

Friends of Elvetham Heath Primary School

Annual General Meeting Minutes

20/9/24 at 7:30pm

Present

Janice Marston (Chair), Faye Danson (Treasurer), Marie Grimley (Secretary), Savannah Auton, Katy Beaumont, Zoe Polly, Rebecca Barbey, Laura Dobson, Natalie Radley, Helen O'Halloran, Pete Martston, Laura Lewis, Elaine Bashma, Flora Mercer, Sam Grimley, Krista Morris, Sophie Lucas, Claire George, Claire Hersey, Heather Coates, Emma Simpson, Zoe Ellisdon, Louise Hellem, Vanessa Lagua, Barnaby Skinner, Martyna Mack.

Apologies

Kirsten Mougios and Dori Feher

Welcome

Janice welcomed everyone to the AGM and thanked all the committee for helping to deliver events throughout the year: Zoe E, Zoe P, Flora, Katy, Kirsten, Dori and Jen, with particular thanks to Gemma and Heather organising communications and graphics throughout the year.

Janice thanked Laura Dobson, a fantastic school link pivotal to our activities and events, Marie (Secretary) and Faye (Treasurer) for their support through the year.

Minutes of AGM held on 25/9/23

Janice advised there were no outstanding actions from the previous AGM

Chair's Report

Janice detailed the fundraisers in 2023/2024

- Frozen Friday

- Scarecrow Trail
- Firework Disco
- Christmas Cards
- Festive Friday and Raffle
- Quiz Night
- Glow Disco
- Doughies
- Krispy Kreme
- Circus

Funding requests from school which received approval in 2023/2024:

- 2023/2024 Author Visit
- Panto
- Christmas Crackers
- Carnival Costumes
- Author Visit 2025
- Shed Bases and Sheds
- 3 x Whiteboards
- Shade in quiet area

Janice detailed the 'shed and preloved uniform shop' and the intention for it to become a preloved uniform shop and for the new committee to see this through.

Janice highlighted her resignation from the committee due to taking on a Guiding leadership role to avoid a whole unit closing. She expressed her enjoyment of bring the FoEHPS Chair over the last 18 months and contributing to the school in planning so many fun activities.

Treasurer's report

Faye covered the financials. At the end of the academic year 2023-2024 the Friends had £22,042.80 at the close of year.

Fundraising Activities in 2023/2024 raised:

- Frozen Friday £82
- Scarecrow Trail £575
- Firework Disco £1,775
- Christmas Cards £859

- Festive Friday & Raffle £3,218
- Quiz Night, Raffle & Gin - £1,070
- Glow Disco - £1,475
- Doughies - £132
- Krispy Kreme - £120
- Circus - £5,127
- Easy Fundraising - £217
- Bag2School - £180
- Preloved Uniform Sale - £950

Adoption of New Constitution

Janice outlined the current and new constitution points. All present agreed to the changes. FoEHPS will adopt the ParentKind Model Constitution for England and Wales dated March 2021 without change:

- New constitution permits General Meetings (AGMs and EGMs) and Committee meetings to be held physically or virtually - by suitable electronic means, provided each participant can see and hear all other participants and the same rules apply as for physical meetings (e.g. chairing, taking of minutes and quorum)
- New constitution adds one additional power to the existing list - to consult parents on their views
- New constitution requires a written opinion from a medical professional before a committee member ceases to be a member based on physical or mental incapacity
- New constitution makes clearer that an EGM can be called by 10 or more members, as well as by the committee itself

Election of Officers and Trustees of the Committee

The following members resigned from the committee:

- Laura Dobson
- Dori Feher

The following members were of Officers of the Committee

- Marie Grimley (Chair)
- Savannah Auton (Secretary)
- Faye Danson (Treasurer)
- Katy Beaumont (Comms)

The following members were elected as Trustees/Ordinary Members:

- Janice Marston
- Zoe Polly
- Flora Mercert
- Kirsten Mougios
- Heather Coates
- Rebecca Barbey

Activities for 2024/25

Janice outlined the below activities for the coming year:

- 20th September - Bingo
- 8th October - Back to School Disco
- 24th October - Christmas Card Deadline • 29th November - Festive Friday & Raffle
- Spring Term - Quiz Night (adult event)
- Spring Term - Silent Disco
- Spring Term - Chocolate Bingo (family event)
- Summer Term - Summer Fair & Raffle
- Autumn Term - Outdoor Cinema

The AGM concluded with Faye and Marie thanking Janice for all her hard work throughout her time as Chair and look forward to working with her remaining on the committee this year.

THE FRIENDS OF
ELVETHAM HEATH PRIMARY SCHOOL

Statement of Financial Activity September 2023 - August 2024

Income generated by fundraising activities

Gross Proceeds	£29,243.90
Less associated costs + PTA running costs	£13,966.30
Net Income generated	£15,277.60

Contributions Made

Contributions to School	£8,000.00
PTA Contributions	£1,251.94

Net Surplus Retained	£6,025.66
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Opening Bank Balance	£16,017.14
Closing Bank Balance	£22,042.80

THE FRIENDS OF
ELVETHAM HEATH PRIMARY SCHOOL

Fundraising Activities	Income	Expenditure	Surplus generated / (deficit)
firework disco nov	£2,503.50	£728.79	£1,774.71
glow Disco mar	£2,208.72	£733.87	£1,474.85
Christmas Cards	£859.30		£859.30
Festive Friday	£5,915.27	£2,697.07	£3,218.20
Quiz Night	£1,922.94	£852.11	£1,070.83
HappyCircus	£12,706.71	£7,578.95	£5,127.76
Doughies	£525.50	£393.50	£132.00
Decorate a bauble	£0.00	£95.40	-£95.40
Krispie Kreme	£312.66	£195.90	£116.76
Ice Lolly Sale	£278.05	£196.55	£81.50
Scarecrow Trail	£625.00	£49.94	£575.06

Other Income

Stikins	£42.59	£42.59
2nd Hand Uniform	£946.34	£946.34
Easy Fundraising	£217.32	217.32
Bags2School	£180.00	£180.00

Total Fundraising	£29,243.90	£13,522.08	£15,721.82
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THE FRIENDS OF
ELVETHAM HEATH PRIMARY SCHOOL

PTA Running Costs

Expenditure

Year R welcome bags	£58.86
PTA Insurance/Membership	£153.00
MPLC - Film licence	£97.87
Stationery	£134.49

Total PTA Running Costs	£444.22
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Contributions to School

Outdoor Learning Lodge	£8,000.00
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Total Contributions to School	£8,000.00
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PTA Contributions

Panto for Children	£909.24
Christmas Crackers	£315.74
Ice lollies for sports week	£26.96

Total PTA Contributions	£1,251.94
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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 FRIENDS OF ELVENHAM HEATH PRIMARY SCHOOL		
On accounts for the year ended	31/08/24	Charity no (if any)	1103505
Set out on pages	(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 31/08/2024.

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:

15/7/25

Name:

RICHARD JONES

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

Address:

31 GRAHAM RD
WIMBLEDON
LONDON SW18 3SW