

The Friends of St Joseph's School AGM *13th November 2024*

Attendees

Parents: Kyla Weller, Clare Hooper, Kate Markham, Ellie Tucker, Suzanna Carrass, Rachael Yaxley, Rachel Luckett (arr. 7.50pm).

Staff Representatives: Sue Heath, Zoe Cousins

Trustees: Gail Watson (Chair), Lynette Bretherton (minute taker), Dan Weller (Treasurer – via Zoom)

Apologies:, Kerri Lundy, Abi Margetts (Trustee) Lucy Constant, Louisa Woodcock, Catherine Carpenter

ITEM	ACTION(S)	OWNER
	Welcome	GW
Finances	<p>DW gave a brief overview of the Financials for the year. The year ending date has been revised to the end of July to coincide with the school year so the 2023/24 accounts are for 10 months only and the accounting year will now be 01/08/2024 to 31/07/2025 and so on.</p> <p>Financials are strong, initially the figures look over-stated as include Fireworks income and expenditure for the Event for all 3 Thame Primary Schools. This has now been handed to John Hampden for the next 2 years so the accounts will be an accurate reflection of the Friends activities only going forward.</p> <p>Matchbox monies held in the Friends funds from a previous year were transferred to the school in this period and are no longer a note in the accounts.</p> <p>Only activity which had a large negative deficit was the 'stationary packs' which was the main reason we decided it was not viable.</p> <p>In the last 10 months we have raised £10,000 more than previous year. This is thanks to the hard work undertaken by all committee members organising events, applying for grants and generous donations. GW thanked all committee members for their hard work. The Committee approved the accounts.</p> <p>A copy of the financial report will be made available alongside these notes.</p> <p>DW then left the meeting (7.50pm).</p>	DW
Library Update	<p>GW updated with details of the previous meeting (21st October) where plans were agreed by the Committee.</p> <p>It was left with the school to get back to the Friends with dates for a meeting to confirm plans, along with resources and funding available for the school to take forward – a date is yet to be communicated.</p>	<p>Teacher Reps to follow up.</p> <p>GW has already chased twice.</p>
Events	<p>Wreath Making – 29th November, St Joseph's Church Hall</p> <p>30 tickets available (approx. 10 sold at date of the meeting). Follow up for sales will be sent next week and then it will be promoted to the public. Members of the</p>	

	<p>Committee discussed foraging and what could be provided to assist with the event. A couple of volunteers to run a bar have been identified.</p> <p>Elfridges – Friday 6th December, St Joseph’s Church Hall Event normally held during the Xmas Fair but there will be no Fair this year as previously advised, so this will be an independent event. Held during school hours. Availability of the hall agreed as 8am-4pm with the first visit from school children at 10am. A request for further volunteers will be sent out. The Mufti Day planned for Friday 22nd November is to collect gifts for this event.</p> <p>Disco – Thursday 19th December from 4.30pm to 7.15pm. Organisers are Rachel Lockett and Kerry Lundy, with Sam Holdsworth shadowing (GW to meet and move this plan forward). After School Club has been advised. 3 staff have been requested to attend for safeguarding duties. When message goes out, add a note to request to bring ear Defenders if your child needs them so all are provided for.</p> <p>Xmas Raffle – Rob Woodcock (and assistants) doing a fantastic job of gathering prizes for this. Tickets are on the way. Winners to be drawn Friday 13th December in the playground at the end of the school day. GW has asked the Thame Market Organisers about the Community Stall for selling raffle tickets.</p> <p>Santa Sleigh – The Round Table have offered the slot on Saturday 7th December from 4-7pm (ish). Currently we have 1 volunteer but a minimum of 6 is required. Pleas for more volunteers to be sent out, possibly offering an incentive for participation.</p> <p>ACTIONS Confirm access to the Church Hall for the dropping off of both Wreath Making materials and goods for Elfridges.</p> <p>GW to remind SLT of the commitment for 3 staff at the Disco and gain clarity on attendance in advance (and in writing).</p> <p>Facebook posts have been sent to SLT regarding events but not yet published in Parenthub. (Update – 50% of the communication has been published Fri 15th Dec after GW chasing).</p> <p>Suggestion made that activities promoted through the Class Whatsapp groups will also be sent to the Teacher Rep to post on the Staff Whatsapp for their information.</p> <p>Friends calendar and Sign-up sheet to be created and put in the Staff room for the awareness of all staff in the hope of gaining more input and support.</p>	<p>GW</p> <p>Teacher Reps to remind SLT</p> <p>GW to chase</p> <p>GW to send to ZC</p> <p>GW to request Vicki Manning to create</p>
AOB	Shed – Pushing ahead with the plan to have a storage facility in the corner of the Church Car Park, which has previously been agreed with the Church. A shed/container needs to be sourced. Appeal to be put out on Social Media and committee members to approach any parents who may be able to assist.	All

Final Accounts @ 31 July 2024

FRIENDS OF ST. JOSEPH'S SCHOOL, THAME

Receipts & Payments for the 10 months ended 31 July 2024

Accounts prepared by Daniel Weller, Treasurer

		Unrestricted Funds	
		10 mths to 31/07/24	Yr to 30/09/23
	Notes	2023/24	2022/23
		£	£
Receipts			
Fundraising Events	1	40,978	28,850
Donations	1	9,103	1,605
Advances on Next Year's Events	5		3,196
		<hr/>	<hr/>
		50,081	33,650
Payments			
Fundraising Events	1	33,675	26,132
Exceptional Items / Other Year	5	-	893
Miscellaneous Payments / Insurance	2	381	576
		<hr/>	<hr/>
		34,056	27,601
Net Income		<hr/>	<hr/>
		16,025	6,049
Payments to school	4	4,835	4,367
Surplus / Deficit for the Year		<hr/>	<hr/>
		11,190	1,682

Statement of Assets & Liabilities as at 31 July 2024

	2023/24	2022/23
	£	£
Current Assets		
Bank Community account	24,154	12,964
Cash in Hand	157	157
	<hr/>	<hr/>
	24,311	13,121
Current Liabilities		
O/S cheques	0	0
	<hr/>	<hr/>
Net Assets	<hr/>	<hr/>
	24,311	13,121
Represented By:		
Accumulated Funds B/F	13,121	11,439
Surplus / Deficit for the Year	11,190	1,682
	<hr/>	<hr/>
	24,311	13,121
	<hr/>	<hr/>
diff	0	0

Notes to the Accounts 2023/24

Note 1 - Fundraising Activities

	2023/24		
	Receipts	Payments	Profit (Loss)
	£	£	£
Fundraising Events			
Year 6 yearbook	489	-533.14	-44
Doughnuts	450	-312	138
Duck race	652		652
Fireworks 2023	26,856	-26,865	-9
Library Books		-508	-508
Matchbox	314		314
Cables	268		268
Quiz	999	-366	634
Spring Fete	3,173	-1,136	2,037
Stationery packs		-613	-613
Uniform sale	105	-66	39
Xmas Cards 2023	1,017	-821	196
Xmas Carols 2023	52	-51	1
Xmas Disco	676	-683	-8
Xmas Fayre 2023	3,380	-798	2,582
Xmas Puddings 2023	51		51
Bingo Night 2024	338	-177	161
Movie Night Feb-24	600	-116	484
Mufti Days	332		332
Magic Show	828	-388	441
Music in the park	378	-230	148
Icre Creams	20	-15	6
			0
Total Fund Raising	40,978	-33,675	7,303

Donations	£
Library Grant	2,000
Bags2School	159
Easy Fundraising	122
Other Donation	5,023
Santa Sleigh	800
SODC	1,000
Total Donations	9,103

Note 2 - Other Receipts & Payments

	2023/24	2022/23
Other Receipts	£	£
Bank Interest	0	0
Other Payments	£	£
AGM/Meetings		85
Admin		196
Banners / Welcome Pack		193
Parentpay trans chgs	68	
Gifts		103
Lottery Annual Licence	20	
Touco tokens	139	
Parentkind m'ship	153	
Miscellaneous Payments / Insurance	381	576

Note 3 - Underlying Profit

2023/24	2022/23
£	£
16,025	3,746

Note 4 - Payments to St Joseph's School

	2023/24	2022/23
	£	£
School Trips / Workshops / Gifts	639	1,948
Yr1 Equipment	-	1,028
Author Visit	-	660
Book Corners	-	437
Shed Repair		295
Matchbox's PE Dept	1,374	
Hoodies	463	
Library Bookcases	2,360	
	4,835	4,367

Note 5 - Exceptional Items / Other Year

	2023/24		
	Receipts	Payments	Profit (Loss)
	£	£	£
Total	<hr/>		

Note 6 - Accounting policies

These Accounts have been prepared in a Receipts and Payments basis as allowed by the Charity Commission of England and Wales for small charities. No statutory format exists, however the Commission's guidance on preparing Receipts and Payments accounts has been followed. As advised by the Commission these accounts have been prepared in a consistent way from year to year. Cash floats have been excluded from both fundraising event receipts and payments as they do not represent true Income or Expenditure. There are no restricted funds. No Stipulation has been made by other donor as to how money is to be spent and no endowments have been made.

Note 7 - Trustee's Expenses

No remuneration was paid to any trustee. Expenses are paid to Trustees and other Friend's members for purchases relating to PTA events and other activities. No travel expenses have been paid as PTA members have chosen not to submit claims. In 2023/24 £1,966 was reimbursed to Trustees wholly relating to PTA events and other Activities.

	£
Gail Watson	1,966
Total	<hr/> 1,966

Prepared by

D. Weller

Daniel Weller

Treasurer – Friends of St Joseph's School, Thame

Charity Number 1135408

Date:

14/10/24

I confirm that this is a true record based on the books and records made available to me.

Jo Dinnage

Independent Examiner

Date:

24/10/2024

Jo Dinnage