie and team for refreshments

Personal thanks from co-chairs to Neil, Andre, Mrs Pitt, school staff, and all who assisted.

5. Treasurer's report

- See separate report
- Small society lottery license – signatories reappointed (Neil and Andre)

6. Independent review of accounts

Being conducted by Graham Collett.

7. Review of financial controls

-Financial control – all monies are under dual control, floats for cash are signed for, bank balance is reviewed by Munira and Andre, weekly backups of documentation on google drives, independent reviewer (Graham CollinsCollett). Insurance via ParentKind.

NOTE: if there is a cash subsidy by Neil, there's an email sent by Neil to note for council members.

8. Election of officers

a. Chair/s

- Sarah and Liz have volunteered for the co-chairing role. Munira proposed, Katie seconded. Voted unanimously.

b. Treasurer

- Neil will continue. Munira proposed, André seconded. Voted unanimously.

c. Secretary

- André to continue. Munira proposed, Kait seconded. Voted unanimously.

d. Appointment of additional voting members

- Katie will leave as has Jane Parsons (no longer have children at school)
- Confirmed for this year: Rowena, Sneha, Nicky, Alice, Munira, Mrs. Southworth, Mrs. Pitt (President), André, Neil
- New members of committee: Claire Vessey, Jessica Tredell, Rebecca Stanley, Elizabeth Jacoby

9. This year's expected activities (Sarah and Liz):

- Introducing in person FoRS meeting (Wed 18/10/23 at 8pm) at school with food and drink; this will be to discuss plans and ideas for the year.
- The following will be discussed at the in-person meeting:

11. AOB

- Can attendees advertise the in person meeting with other parent please. PM to be sent out.

- Xmas fair: is it possible to have the fair earlier on the day (12:30-3:00pm instead of 2pm-4:30pm)? Potentially setting up on the Friday. Agreed earlier start would be beneficial.

- Christmas jumpers donation request to go out via PM (ACTION: Rowena to ask office to send out)

- Fireworks: need for volunteers for cable trying festoon lighting set up on the day before. Reps to send request out to classes.

12. Closing remarks and date of next meeting

Next meeting: 18/10/23

Friends of The Russell School

Income & Expenditure for 12 months to 31st August 2023

	31 st August 2023	31 st August 2022	31 st August 2021	31 st August 2020
FUNDRAISING				
Receipts				
Fireworks	£6,016.35	£5,966.75	-	£5,719.72
Christmas Fair	£6,790.42	£4,743.91	£2,612.81	£8,866.07
Race Night	-	£1,576.96	-	-
Summer Fair	£11,091.76	£9,121.07	£7,245.50	£1,300.00
Other Fundraising	£3,316.23	£4,663.55	£4,084.33	£4,501.28
Other Income	£86.71	£606.36	£327.69	£959.54
Barn Dance / May Ball	-	-	-	£4,898.80
Total Receipts	£27,301.47	£26,678.60	£14,270.33	£26,245.41
Less: Expenditure				
Fireworks	£3,560.65	£3,110.30	-	£3,672.32
Christmas Fair	£2,476.52	£1,596.07	-	£3,137.22
Race Night	-	£807.68	-	-
Summer Fair	£4,375.20	£3,686.47	£914.76	£170.00
Other Fundraising	£295.90	£551.76	£1,179.36	£839.49
FoRS Expenses	£260.00	£595.06	£362.99	£421.96
Barn Dance / May Ball	-	-	-	£4,509.84
Total Expenditure	£10,968.27	£10,347.34	£2,457.11	£12,750.83
Fundraising Surplus / Deficit	£16,333.20	£16,331.26	£11,813.22	£13,494.58

SCHOOL FUNDING

Major Items	£3,424.97	£11,827.35	£10,004.75	£10,086.30
Smaller Purchases	£3,055.79	£2,767.86	£251.70	£1,700.12
Children's Activities	£752.76	£1,092.21	£1,732.77	£614.15
Swimming Pool Subsidy (Ring Fenced)	£1,908.74	£2,748.45	£611.47	£1,648.75
Stationery Subsidy (Ring Fenced)	£1,359.95	£2,038.25	-	£1,185.00
Parent Donations (Ring Fenced)	£3,591.41	£4,786.70	£611.47	£2,833.75
Net School Funding	£6,910.80	£15,687.42	£11,989.22	£12,400.57

CASH MOVEMENT

Fundraising Surplus / Deficit (per above)	£16,333.20	£16,331.26
Net School Funding (per above)	£6,910.80	£15,687.42
Receipts From Prior Year Activities	£0.00	£340.00
Expenditure re. Prior Year Commitments	£1,646.78	£9,938.70
Net Cash Surplus / Deficit	£7,775.62	£8,954.86

BANK RECONCILIATION

Bank Account Balances

NatWest Bank (Current)	£4,257.82	£24,482.20
Skipton Building Society	£28,000.00	-
Total Bank Balance	£32,257.82	£24,482.20

Reconciliation

Prior Year Total Bank Balance	£24,482.20	£33,437.06
Net Cash Surplus / Deficit (per above)	£7,775.62	£8,954.86
Calculated Total Bank Balance	£32,257.82	£24,482.20
Actual Total Bank Balance (per above)	£32,257.82	£24,482.20
Variance (Surplus / Deficit)	£0.00	£0.00

CASH AVAILABLE FOR ADDITIONAL SPEND

Total Bank Balance (per above)	£32,257.82	£24,482.20
Add Back: Net School Funding	£6,910.80	£15,687.42
Cash Before School Funding	£39,168.62	£40,169.62
Less: Current Year Wish List Total	£20,257.22	£17,891.44
Surplus Cash in Bank Account	£18,911.40	£22,278.18
Less: Required Working Bank Balance	£4,000.00	£4,000.00
Surplus Cash to Spend	£14,911.40	£18,278.18



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 2023

Charity no
(if any)

1035257

Set out on pages

See documentation contained in '2022/23 Audit Pack (FoRS)'

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2023.

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:

06/05/2024

Name:

Graham Collett

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

Address:

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