

Cheney Friends

Minutes of the Annual General Meeting held at Cheney School on 16th November 2023, 6:30pm

Present: Flora Carnwath (Chair/parent), Catherine Dearden (Secretary/parent), Sarah Bedding (Governor/parent), Catherine Wearden (parent), Catherine (Kate) Chapman (guest), Rob Bown (Teacher), Mary Magill (parent), Charis Wuerffel (parent), Sandy Anand (parent), Olivia Goodrich-Jones (parent), Gill Watkins (retired Treasurer)

By video: Mieke Tyrell (parent)

Apologies: James Sampson (Treasurer), Helen Davies, Sarah Wordsworth, Lisa Crook

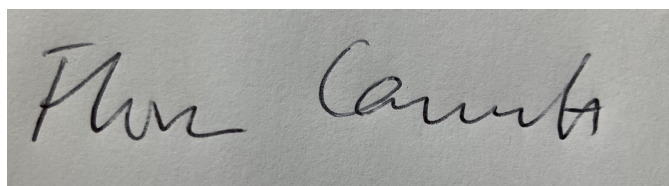
FC Welcomed all to meeting and everyone introduced themselves.

Agenda item	Record	Action
Approval of the minutes of last year's AGM	<ul style="list-style-type: none"> To gain official approval at the meeting, Gill Watkins proposed the minutes to be approved and Sarah Bedding seconded. The minutes were approved. 	
Overview of Events - Flora Carnwath	<ul style="list-style-type: none"> Flora commented it has been a "vintage year" for Cheney Friends. This time last year we were talking about Greening Cheney, starting grant applications and spreading the word with the hope of raising £15k - reality is a lot more than that was raised. Massive success due to large donations from local Trusts, local councillors, Headington Action and of course Cheney parents. Lots of small events, mainly providing refreshments at events, two cake sales and helping at Rumble Museum event. There were two talks hosted by Cheney Friends before regular CF meetings; one from Mr Pavey outlining the vision for Cheney School and one from Mei Simmons a child psychologist - both were well attended and good social events. There was a request for such talks to be videoed in the future so that they can be watched online. FC to investigate before any future talks. 	FC
Finance - Annual Accounts	<ul style="list-style-type: none"> In the absence of the Treasurer, James Sampson, Flora shared the Finance Summary for 2022-2023. Paper attached as appendix. Appendix 1 In addition to the section in the report regarding donations to Cheney School, a further donation of £700 was given to PE department for new football kits. The highlight of the fundraising for Greening Cheney was a very generous donation of £40k from a parent of former pupils (????) with the remit to benefit all which enabled both "mudpit" areas to be re-landscaped together instead of the original plan to do one at a time. So all the money raised has done a massive amount to green Cheney, including the planters at reception and swiftboxes positioned around the 	

	<p>site.</p> <ul style="list-style-type: none"> • Flora reported that there was a lovely event to launch the Greening Cheney work last month that was attended by donors and volunteers and many Cheney pupils. • Work is still ongoing with Flora and Sarah who have planted bulbs, Charis and Sarah undertaking regular weeding and Sarah has been splendidly keeping the planters well watered, even with recycled water. Fantastic community project. Thanks to all for making it happen. • Back to Finance and thanks to Kate Chapman for auditing the accounts this year. Kate commented that James has been a fantastic Treasurer supported fabulously by retired Treasurer Gill Watkins. • James' Finance report was accepted and the official accounts in the correct charitable status format, thanks to Kate, were proposed and accepted. To show evidence of acceptance, the accounts were signed by Flora Carnwath and Sandy Anand. • The Audit Certificate and approved accounts to be scanned and uploaded. • Kate agreed to audit the accounts again next year and to attend the AGM. • Rob Pavey, Headteacher, joined the meeting briefly to thank Cheney Friends for all they do and especially for the revamped "mudpit" areas. There may be an exciting addition in the form of a large cow ornament in conjunction with Sobell House. • Rob also updated that the project to plant climbing roses in memory of Hugh Nelson will happen soon and will contribute to Greening Cheney. 	James
Appointment/ Reappointment of the officers and Committee members	<ul style="list-style-type: none"> • Flora happy to continue as Chair of Cheney Friends. This was seconded by Gill Watkins, Catherine Wearden, Sarah Bedding and Olivia Goodrich-Jones. • Unfortunately James cannot continue as Treasurer as moving away. Flora has received interest from a dad in taking on the role but until a new appointment is made James happy to continue, Mary Magill, Catherine Wearden, Gill Watkins and Sandy Anand seconded. • Catherine Dearden confirmed happy to continue as minutes secretary and this was seconded by Flora Carnwath, Charis Wuerffel, Olivia Goodrich-Jones, Catherine Wearden, Mary Magill. • Sarah Bedding agreed to stay on committee as representative of the Governors and as a parent. This was seconded by Catherine Dearden and Catherine Wearden. • Rob Bown is happy to stay on the committee as Teacher and this was seconded by Flora Carnwath and Sarah Bedding. 	Flora

	<ul style="list-style-type: none"> • Olivia Goodrich-Jones agreed to stay involved to be third person to approve Cheney Friends accounts. • Committee members confirmed to continue are Helen Davies. Flora to check with Sarah Wordsworth and Lisa Crook. Mieke Tyrell and others expressed interest in joining. • Gill Watkins will now formally leave the committee. 	
Thanks to helpers	<ul style="list-style-type: none"> • Flora thanked everyone who has played a part in helping Cheney Friends over the past year but in particular a huge thanks to Flora's "wingman" Sarah Bedding. Sarah helps in so many ways such as gardening, cake sales, lost property, nearly all events and she is very highly appreciated. • Thanks to James for handling the finances which he has done a great job with over the past year. Thanks again to Gill for helping James and for all her contributions to Cheney Friends over the many years. Gill may help at future events and will stay in touch via the WhatsApp Group for volunteer helpers. • Flora thanked each and everyone for their contribution and Gill ensured that Flora was not forgotten and thanks and applause was given to Flora for her compassionate and inspiring leadership of Cheney Friends. 	
Any Other Business	<ul style="list-style-type: none"> • Next events - help needed at the Cheney Christmas Concert Thursday 7th December - Sarah Bedding, Catherine Wearden, Catherine Dearden and Charis Wuerffel volunteered. Help needed at Rumble Museum Astronomy event Tuesday 19th December - Mary Magill, Sarah Bedding, Olivia Goodrich-Jones and Charis Wuerffel volunteered. • Requests for funding - Library have requested 5x set of books for Cheney Choice Reading Selection which is a reading initiative for years 8 + 9. £55 for set. Meeting voted in favour of funding. IT department have requested money for new floor in one of the IT rooms. One quote for £3,740 net. There was a long discussion on this request including whether it was in our constitution to fund requests for the fabric of the building, and to obtain more quotes. No decision made due to many arising questions. Carry forward to next meeting for further discussion. On a different subject, Sandy offered to find more information on Pumpkins books - a book wholesaler. • Greening Cheney going forward - to start this discussion, Flora commented to bear in mind how time consuming grant applications are and therefore do we as Cheney Friends want to concentrate on small or large projects? Rob Bown is enthusiastic about continuing to green Cheney and feels 'lifted' seeing the mudpit 	<p>Carry forward</p> <p>Sandy</p>

	transformation everyday. He has ideas for other areas to concentrate on next within the Greening Cheney project 1. Behind Lane Building - would like planters with seating and trees in the middle, 2. Triangle outside 6 th Form again planters and seating 3, in front of Lane Building. Lots of areas need a general tidy up and more greenery. However for the interior, toilets are a pressing issue and Rob Pavey agrees. A discussion around PTAs involvement in improving the toilets followed. Sandy volunteered to contact the local council and Public Health England as the toilets and flooring of the school are infrastructure of building. Discuss at next meeting.	Sandy Carry forward
Date of next meeting	Thursday 1 st February 2024	



**Fiona Carnwath, Chair
Treasurer**



James Samson,

CHENEY SCHOOL ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT
for the year ending 31 August 2023

INCOME	2023	2022
Welcome/open evenings	45.03	9.26
AGM/CF meetings	0.00	64.90
General Donations	982.64	33.94
Drama Show	1324.81	475.58
Music shows (concerts)	1,948.44	798.06
Art Exhibition	0.00	65.87
Sports Awards Evening	0.00	191.65
2nd hand uniform sales	1,602.90	1520.66
Easyfundraising.org.uk	392.99	313.31
Amazon Smile	76.59	57.85
CAF Donate	5,612.87	2483.49
Library	0.00	400.00
Greening Cheney	12,075.00	100.00
Eco Events	461.36	297.88
Rags2Riches	73.20	91.48
Doris Field Charitable trust	1,000.00	0.00
Non-Uniform days	1,183.28	0.00
Total income	26,779.11	6,903.93
EXPENDITURE		
Donations to Cheney School		
Donation - Music dept	0.00	207.77
Donation - Drama dept	0.00	0.00
Donation - PE Dept	0.00	0.00
Donation - DT Dept	0.00	0.00
Donation - Environment Council	0.00	0.00
Donation - Library	620.50	805.00
Donation - MFL Dept	0.00	0.00
Donation - Remote Learning equipment	0.00	0.00
Donation - Maths Dept	588.00	405.00
Donation - Rumble Museum	50.00	0.00
Donation - Greening Cheney	24,992.00	0.00
Donation - English Dept	162.67	
Other Donations		
Donation - DECC Ukraine Appeal	0.00	231.00
DEC Pakistan Floods Appeal	55.00	0.00
Oxford Food bank	479.16	0.00
Red Cross Earthquake Appeal	704.12	0.00
Year 11 Prom	35.00	0.00
Events expenses		
AGM, Welcome/Open Evenings	0.00	0.00
Drama shows	1,042.50	0.00
Music shows (concerts)	94.00	142.54
Eco Event	311.53	
Other expenses		
Misc. (leaving gifts, equipment/stationery)	0.00	25.59
PTA-UK / Parentkind sub	140.00	128.00
Total expenditure	29,274.48	1,944.90
Surplus	-2495.37	4,959.03

BALANCE SHEET as at 31 August 2023		
Balance at 01/09/2022	7,578.36	2,619.33
Surplus for year	-2495.37	4,959.03
Balance at 31/08/2023	5,082.99	7,578.36
Represented by		
NatWest current account	4,922.99	7,418.36
Petty cash	160.00	160.00
	5,082.99	7,578.36

I have prepared the above accounts from the records and information supplied to me and certify that they are in accordance therewith.

Signed:
Mrs Kate Chapman

Date:

Balance of accounts	Balance
Balance sheet	4922.99
Accounted changes:	
Cheque No. 0000	
Cheque No. 0001	
Cheque No. 0002	
Cheque No. 0003	
Cheque No. 0004	
Cheque No. 0005	
Balance sheet plus unaccounted changes	4922.99
Reconciled as 30 Aug 2000 bank statement	

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Uniformed Online Uniform sales 2022-23

Document Ref:
2023-27

Date	Status	Sales in Month	Disbursement Amount
###	Received	Sep-22	£3.40
###	Received	Oct-22	£116.35
###	Received	Nov-22	£30.60
		Dec-22	No orders in December
2/20/2023	Received	Jan-23	£56.75
3/20/2023	Received	Feb-23	£27.95
4/20/2023	Received	Mar-23	£77.25
5/19/2023	Received	Apr-23	£100.30
6/20/2023	Received	May-23	£113.90
7/20/2023	Received	Jun-23	£87.18
8/18/2023	Received	Jul-23	£217.35
	Post 1/9/23	Aug-23	
Total			£831.03

Print this page at the end of the financial year and put in the paper file
This is a tab in the Final Accounts Spreadsheet "Uniformed"

Easyfundraising: Donations 2022-23Doc Ref
2023-29

Date	Status	Quarter	Period	Disbursement Amount
11/22/2022	COMPLETE	[2022:Q3	July-Sept 2022	£58.84
2/14/2023	COMPLETE	[2022:Q4	Oct-Dec 2022	£118.37
5/2/2023	COMPLETE	[2023:Q1	Jan-Mar 2023	£131.99
8/22/2023	COMPLETE	[2023:Q2	Apr-Jun 2023	£83.79
Total				£392.99

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This is a tab in the Final Accounts Spreadsheet "Easyfundraising"

Amazon Smile: Donations 2022-23Doc ref Document Ref:
2023-31

Date	Status	Quarter	Period	Disbursement	Amount
###	COMPLETE	[2022:Q3	July-Sept 202		£11.01
1/31/2023	COMPLETE	[2022:Q4	Oct-Dec 2022		£24.34
4/24/2023	COMPLETE	[2023: Q1]	Jan-Mar 2023		£8.24
5/19/2023	COMPLETE	[2023: Q2	Apr-June 2023		£33.00
Total					£76.59

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This is a tab in the Final Accounts Spreadsheet "Amazon Smile"

2023-??

Year: 2022-2023

Document Ref: 2023-32

Print this at the end of the financial year and put in the paper file
This is a tab in the Final Accounts Spreadsheet "CAF Donations"

Petty cash

CHENEY SCHOOL ASSOCIATION 2022/23				INCOME													
Date		Doc ref	Cheque/deposit number												Debit	Credit	Balance
	Petty cash																
9/1/2022	Opening balance																160.00
															0.00		160.00
																0.00	160.00
8/31/2023	Closing balance																160.00
	TOTAL														0.00	0.00	

CHENEY FRIENDS

Event

Date

RECEIPTS

CASH

CARD via SumUp

TOTAL

£

£

£

Ticket sales

:

:

Food sales

:

:

Drinks sales

:

:

Donations

:

:

Other

:

:

TOTAL

:

:

:

EXPENSES

Name

Receipt

attached

Y/N

What we bought

Refund by

Cash

Cheque no.

:

:

:

:

:

TOTAL

:

SURPLUS

:

TOTAL TO BANK

:

Dated banked

Completed by:

Signature:

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/09/2022		31/08/2023

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 £	Last year to the nearest £
A1 Receipts					
Welcome/open evenings	45	-	-	45	9
AGM/CF meetings	-	-	-	-	65
General Donations	983	-	-	983	34
Drama Show	1,325	-	-	1,325	476
Music shows (concerts)	1,948	-	-	1,948	798
Art Exhibition	-	-	-	-	66
Sports Awards Evening	-	-	-	-	192
2nd hand uniform sales	1,603	-	-	1,603	1,521
Easyfundraising.org.uk	393	-	-	393	313
Amazon Smile	77	-	-	77	58
CAF Donate	-	5,613	-	5,613	2,483
Library	-	-	-	-	400
Greening Cheney	-	12,075	-	12,075	100
Eco Events	461	-	-	461	298
Rags2Riches	73	-	-	73	91
Doris Field Charitable trust	-	1,000	-	1,000	-
Non-Uniform days	1,183	-	-	1,183	-
	-	-	-	-	-
Sub total (Gross income for AR)	8,091	18,688	-	26,779	6,904

A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	8,091	18,688	-	26,779	6,904

A3 Payments					
Donation to School- Music dept	-	-	-	-	208
Donation to School- Library	500	121	-	621	805
Donation to School- MFL Dept	-	-	-	-	-
Donation to School- Remote Learning equipment	-	-	-	-	-
Donation to School- Maths Dept	425	163	-	588	405
Donation to School- Rumble Museum	50	-	-	50	-
Donation to School- Greening Cheney	4,809	20,183	-	24,992	-
Donation to School- English Dept	163	-	-	163	-
Other Donation - DECC Ukraine Appeal	-	-	-	-	231
Other Donation - DEC Pakistan Floods Appeal	55	-	-	55	-
Other Donation - Oxford Food bank	479	-	-	479	-
Other Donation - Red Cross Earthquake Appeal	704	-	-	704	-
Other Donation - Year 11 Prom	35	-	-	35	-
Drama shows	1,043	-	-	1,043	-
Music shows (concerts)	94	-	-	94	143
Eco Event	312	-	-	312	-
Misc. (leaving gifts, equipment/stationery)	-	-	-	-	26
PTA-UK / Parentkind sub	140	-	-	140	128
	-	-	-	-	-
Sub total	8,808	20,467	-	29,274	1,945

A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
CCXX R1 accounts (SS)	-	1	-	-	15/11/2023

Sub total	-	-	-	-	-
Total payments	8,808	20,467	-	29,274	1,945
Net of receipts/(payments)	- 717	- 1,779	-	- 2,495	4,959
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,800	1,778	-	7,578	2,619
Cash funds this year end	5,083	- 0	-	5,083	7,578

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank and Petty Cash	5,083	-	-
		-	-	-
		-	-	-
	Total cash funds	5,083	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

Sandhya Anand
SANDHYA ANAND

FLORA CARNCATH
SANDHYA ANAND

16/11/2023
16/11/2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

Cheney School Association

On accounts for the year
ended

31/08/2023

Charity no
(if any)

294396

Set out on pages

This page only

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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.

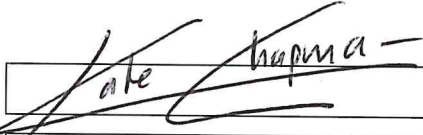
Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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

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:

16/11/2023

Name:

Catherine M E Chapman

Relevant body:

Chartered Institute of Management Accountants

Address:

78 Wytham Street, Oxford, OX14TW

Section B**Disclosure**

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.