

**FRIENDS OF REED'S SCHOOL (FORS)
MINUTES OF AGM HELD VIRTUALLY VIA ZOOM
7.30 pm Thursday, 19th January 2023**

Committee Attendees:

Karen Ahmed (Chair)
Fiona Jackson (Vice Chair)
Sharon Hoskins (Secretary)
Penny Coulthard (Treasurer)
Sam Jaggon (Charity Treasurer)
Vanessa Cox (Common Room Representative)
Angela Eaton
Michele Gibson
Lizby Sharpe
Sarah McCormack
Laura Marsh
Susie Marsh
Sarah McKay
Sarah DeVivo

Michelle Bradbury
Natasha Bailey
Deborah Gregor
Susanna Katay
Angelique Boomsa
Caroline Cox
Kate Fennell
Claire Paisley
Deborah Duggan

1.0 Welcome and Introduction from Chair, Karen Ahmed

1.1 Welcome to the FORS AGM 2023, thank you for joining and a very warm welcome to all new parents

1.2 Having found that the AGM worked very well on-line during lockdown, we have decided to stick with this format and are delighted you can join us from the comfort of your own home

1.3 This report looks back at our activities in our financial year from Sept 21 to August 22

1.4 Following the lifting of most COVID restrictions, the FORS committee swung into action, running 6 events and raising **£19,148**

1.5 Patron of FORS, and one of our biggest supporters, is Mr Hoskins. We truly appreciate and thank him for all his support.

2.0 Welcome by the Headmaster, Mr Hoskins

2.1 On behalf of the School, staff and parents, as well as on a personal level, thanks to FORS for the events & amounts raised. Fully appreciate how very fortunate we are to have such a dynamic parent's association.

2.2 One of the aims of Reed's is to create a 'community for life' and FORS fulfils this through their work, which apart from raising funds, is instrumental in bringing parents together. Greatly indebted to FORS for their contribution to this mission.

3.0 Apologies

Received from Fiona Vigar & Julia Viner (both current Trustees)

4.0 Minutes and matters arising from the last AGM (25th November 2021)

4.1 The minutes of the last AGM were agreed and signed by Karen Ahmed.

4.2 If anyone has any questions/comments or wants to chat about joining FORS, please email us: fors@reeds.surrey.sch.uk

4.3 Please leave your cameras on – it's nice to see your faces!

5.0 Chair's Report, Karen Ahmed

5.1 As detailed in our Constitution, FORS objectives are to:

Advance the education & well-being of pupils in school by raising funds to provide facilities & equipment and organise events that bring parents and the school community together

5.2 The funds raised are used to fund projects in school: Individual teachers, members of staff, departments or students send requests for equipment or items via Mr Hoskins. If approved, he forwards to FORS for discussion at our meetings. The committee will review the request and vote to fully or part fund the project. Funding requests vary in price – from a few hundred to £10k, the average is £2k

5.3 How have we raised funds:

On Saturday 25th September 2021, **Race Night** came to Reed's. The marquee was transformed into the Winners Enclosure, 144 guests placed their bets and watched their

horses race on the big screen. 2 course meal prepared and served by Reed's catering was enjoyed by all. **Raising £2660**

November 21, our **Christmas fair** returned as a live event, albeit smaller than pre-lockdown. An eclectic mix of external stall holders, FORS stalls and pupils stalls saw a steady stream of visitors who could take a break from shopping to enjoy snacks and drinks from the food trucks. Reed's Brass Band, led by Mr Willey, spread seasonal cheer throughout the sports hall with uplifting Christmas carols

The Christmas fair is our biggest event and thanks go to Sharon Hoskins and her team: Liz Granshaw, Viv Lineham, Fiona Jackson & Laura Marsh for their planning and execution of this tremendous event

As the world wasn't then quite 'back to normal' with some restrictions still in place, FORS ran an on-line Christmas fair managed by Sarah McCormack & Shirel Stemmons to compliment the live fair

Thank-you to Ivan Jackson, **Trilogy International** for sponsoring the fair again and to Alison Atkins for helping with IT & marketing. **Raising £8897**

In March 2022, our legendary **Quiz night**, led by our out-going Chair and, Queen of Quiz, Viv Linehan saw the Assembly Hall transformed into a little corner of Greece, Mamma-Mia: what a night! 160 guests dressed as characters from West End musicals were kept on their toes with quick fire questions delivered by resident Quizmasters Mr Hoskins & Mr Ha

Delicious Greek inspired food prepared and served by Reed's catering, a rowdy game of Heads & Tails and a hard fought contest to be named Best Fancy Dress Group all contributed to this being a very special evening **£3664 raised**

The **FORS Spring Styling & Shopping Event** held in April. Our thanks to Julia Viner & Sarah McCormack who not only organised the event but shared their wisdom & knowledge on all things fashion. 75 guests enjoyed the talks and fashion show and shopping from external stall holders **£1177 raised**

June 2022, we held our **FORS Clothing & Currency Eco Clearout** for the Andrew Reed Foundation Thanks to the amazing Reed's community for their generous donations, to the FORS team who braved all weathers to co-ordinate the collection & to Nick Austin & his team for transporting & storing the donations. All of the money raised - **£1174** was donated to the Andrew Reed Foundation

Drawing the end of the academic year to a close, we held our **Summer Jubilee Festival** on June 25th to celebrate our (now) late Queen's Platinum Jubilee myself, Fiona Jackson, Angelique Boomsa & Michelle Gibson organised this family event which welcomed 320 guests. Reed's Jazz Orchestra led by Mr Willey filled the air with outstanding ensemble, group & solo pieces whilst our roaming characaturist and table magician enchanted and amazed small groups
£986 raised

6.0 Treasurer's Report, Penny Coulthard

6.1 Having taken over as Treasurer from Hellen Madden in the Summer of 2022, I would like to thank Hellen for her help with the handover and all the work she did for FORS. As well as being the FORS Treasurer for many years, she was also instrumental in helping set up FORS as a charity –for which we are very grateful.

6.2 The Balance Sheet shows FORS accounts for the financial year running from September 2021 to August 2022. Beginning the year with £22,783 and finishing the year with £20,584.

6.3 Accounts are independently examined by Emma Stanger, who used to work at Reed's, and kindly offered her time. If anyone would like to see the full financial summary breakdown then please do email fors@reeds.surrey.sch.uk.

6.4 Over the course of the year, FORS raised just over £23,000, a record breaking year!

Our main fundraiser continues to be the Christmas fair, followed by the quiz night and Autumn term welcome event – which in 2021 was the Race night.

Money raised through Easyfundraising has also continued to build, Fiona Vigar has provided some more information on this which we will go through at the end of the presentation

The financial year end runs September – August, so amounts related to events held in the year that are invoiced or received outside this financial year are not included in this summary.

There were a number of examples of this included in this financial year, for example:there are two lines for the Christmas Fair. This is because payments straddle two financial years as stall holders pay to reserve their stall for the next year's fair prior to our year end.

The catering costs associated with the race night were billed after August 2022 and so will be included in the fundraising costs for the following financial year.

Following the process set out by Karen, the items funded by FORS include:

Rugby Scrum machine	£2340
E Sports equipment	£6000
Caliva Nord keyboard	£3111
Table Tennis tables	£3735
Netball Post Pads	£160
Click View Subscription	£1377
DLSR Camera	£800
Cricket Hard & software	£1725
LED Electronic Screen	£6000

This is a really important element of the work done by the FORS committee and we are very pleased to show that this year FORS has contributed £25,248. Largest amount ever contributed.

6.5 Over the past 5 years FORS has raised and donated over £96,000 for the children at Reed's.

2019 looks to have higher income as it was the first year we asked for subscriptions. Without the amount that year would have been closed to £15,000.

6.6 Easy Fundraising – numbers prepared by Fiona Vigar, ParentLink Co-ordinator. Fiona has done a wonderful job at promoting and administering our relationship with Easy Fundraising as demonstrated.

6.7 Easy Fundraising includes 7000 brands that donate money to FORS when we shop online with them. There is no catch, personal details are not used, sold on or abused. It is virtually no effort to sign up and anyone can become a supporter.

6.8 The amount raised via EF has grown year on year and now makes up a really substantial amount of the FORS income for example in 2021 £2,127.

6.9 As at January 2022, over £9700 has been raised in total. 217 supporters have signed up, 63 of whom have claimed a donation over the last year.

6.10 Please do join up to this scheme if you have not already – and remember to keep using it. If you have any questions please email fors@reeds.surrey.sch.uk and I am sure that Fiona will be more than happy to help.

7.0 Election of 22/23 committee members, Karen Ahmed

7.1 In line with the Constitution rules, we are required to re-elect current trustees, elect new members as trustees and acknowledge trustees who have stepped down.

To ease the process, I have already circulated the current list with the names of those seconding the nomination to the committee. No objections were raised and so the committee for this year is:

Officers

Karen Ahmed, Chair, seconded by Fiona Jackson
Fiona Jackson, Vice Chair, seconded by Sharon Hoskins
Sharon Hoskins, Secretary, seconded by Penny Coulthard
Penny Coulthard, Treasurer, seconded by Sam Jaggon
Sam Jaggon, Charity Treasurer, seconded by Vanessa Cox
Vanessa Cox, Common Room Rep, seconded by Michelle Gibson

Trustees

Michelle Gibson seconded by Angela Eaton
Angela Eaton seconded by Sarah McCormack
Sarah McCormack seconded by Julia Viner
Julia Viner seconded by Fiona Vigar
Fiona Vigar seconded by Lizby Sharpe
Lizby Sharpe seconded by Laura Marsh
Laura Marsh seconded by Susie Marsh
Susie Marsh seconded by Karen Ahmed

We have 2 new FORS members elected as trustees since the last AGM:

Sarah McKay seconded by Karen Ahmed
Sarah DeVivo seconded by Sharon Hoskins

Members stepping down as trustees since the last AGM:

Viv Linehan, Hellen Madden, Shirel Stemmons, Sandra Channon, Michelle Bradbury.

Big thanks to Viv, Hellen, Shirel & Sandra for all of their hard work & commitment to FORS during their time on the committee

Michelle Bradbury stays with FORS but will serve as a co-opted member along with Susanna Katay, Caroline Cox, Angelique Boomsa, & Deborah Gregor

FORS Associate Members: Natasha Bailey, Claire Paisley, Kate Fennell & Deborah Duggan will continue to help with FORS events as their availability permits

8 Any other business/Q&A

No questions were raised or AOB

9 Close of business

9.1 With the voting concluded, we finish this year's AGM, with heartfelt thanks to

- The amazing FORS committee who despite, full/part time jobs, children, location, sometimes husbands, dedicate so much of their free time, knowledge, creativity and passion into organising & delivering incredible FORS events
- To Mr Hoskins, the teachers and all Reed's staff who help & support us throughout the year
- To all the parents/guardians for supporting, donating, attending & assisting at our events – your participation is invaluable and much appreciated.

9.2 Thanks given to everyone for attending tonight – 51 attendees (including committee)

9.3 The meeting was brought to a close at 7.51 pm

9.4 The minutes will be signed off and agreed at the next AGM.

FRIENDS OF REED'S SCHOOL

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 AUGUST 2022

	2022 £
Income	
Fireworks	-
Christmas Fair 21(20)	11,932.93
Christmas Fair 22(21)	-
Quiz Night	6,628.20
Pamper Evening	-
Fashion Evening	2,052.10
Race Night	5,567.05
Jubilee Event	2,912.52
Fabulous Fridays	-
Midsummer Party	-
Balloon Race	-
Easy Fundraising	2,434.35
Events income	31,527.15
Other income	
Subscriptions	2,140.00
Interest Received	3.46
Miscellaneous	-
Total Income	33,670.61
Expenses	
Fireworks	-
Christmas Fair	(3,035.89)
Quiz Night	(2,964.59)
Pamper Evening	-
Fashion Evening	(874.99)
Race Night	(3,001.22)
Jubilee Event	(1,926.46)
Eco-fundraiser	(690.00)
Balloon Race	-
Midsummer Party	-
Events costs	(12,493.15)
Other costs	(317.71)
Donations to Reed's School	(25,247.86)
Net loss	(4,388.11)

FRIENDS OF REED'S SCHOOL

BALANCE SHEET AS AT 31 AUGUST 2022

	2022 £
Cash at bank	<u>20,583.72</u>
Prepayments	-
Total current assets	20,583.72
Creditors: amounts falling due within one year	-
Accruals and deferred income	(3,438.89)
Net assets	<u><u>17,144.83</u></u>
Represented by:	
Retained earnings	Brought forward 21,532.94
	Profit for the year <u>(4,388.11)</u>
	Carried forward <u><u>17,144.83</u></u>
	-

From: Stanger, E <estanger@reeds.surrey.sch.uk>
To: Penny Coulthard <penny_burnham@yahoo.com>
Cc: Hoskins, S <shoskins@reeds.surrey.sch.uk>; Pethybridge, S
<spethybridge@reeds.surrey.sch.uk>
Sent: Tuesday, 20 September 2022 at 11:12:49 BST
Subject: RE: Draft FORS accounts Sept 2021 - Aug 2022

Hi Penny,

Thanks for all the info below and such accurate record keeping! I have reviewed the figures and prepared the accounts as per previous years, there are notes where adjustments have been made but please shout if anything is not clear. Please see these attached.

Best wishes

Emma

Emma Stanger
Finance Consultant
Reed's School
t: 07425 147248
e: estanger@reeds.surrey.sch.uk | w: www.reeds.surrey.sch.uk

Reed's School, Sandy Lane, Cobham, Surrey KT11 2ES
Registered Charity Number: 312008

This email and any attachment to it is confidential and is intended solely for the recipient(s). If you are not the intended recipient you should not disseminate, distribute, retransmit, or otherwise use the information contained in this message and do not necessarily represent those of Reed's School. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, or otherwise compromised in any manner and message which arise as a result of e-mail transmission. If verification is required please request a hard-copy version. Reed's School reserves the right to monitor, record and disclose any communication sent or received by its systems. Blocking software may be used and email content may be read.