



# FRIENDS OF COLDFALL

## **ANNUAL GENERAL MEETING 17th October 2024**

### **1. (Chair) Welcome**

**CHAIR WELCOME** - Good evening everybody, and many thanks for all joining us tonight to hear about and support the work of Friends of Coldfall, your school parents and carers association. Thank you particularly to Mr Marshall and ..... for being here.

For those of you who don't know me I am Heidi Cleary and I have been part of FOC for 7 years and Chair since 2021.

I'd also like to introduce you to Flora, our secretary who will go through some housekeeping bits and the first points of our agenda.

### **2. (Secretary) Apologies**

### **3. (Secretary) Approval of & matters arising from minutes of last year's meeting**

Point out the 2023 minutes available on Google Meet. Are there any matters arising from last year's meeting, please let us know on the chat function by the end of Heidi's presentation or we will consider this is completely fine with all?

### **4. (Chair) Chair's Report for 2023-24**

Thank you Flora...so...in case we have some new school parents joining us – who are we? - Friends of Coldfall (FOC) is a parents' association powered by dedicated parents and carers. We come together to organise events and activities that enrich the school experience for our children. We are proud to be a registered charity, and the money we raise directly benefits our school, filling funding gaps and enhancing the educational opportunities for our children.

Every parent and carer who has a child at Coldfall is automatically a member of FoC, we have a simple structure; parents, class reps and the committee.

I am now going to run through the report I have put together summarising our year and in which I have also included details from our treasurer's report which has been put together by Roopa. Although not presenting, Roopa is available to answer any questions.

Please just raise your hand if you're here in the room or put your question in the chat.

We filled the 2023 to 2024 school year with fantastic events, raising a total of £31,498. A big shout out to all parents, carers, teaching staff and children whose help and support make these events so successful.

Here's how we did it:

Our first big event of the school year was fireworks night which raised a record breaking £13,126.19! As the scout firework group had all retired we successfully trialled a new company. This change opened up the opportunity for someone to start the fireworks display by pushing 'the big red button'. We ran a raffle for this which was drawn during assembly on the day and a child from reception won. It was super cute watching them and all their family enjoy the moment of starting the display. The display was fabulous and will be using the company again this year.

Preparations for all our festive events were well and truly underway even before fireworks night and the rest of the Autumn term was super busy for FOC.

Christmas trees raised £1483.53.

Christmas cards designed by the children raised £200 (but the funds will be added to this year's accounts).

We didn't have a Winter Fair last year due to low numbers of committee members and we thought it would be nice to do something different. We organised a Christmas movie day showing Arthur Christmas and the very popular Home Alone. We created a lovely Christmas atmosphere in the main hall and raised £1189.71. We plan to have a Christmas movie day again this year, movies yet to be decided!

We managed to squeeze in an Easter trail again this year as the dates worked in our favour, raising £494.88.

FOC donned their sequin waistcoats once more and our quizmaster dusted off his sequin jacket in March for another extremely well received Quiz Night, this time with a gameshow theme. Brilliantly fun questions, well stocked bar and drunken parents spending a fortune on raffle tickets helped us to raise a fabulous £1644. I guess we should mention that Mr Marshall and his team of teachers won again!!

We had the most wonderful summer fair in June to launch the Sensory Garden that we'd been raising money for over the past few years. The sensory garden looked fabulous and children were able to use special saws to create wooden feathers which will be attached to a large owl sculpture in the garden. Following a rebranding of our Friends of Coldfall logo, Sage our mascot made appearances at the fair and created much talk about who could possibly be inside the costume! A special thanks to Miss Gazzard! There was the usual inflatable slide and bouncy castle, an ever expanding games zone in the MUGA and our famous BBQ burgers and hot dogs along with sweet treats and Pimms bar. For a change we had a live DJ which was popular and Rachel and Ciaran organised and ran what was probably the best raffle we've ever had at a summer fair! The summer fair raised £8740.39 but only

£5000.03 is included in the accounts for year 2023-24 as the remaining cash was deposited after the accounts year end. That amount of £3740 will feature in this year's accounts..

We had three second hand uniform sales plus a sale dedicated to reception parents in the second half of the Autumn term and altogether we raised £1583.

We ran Bags2School clothing donations again which gave us £262.60 and the clothes went on to those in need of them.

Overdue payments of sponsorship from Tatlers from the school year 2022-23 and a last minute ice lolly sale at the end of the summer term came to £2973.33.

So there you have it – a fantastic series of events and projects including the new event Christmas Movie day.

All our events and projects are made possible because of the support, ideas and contributions from so many. Thank you again. Without everyone's dedication and energy none of these events and projects would have been possible.

Before we move on to how our funds raised have supported the school, it's time for a long list of thanks to:

- Parents, carers and class reps for their necessary and fantastic contributions.
- We thank Mr Marshall, our wonderful Head Teacher. All the staff, for their support and enthusiasm, more specifically:
  - The ladies in the office, Leonie, Tsveta, Roopa, Petrova and Nia - who are always happy to help
  - The kitchen team for helping at all our main events
  - Verity Coyle for pursuing the 'Sensory Garden Project' which we have been pleased to support and delighted to see it being created
  - Ana Clave for her essential assistance with IT and sound requirements as well as going further at many events and getting stuck in on a stall or even helping to organise
  - Glenn and Therapis for all their help setting up and clearing all our projects around school, we know we put them through a lot!

Huge gratitude also to:

- The many businesses that donated to our quiz night and summer fair raffle prizes.
- Tatlers for their generous sponsorships at Fireworks night and summer fair
- Our volunteers who we ask for help through a separate Volunteers for FOC WhatsApp group: Sumaira, Yasmin, Cora, Vic, Bill, Amy, Krishna, Gillian, Patricija, Shwetha, Josh, Luiza, Luke, Ayla, Rebecca, Demet and Susan.

An extra special thank you to the wonderful committee this year, who really do work tirelessly to raise money for the school and all the children and importantly together we have a lot of fun - Flora, Rob, Elliott, Roopa, Verity, Jana, Jojo and newer members Rachel and Jenny. Everyone does their bit in whatever spare time they have around work, parenting and other roles or duties and responsibilities they may have.

- Finally, we would like to thank all the other non-official committee contributors – the other family members who put up with us committee members dedicating so much time to FOC, who also jump in and put the gazebos up at the fairs, and help with tidying up after events, their support is invaluable.

## **5.Treasurer's Report 2023-24** (Chair on behalf of Roopa Makena)

It is now the official Treasurer's Report section.

I must mention again the incredible amount of £31,498 that we raised during the 2023-24 school year! But remember what I said about the summer fair takings, this brings the official figure to £27,757.75 which is still absolutely incredible!

I have detailed how we made the money, so...now to outline what funds we have allocated to school during this last school year....

In total we have supported the school this year with £35,914.96 of funds. The list of events and necessities, which FOC has donated to include:

Reception picnic & Valentine's Disco £216.10

Sensory garden £10,512.96

Nursery play equipment £6052.44

Opal equipment £18,468

Year 6 hoodies & yearbooks £476

Year 6 prom pizza £160

As always, we have also donated £15 per child to subsidise school trips and workshops. The total for this is yet to be reimbursed to school so doesn't feature in the accounts.

On September 5<sup>th</sup> 2024 Friends of Coldfall had £66,729.86 available in our account.

You can see Roopa's full financial report on the documents attached to the Google Meet and all financial information will be listed on the Charities Commission website.

Looking to the future...

## **6. Continued Chair's Report for 2023-24 (Chair)**

School are currently discussing with us a range of investments they would like Friends of Coldfall to consider supporting such as new equipment for science, design & technology and geography, more OPAL playground equipment, music teaching resources, making forest school available for all children and for us to again provide a £15 subsidy for all children towards school trips.

And now before we move to the election of committee members, are there any questions??

## **7. Election of Committee members (Chair)**

Now I will go through the election of committee members for this year.

**Committee members that have agreed to stay in their role for 2024-25 unless any objections are** Rob Cory and Elliott Jacobs – both really dedicated and absolutely brilliant and bonkersly creative long standing General Committee Members, thank you both so much for all that you do, much of which is in the background and off your own back. Also staying on are Jojo Brook Smith as teacher liaison and Douglas Blackwood as governor liaison, thank you!

**Committee members agreed to stay with change of role for 2024-25 unless any objections: none**

## **8. Election of Committee for 2023-24 - to take office from the close of this meeting and to serve until the next AGM:**

**Resolution** - to appoint Rachel Mooney as Chair, proposed by Heidi Cleary, seconded by Flora Blackwood

**Resolution** - to appoint Jenny Martin as Secretary, proposed by Elliot Jacobs, seconded by Rob Cory

**Resolution** - to appoint Jenny Martin as Class rep co-ordinator, proposed by Flora Blackwood, seconded by Heidi Cleary

**Resolution** - to appoint Kathryn Fitzpatrick as Health & Safety lead and general committee member, proposed by Rob Cory, seconded by Elliot Jacobs

## **9. Vote of thanks to outgoing Committee members (Secretary)**

We are sad to say goodbye to some of our committee members who have made huge contributions to everything FOC undertake. Enormous thanks go to Susie Martin, who has for the past two years been a fantastic class rep co-ordinator and Jana Kurtova who has been our key link with our main sponsors Tatlers. Verity Coyle has also gone now her children are no longer at Coldfall. Verity was instrumental in getting the sensory garden in motion and completed, including organising the Footie Fest, and a super help at many other events.

Roopa our top-notch treasurer is also standing down but will continue as an interim treasurer while we support someone new into the role.

Flora is stepping down as our supreme Secretary but will stay on for fireworks night.

It has been an absolute pleasure working with you both, your hard work and dedication have made such a difference to my job in FOC and most importantly to school.

I'm keeping my thanks brief here at the AGM as we are going out in December to celebrate and say thank you to everyone standing down and also those remaining in the committee. I think we have made a fantastic team.

As this is my last year as a Coldfall parent I am stepping down as Chair but will see through fireworks night then remain involved in the committee in the background to support Rachel and Jenny over the rest of the year to understand and become familiar with all that their new roles entail.

Although hard work at times, I've so enjoyed my 7 years in Friends of Coldfall. It has been incredible to expand my knowledge and skills in ways that are very different to my work and most importantly I have loved spending time with people who have become lovely friends. I think we have made a fantastic team. I will miss working with you all. We really do have a brilliant time meeting up and organising fundraising events and I would encourage everyone to give it a go and get involved.

**10. Other key roles (Secretary)**

- Treasurer after this year
- cake sale co-ordinator
- second hand uniform sale co-ordinator
- sponsorship

**11. Discussion – Hot Topics (Secretary)**

Any questions

**12. Any other business (Chair)**

Notification of date of next ordinary meeting – **Tuesday 22nd Oct 8pm** (Secretary)

**13. Close of business (Chair)**

Thank you so much for joining tonight and showing a real interest in supporting your school and what FoC does. If you are not already involved and feel you can give any of your time, suggestions and ideas we would love to talk to you. Getting involved provides a good way to meet with other parents and have your say in how FoC raise money and how it is spent. We really do have a lot of fun but the more the merrier is definitely true. You don't have to commit endless hours to be involved, anything is appreciated. We do have a WhatsApp group of volunteers where we post 'things to be done' or look for feedback. We would be delighted to add you so that you can monitor this and where you can perhaps offer assistance.

So now you know what we've been up to!

Now I will hand over to Mr Marshall who I believe wanted to say a few words before we end this meeting....



## Receipts and payments accounts

For the period from	06.09.23	To	05.09.24
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Events ticket sales	19,753	-	-	19,753
Sales at fundraising events	17,191	-	-	17,191
Sponsorships	5,000	-	-	5,000
Other receipts	484	-	-	484
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	42,428	-	-	42,428
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	42,428	-	-	42,428
<b>A3 Payments</b>				
Fundraising expenses	11,483	-	-	11,483
Bank, ticketing and payments fees	1,522	-	-	1,522
Cash donations to Coldfall Primary School	37,020	-	-	37,020
Expenses - non-fundraising events for Coldfall Primary	1,334	-	-	1,334
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	51,359	-	-	51,359
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	51,359	-	-	51,359
<b>Net of receipts/(payments)</b>	- 8,931	-	-	- 8,931
<b>A5 Transfers between funds</b>	-	-	-	-
<b>A6 Cash funds last year end</b>	76,361	-	-	76,361
<b>Cash funds this year end</b>	67,430	-	-	67,430

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>			
	Cash at bank	66,730	-
	Cash in safe	700	-
		-	-
	<b>Total cash funds</b>	67,430	-
	(agree balances with receipts and payments account(s))	OK	OK
	<b>Details</b>	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>



**B2 Other monetary assets**

	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)
		-
		-
		-
		-
		-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)
		-
		-
		-
		-
		-
		-
		-
		-
		-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)
		-
		-
		-
		-
		-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<b>Sophie Rankin</b>	Sophie Rankin	01.07.2025

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees	Coldfall School Parents Association		
On accounts for the year ended	5 <sup>th</sup> September 2024	Charity no (if any)	280012
Set out on pages	<div>(remember to include the page numbers of additional sheets)</div>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **05 / 09 / 2024**.

### Responsibilities and basis of report

As the charity's trustees, 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 all 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 in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 1<sup>st</sup> July 2025

Name:

Mr. Bruce Martin

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

ICAEW Chartered Accountant

<b>Address:</b>	30 Folly Avenue
	St Albans, UK
	AL3 5QD

<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight material 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.**

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