

FOSM Meeting Minutes – Annual General Meeting

Registered charity number 285583

03.10.2024 7pm

Attendees:

- Justyna Duffy-Turner
- Sara Mugge
- Joanna Manka
- Jennifer Au
- Sheridan Zegveldt
- Justyna Knapp-Pearson
- Charlotte Clubley
- Catherine Lewen
- Ruth Paszkiewicz
- Nina Hubacz (zoom)

Annual report

Presented by Justyna Duffy-Turner (existing chair)

FoSM has had what I think can be described as our most successful year yet! The FoSM team have organised a multitude of fun events for the pupils of St Mary's and have had what can only be described as a triumphant year of fundraising!

The AGM last year saw the election of a new committee, which included both old and new faces:

- Justyna Duffy-Turner – Chairperson Joanna Manka – Treasurer
- Charlotte Clubley and Sara Muegge – Vice Chairpersons
- Kira Stevens – Secretary G
- General committee members – Jennifer Au

During the course of the year Kira Stevens stood down from the FoSM committee and the role of secretary was taken up by Jennifer Au. We also gained two co-opted members to the committee:

- Justyna Knap-Pearson (who had not been able to join us at the AGM last year)
- Sher Zegveldt, who has been instrumental and indispensable to FoSM fundraising!

The Forest School Area has been the focus of the fundraising and has received a lot of much-overdue TLC over the past year, thanks to a variety of grants, a lot of hard work from the FoSM team, as well as volunteers who joined us from the community of parents at the school and the Mears foundation; and we can't omit mentioning the many hours spent coordinating this endeavour by Sher. We have also been fortunate enough to raise further funds over the Summer months and into this new school year and are currently arranging dates to get the eco-shelter installed in the Forest School Area. A further grant has also been received from the Blue Spark Foundation to enable a full school trip to Techniquet, which is also being arranged for the Autumn and early Spring terms.

The pupils of St Mary's were once again able to enjoy a multitude of fun events over the course of the year, thanks to the organisation efforts of the FoSM team and with the help of other parents and staff from the school. These included a November Lights Disco, the family favourite

Christmas Fayre, followed closely by a Christmas “popcorn” party, Valentine’s disco, Easter bake sale, a summer term Pizza Party and ice cream van visits (much loved by children, though perhaps not so much by all the parents!). The school year culminated in the Summer Fayre, which despite the best efforts of the weather, was once again a roaring success! A few new initiatives were also introduced which were very successful – the Bookwork Bingo Readathon, celebrations of international childrens’ day and the second-hand book sale from the school library.

This school year also saw FoSM contributing to funding the pantomime performance for children at Christmas, the shortfall for the ISing Pop initiative as well as a really significant donation allowing for the purchase of a new scheme of books for the school. Finally, the carpets that were installed over the Summer at the school were also funded by contributions from FoSM.

We begin this next School year 2024/2025, as mentioned previously, in the midst of arrangements for the installation of the eco-shelter in the Forest School! Despite the above contributions and expenditures, we have succeeded in leaving the FoSM bank balance in a good position, with a sum that could potentially be used to fund about one third of a new play park for the school. With repairs of this estimated at £6000 this year, we will need to continue our fundraising efforts over the course of the year with the slightly ambitious aim of installing a new play park in the Summer of 2025 (watch this space...)!

Treasurers report

Presented by Joanna Manka (existing Treasurer)

The Friends Of St Mary's Roman Catholic Primary School Association. Charity number: 285583

Note the accounting year for FOSM runs from 01 October 2023 until 30th September 2024.

During last year I have updated new FOSM Constitution (as noticed on the Charity Commission website FOSM was using not valid one from 1982) and got it approved by Charity Commission. I have also opened new bank account, charity friendly with no bank charges and saving accounts which earned us quite healthy interest.

The closing funds for the prior financial year was £8,918.43

The closing funds for this financial year are £27,417.51, a net increase of £18,499.08

This is due to Sher's phenomenal fund-raising skills and persuasive manner encouraging fantastic donations and managed to obtain grants as well. 😊

We've received following donations:

DONATIONS	AMOUNT
MEARS foundation -grant for the pond and decking +tools, gloves and team of volunteers	2000
BRG technologies -funds for forest school materials and tools	350
RENISHAW - -funds for forest school and tools	500
Mary Jordan & Churchdown's repair cafe -children's forest school tools	200
MONTAGU ACADEMY SP	100
CROWDFUNDER UK- eco hut donation from family and friends	6,590.77
BLUESPARK FOUNDATION- school trip	1,870.00
CROWDFUNDER UK- eco hut donation	6,466.00
TOTAL	18076.77

The most money FOSM raised was from the following events:

- 1) Christmas Fayre & raffle - £2700
- 2) Summer Fayre - £2300
- 3) Movie Night x 2- £1500
- 4) Disco x 2 - £1000
- 5) Bookwarm Bingo - £962
- 6) Break the rules day - £355
- 7) Easter cake sale - £255

We supported school and contributed to the following:

- 1) New carpets and lino for infant classes - £4000
- 2) Forest school revamp & 2 new ponds - £2800
- 3) New curriculum books - £2300
- 4) Christmas Pantomime - £317
- 5) I sing pop shortfall -£50
- 6) Pastoral support equipment & design technology supplies- £50
- 7) Providing treats for all children to celebrate their International Children's Day
- 8) Providing ice pops for all children at Sports Day

Project Of The Year – Forest School Revamp

We could not complete this project without help and donations received from:

- 1) Mears Foundation provided tools, gloves and £2,000 for the ponds and decking to be installed and several volunteers for installation in April
- 2) BRG technologies donated £350 for forest school materials and tools
- 3) Ontic team - providing materials and workforce - in particular the new shed and some new planters
- 4) Renishaw donated £500 to spend on forest school and tools
- 5) Allstone donated aggregate, sand, soil, skip for waste
- 6) The Kibble family made and donated the new large mud kitchen and installed it in May
- 7) Mary Jordan - the repair cafe - £200 for children's tools to use in forest school
- 8) Ashberry/Bellway, particularly Luke Nicholls - paid for TFN Landscapes to remove and dispose of the old rotten fencing and replace with 75m of new post and rail fencing as well as the decorative rope and post fencing and two new gates

- 9) Bellway/Ashberry donated new planters and approximately 3 ton of soil as well as a bumper bag of grass-seed
- 10) Sydenhams provided some of the stone edging for pond edge and wood stain
- 11) GMI carpentry provided the timber base and all composite decking for the pond surround
- 12) Barry of Cotswold Grab Hire removed the old rotten deck area and concrete posts with his mini digger and part-filled the ponds
- 13) Patrick McGurk - digger work and disposal of forest school waste
- 14) Matt Shute - strimming the forest school area
- 15) The Aquatic Habitat donated several pond plants and oxygenating matter
- 16) FOSM (especially Sher) and parent volunteers for spending an accumulation of hundreds of hours on forest school project

Risks

- None current notable except to note current cost of living crisis should be considered in line with fundraising activities and peoples disposable income.

Next Steps required

- Organise independent examination of accounts as our annual income have exceeded the threshold of £25,000 (Treasurer JM)
- Submit the annual return to Charity Commission in November (Treasurer JM)
- Reapply for raffle license, expires December (Treasurer JM)
- Submit raffle return (Treasurer JM)
- Close old HSBC bank account and stop paying bank charges (Louise/Justyna D.T.)
- All the expenses forms must be submitted within a month of spending so they can be allocated to the right month
- Note that SUMUP have a shop facility to enable people to buy things using a link with the funds going direct to FOSM bank account as an alternative to school gateway
- More low costs fundraising
- Focus on Forest school phase 2 project - ECO HUB

Election of Committee Members

Chair – Sara Mugge. New to role so would appreciate support. All voted in agreement.

Treasurer – Joanna Manka. Jo would prefer extra help this year. Extra help offered (sharing of floats or other specified tasks, Jo can maintain bookkeeping) – all voted in agreement

Secretary – Jennifer Au – all voted in agreement

Vice chair – no votes or volunteers

General Committee Members:

Justyna Duffy-Turner (strengths - Marketing/posters, previous chairperson)

Sheridan Zegveldt (strengths – Grant applications and community business liaison)

Catherine Lewen (mother of Edward in Y1) (Newcomer)

Ruth Paszkiewicz (mother of Nathaniel in YR) (Newcomer)

Resignations from official roles:

Justyna Duffy-Turner has stepped down from chair and will remain a general committee member. Charlotte Clubley has stepped down from Vice Chair and will remain in the FOSM helpers group.

New FOSM Helpers: Nina Hubacz, Charlotte Clubley

Appointment of Signatories for the FoSM account: Sara Mugge voted in to replace Charlotte Clubley as a signatory. Justyna Duffy-Turner and Joanna Manka remain as existing signatories.

Further discussion:

Confirmed event dates over the next academic year:

- Tuesday 12th Nov: Light party disco 5pm – 6pm infants, 6.15pm - 7.15pm juniors.
- Friday 22nd Nov: Bring a bottle & chocolate and non-uniform day.
- Saturday 30th Nov: Christmas Fayre 12pm - 3pm.
- Wednesday 4th Dec: Christmas 'pizza party' movie night 3.15pm
- Thursday 13th Feb: Valentine's disco
- Mon 17th February (over half-term): Read-a-thon Bookworm Bingo (raffle prizes needed)
- Thursday 10th April (last day of term): Easter bake sale 3.15pm.
- Saturday 5th July: Summer Fayre

Break The Rules day – date to be confirmed. Previous proposed date conflicts with school agenda.

Discussion regarding Techniquet dates being arranged by school:

Fri 15 Nov: Y5 + Y6

Friday 13 Dec: all infants

In the new year: Y3 + Y4

Eco hut base – options are between Stoneway, BJ surfacing, Aaron. No one is related to the companies and there are no conflicts of interest. All voted for Stoneway as it is the cheapest and has a reliable reputation.

Next meeting: Thurs 24th Oct 2024.

Opening Balance	£8,918.43	
Money In	£	
Activities	£7,786.51	
Bank Interest	£11.81	
Courts repayment	£108.16	
Donations	£23,076.77	
FLOAT	£322.31	
TOTAL MONEY IN	£31,305.56	£33,539.72
Money Out		
Expenses/Activities	(£5,462.17)	
Account fees	(£62.16)	
Lottery Permit	(£20.00)	
Parent kind	(£153.00)	
Alcohol license -Tewkesbury	(£21.00)	
FLOAT	(£322.31)	
Refund of Donations	(£5,000.00)	
TOTAL MONEY OUT	(£11,040.64)	-£15,040.64
Money received from GATEWAY	£2,234.16	
Money donated to school	-£4,000.00	
CLOSING BALANCE PER BANK	£27,417.51	55%

TOTAL DONATED TO SCHOOL TO DATE	
--	--

DETAILS FOR ANNUAL RETURN		
TOTAL FUNDS RAISED from OCT 23 - SEPT 24	£33,539.72	C11+C22
TOTAL DONATIONS+ EXPENSES from OCT 23 - SEPT 24	-£15,040.64	C21+C23
TOTAL	£18,499.08	

[illegible]

GATEWAY

ACTIVITIES - INCOME		Jan-24	Feb-24	Mar-24	Apr-24
Disco	550		280		
Christmas decorations	178				
Popcorn party	1506				
Christmas raffle	585				
Christmas turkey	-94.44				
Remainer from last year	317				
Bookwarm Bingo	961.75				961.75
Break the rules	336				
	0				
TOTAL	4339.31	0	280	0	961.75

ACTIVITIES - EXPENSES		Jan-24	Feb-24	Mar-24	Apr-24
Christmas Pantomime	317				
Twinkl Reading Books	1317.8	£1,317.80			
Pizza ingredients Asda	29.35				
Sensory equipment	441				
	0				
	0				
	0				
	0				
	0				
TOTAL	2105.15	1317.8	0	0	0
REMAINING ON THE GATEWAY	2234.16				

May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-23	Nov-23	Dec-23
						270	
							178
702							804
							585
							-94.44
					317		
	336						
702	336	0	0				1472.56

May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-23	Nov-23	Dec-23
							317
29.35							
		441					
29.35	0	441	0				317

SCHOOL CONTRIBUTIONS	
Christmas Pantomime	317
Twinkl Reading Books	1317.8
Trays for pastoral support	16.66
Sensorary equipment	441
Carpets	4000

2234.16

0

Summary	£
Xmas raffle	599.00
Tea towels	861.00
Valentine disco	222.00
Disco	130.00
Movie Night	750.00
Non Uniform	111.00
Badges	16.00
TOTAL MONEY IN	2689.00
<i>Less contributions</i>	1104.30
Less payments made/rec'd	1267.70

Balance	
to be paid to FOSM	<u>317.00</u>

(1562-294.30)



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 **THE
FRIENDS OF ST. MARY'S**

On accounts for the year
ended

30/9/2024

Charity no
(if any)

285583

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 DD / MM / YYYY.

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:

M. Kilminster

Date:

19-12-24

Name:

MARIE KILMINSTER

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

Address:

**72 PARK AVENUE
LONGLEVEN
GLOUCESTER GL2 0EQ**

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.

