

## **FoRS AGM Minutes – 08/10/2025**

### **1. Welcome and introductions (apologies)**

Present: Sarah, Neil, Andre, Mrs. Pitt, Nicky, Jess, Lil, Caroline, Laura de, Harithra, Piratheep, Edward Royan, Michelle, David, Alice, Charlie, Minika, Susan, Kirsten, Anna, Sean, Holly, Nicola, Sarah, Michelle, Heena, Rachael, Nathalie, Shafi, Vivien

Apologies: Clare, Liz, Rebecca, Cairan

### **2. Minutes from previous AGM (7 October 2024) – Approved**

### **3. President's report**

Thank you to everyone in FoRS, to Sarah and Liz, Neil and Caroline for all the support to the school.

#### **Items acquired this year:**

- New stage lighting desk
- Flooring in intervention room
- Music room refurbishment – part complete
- Subject budgets
- Desktop computers replaced
- Science resources
- Cookery room refurbishment
- Smart TV x 3
- Website upgrade
- Standing items

#### **Items requested for 2025/26:**

- Quad upgrade – big project for much needed improvement
- Hall screen
- Music room – phase 2 to sound proof and split the room in two
- Early years resources including indoor learning resources and blinds
- Library – the library needs to be kept up to date and new books needed
- SEND resources
- Water fountains to be replaced

### **4. Chairs' report**

It's been another busy year of events, making memories and all-important fundraising!

Volunteers have been brilliant at coming forward to lead and support events this year. We had a great and absolutely essential team of Class Reps encouraging involvement, sending reminders and communicating with classes, as well as the many event leads taking responsibility for the running of each event.

Our Autumn Term started with Russell Fireworks evening lead by Alice L, entertaining an almost sell-out crowd! Mr Bailey's Horsebox Bar, the Russell Bakers and BBQ Teams provided the usual treats, including a delicious homemade lentil curry & nan made by Maya K and Shafi S, which was new for this year.

Later in the Autumn term a huge team of volunteers from all classes, put on another amazing Christmas Fair lead for the last time by Rowena & Liz. Performances from Brass Band, Pop Bands, Mini & Junior Vocals and Orchestra, along with an array of festive games, Winter BBQ, Horsebox Bar, cakes, Bubble Tea and Santa's Grotto with his Y6 elves, got us in the festive spirit.

Other winter highlights included Pre-Loved Uniform Sales organised by Laura de C, Hari and Kirsten, the children's designed Christmas cards led by Jess T, Watersmeet Panto ice-creams and a fabulously

festive Christmas lunch, organised by Leyla and Claire for the children and staff transforming the normal lunch tables complete with fun tablecloths, cracker jokes and other festive treats.

During the Spring Term we held a Pyjama Day and the Russell Bakers whipped up an array of heart-themed sweet treats to celebrate Valentines Day. With Bag to School clothes recycling done in previous years now barely generating any funds, we decided to hold our first ever kids clothes swap SWISH Event organised by Michelle, Laura, Nicola & Shafi. Focusing on being kind to the environment and kids to people's pockets, over 300 items were donated and swapped and everyone went home happy with some great pre-loved finds!

In March, 12 quiz teams enjoyed a fantastically competitive evening organised by Liz & Rebecca , with quiz masters Marcus & Amber, battling it out for the 'BIG QUIZ Trophy'. The term ended with the children's much-loved annual Easter egg hunt run by Rachel, and another gorgeous Easter Concert arranged by Mrs Deeley and featuring music from the Orchestra, Brass Band, Junior and Mini Vocals, alongside refreshments and sweets treats from FoRS and the Russell Bakers, led by Anna C who have supported almost every event with their delicious bakes.

In May enjoyed another fabulous Russell Summer Prom lead by Carly and Sarah, letting our hair down in a totally transformed the school corridors and memorial garden, sipping a cocktail or two and dancing the night away right on our doorstep!

In June we came together as the school field was transformed with an Underwater Haven, for a fantastic day of music and fun for the Family Summer Fun Day. Thanks to a brilliant team who planned the event including Michelle T, Jess T, Lil J, Anna L, Shafi S and Sarah P who together organised bouncy castles, strawberry donations, sponsorship, advertising and raffle prizes along with Jess and Lil who led the creation and distribution of the brochure. A brilliant team of Class Reps, parent volunteers, staff and governors all set-up & manned stalls. Anand & Jamie on the Russell BBQ. Mrs Deeley, Gareth & Glenn created a fabulous soundtrack for the day, along with the musicians, performers and groups who entertained us and the Dad Dancers joined the School Song & Dance. All seamlessly held together by our wonderful comperes Steve and Ryan.

The Summer Term was rounded off with refreshments sports day, drinks in the sunshine at the Summer Concert and a mufti day all led by Liz and Sarah along with teams of helpers.

We want to make a special mention of the those in the background helping to make all these events possible and run so smoothly - from the support of Mr Barnard and Mrs Jones in the school office for all the Parent Mails, help with access for events and logistics planning, to our secretary Caroline for communicating minutes and notes and our Treasurer Neil, who is always busy in the background renewing our insurance policies, applying for our TENs alcohol licences, ensuring card readers and floats are available whenever we need, recompensing people quickly when they have spent their own money on items for events and much more.

A huge thanks you to everyone who has worked so hard giving your time and energy organising activities and events, and a special thank you to Liz and Neil who have been absolutely central to FoRS success over the past few years in their Co-Chair and Treasurer roles as they stand down from the Committee this year.

The amount of fun we have had and the money we are jointly able to raise to enable school to support our children is fantastic!

## **5. Treasurer's report**

See below and attached report.

### **2024/25 Summary (At year end)**

- Total funds raised: £29,300 (2024: £23,100)
- Total funds in the bank: £35,500
- School funding (Wish List): £44,300 paid out

**2025/26 Summary (To date)**

- Total funds raised: £3,700 (Colour Run: £3,600)
- Total funds in the bank: £33,200 (after deducting working balance (£4,000))
- School funding (Wish List): £50,000 requested

**6. Independent review of accounts**

Graham will review the accounts for the last time this year as his children are no longer at the school so a new independent reviewer will be required. Mike may be able to assist.

**7. Review of financial controls**

It was noted that as there are to be joint treasurers there is a potential conflict of interests in relation to the approval payments, which require the authorisation of two people. This will be discussed at a later date. In addition, the following financial controls will be reviewed and considered as per the Charity Commission annual return question:

- All monies routed through single bank account
- Dual approval control on outward bank payments incl. online
- Cash floats signed for
- Bank balance reviewed regularly through online banking by other signatories
- Weekly backups to Google Drive
- Annual audit/independent review
- Insurance arranged through Parentkind
- Payments made to self fully documented via explanatory email to co-chairs and secretary (no longer sent as now consider dual control approval process is sufficient for payments of less than £50).

**8. Election of officers / Call out for shadowing Secretary/Treasurer positions**

FoRS team vote: Sarah (Co-Chair), Jessica (Co-Chair), Ciaran and Susan (jointly as Treasurer), Edward (Secretary) – All Approved with majority

Committee members vote: Sarah, Jessica, Ciaran, Susan, Edward, Elizabeth, Laura, Nicky, Michelle, Nicola – All Approved with majority

**9. This year's expected activities**

Colour Run (which has taken place), Swish Event, Fireworks, Christmas Fair, Quiz Night, Prom (TBC), Circus, Summer Fun Day, Camping (TBC) plus all of the regular events including cake sales, uniform sales, teas and coffees at events

**10. Any Other Business (AOB)**

None

**11. Closing remarks and date of next meeting**

Next meeting: in person welcome drinks at 8pm on Thursday 23 October 2025 in the school hall.

# Friends of The Russell School

## Income & Expenditure for 12 months to 31<sup>st</sup> August 2026 (Draft)

31<sup>st</sup> August 2026    31<sup>st</sup> August 2025

### FUNDRAISING

#### Receipts

Fireworks	£0.00	£7,956.64
Christmas Fair	£0.00	£8,051.95
Colour Run / Quiz Night / Summer Prom	£3,265.12	£7,828.89
Summer Fair	£0.00	£13,320.99
Other Fundraising	£372.06	£5,444.19
Other Income	£0.00	£5,937.51
<b>Total Receipts</b>	<b>£3,637.18</b>	<b>£48,540.17</b>

#### Less: Expenditure

Fireworks	£529.99	£4,034.53
Christmas Fair	£0.00	£2,650.59
Colour Run / Quiz Night / Summer Prom	£1,215.46	£1,402.46
Summer Fair	£0.00	£5,114.85
Other Fundraising	£0.00	£1,739.01
ForS Expenses	£274.98	£276.09
<b>Total Expenditure</b>	<b>£2,020.43</b>	<b>£16,217.63</b>

<b>Fundraising Surplus / Deficit</b>	<b>£1,616.75</b>	<b>£33,322.64</b>
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### SCHOOL FUNDING

Major Items	£0.00	£42,460.10
Smaller Purchases	£0.00	£1,540.14
Children's Activities	£0.00	£658.06
Swimming Pool Subsidy (Ring Fenced)	£0.00	£6,119.65
Stationery Subsidy (Ring Fenced)	£0.00	£1,897.95
Parent Donations (Ring Fenced)	£1,029.52	£8,017.50
<b>Net School Funding</b>	<b>£1,029.52</b>	<b>£44,658.30</b>

### CASH MOVEMENT

Fundraising Surplus / Deficit (per above)	£1,616.75	£33,322.64
Net School Funding (per above)	£1,029.52	£44,658.30
Receipts From Prior Year Activities	£0.00	£0.00
Expenditure re. Prior Year Commitments	£0.00	£0.00
<b>Net Cash Surplus / Deficit</b>	<b>£2,646.27</b>	<b>£11,335.66</b>

### BANK RECONCILIATION

#### Bank Account Balances

NatWest Bank (Current)	£4,181.32	£1,535.05
Skipton Building Society	£33,000.00	£33,000.00
<b>Total Bank Balance</b>	<b>£37,181.32</b>	<b>£34,535.05</b>

#### Reconciliation

Prior Year Total Bank Balance	£34,535.05	£45,870.71
Net Cash Surplus / Deficit (per above)	£2,646.27	£11,335.66
Calculated Total Bank Balance	£37,181.32	£34,535.05
Actual Total Bank Balance (per above)	£37,181.32	£34,535.05
<b>Variance (Surplus / Deficit)</b>	<b>£0.00</b>	<b>£0.00</b>

### CASH AVAILABLE FOR ADDITIONAL SPEND

Total Bank Balance (per above)	£37,181.32	£34,535.05
Add Back: Net School Funding	£1,029.52	£44,658.30
<b>Cash Before School Funding</b>	<b>£38,161.80</b>	<b>£79,193.36</b>
Less: Current Year Wish List Total	£50,360.00	£56,186.10
<b>Surplus Cash In Bank Account</b>	<b>£14,208.20</b>	<b>£23,007.26</b>
Less: Required Working Bank Balance	£4,000.00	£4,000.00
<b>Surplus Cash to Spend</b>	<b>£10,208.20</b>	<b>£19,007.26</b>

### Income & Expenditure for 12 months to 31<sup>st</sup> August 2025

## FUNDRAISING

Fireworks	£7,956.64	£6,478.23
Christmas Fair	£8,051.95	£7,271.21
Quiz Night / Clothes Swap / Summer Pro	£7,828.89	£5,494.65
Summer Fair	£13,320.99	£12,731.02
Other Fundraising	£5,444.19	£4,273.90
Other Income	£5,937.51	£1,732.04
<b>Total Receipts</b>	<b>£48,540.17</b>	<b>£37,981.05</b>

Fireworks	£4,034.53	£3,757.57
Christmas Fair	£2,650.59	£2,674.06
Quiz Night / Summer Prom / Race Night	£1,402.46	£1,432.23
Summer Fair	£5,114.85	£4,671.75
Other Fundraising	£1,739.01	£377.70
FoRS Expenses	£276.09	£1,962.99
<b>Total Expenditure</b>	<b>£15,217.53</b>	<b>£14,876.30</b>

## SCHOOL FUNDING

## CASH MOVEMENT

## BANK RECONCILIATION

NatWest Bank (Current)	£1,535.05	£1,870.71
Skipton Building Society	£33,000.00	£44,000.00
<b>Total Bank Balance</b>	<b>£34,535.05</b>	<b>£45,870.71</b>

### CASH AVAILABLE FOR ADDITIONAL SPEND

Total Bank Balance (per above)	£34,535.05	£45,870.71
Add Back: Net School Funding	<b>£44,658.30</b>	<b>£9,482.86</b>
<b>Cash Before School Funding</b>	<b>£79,193.35</b>	<b>£55,353.57</b>
Less: Current Year Wish List Total	£56,186.10	£33,853.15
<b>Surplus Cash in Bank Account</b>	<b>£23,007.25</b>	<b>£21,500.42</b>
Less: Required Working Bank Balance	£4,000.00	£4,000.00
<b>Surplus Cash to Spend</b>	<b>£19,007.25</b>	<b>£17,500.42</b>



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 2025

Charity no  
(if any)

1035257

Set out on pages

See documentation contained in '2024/25 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 31/08/2025.

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:

30/04/2026

Name:

Graham Collett

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

Address:

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

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

n/a