

# **FOTS AGM | Tuesday 19th November 2024 | Trinity School**

## **Attendees:**

Gemma Grange

Nina Davison

Mary Harvey

Kate Creasey

Dave Adkins

Jenny Buckham Hedges

Jules Campbell

Claire Rolfe

Katie Cole

## **Minutes:**

### **Welcome & Introductions**

### **Treasurer's Report**

Current treasurer Mary Harvey ran through the end of year report for July 2024. This has been verified independently by Fiona Huggard. The report shows that the opening balance was £24,807.83. Closing balance was £51,349.85. FOTS raised £26,542 and the school fund raised £3039.90. Costs incurred £13,024 and therefore profit was £41,721.53. Kate Creasey and Nina Davison need to use figures to submit annual return to Charities Commission.

The total spend on FOTS projects was £12,139.61. Large spends were detailed as books for reading challenge (£2,802.50), outdoor climbing equipment repairs (£1,933.55) and educational trips.

Significant fundraising came from the Cycle to Paris (£20,524.19) and the Summer Ball (£10,069.30) as well as donations totalling £361.96. Mary explained that there was more money to be expected linked to the Cycle to Paris via match funding from Microsoft. It was discussed that the money raised from the event should go towards a large project/big build, like the

Science Lab financed by last Cycle to Paris event, as this was the expectation from the corporate sponsors.

Mary went through the other currently committed spends for the FOTS funds for the current financial year. (please see Mary's FOTS Projects Spends spreadsheet for more detail)

Discussed Wix hosting fee for the website and Mailchimp email subscription (cheaper alternative to sending through Wix).

Claire Rolfe to ask Mrs Evans to ask about playground toys, whether that allocated spend is still to be used. Forest School maintenance to be discussed further as Mrs Chilvers believed £2,350 had been allocated this year to cover an increase the forest school area, rather than the £500 allocated. Mrs Rolfe to speak to Mrs Chilvers to clarify what this spend is for, what quotes have been obtained and whether indeed it would be a practical to increase the forest school at all. Claire Rolfe to feedback.

Current balance is £51,000 in account. Around £10,000 committed spend so leaving £41,000 available to spend.

Mary finally discussed recent income into the FOTS fund from cake sales (£900) Glow in the Dark Disco (£2000) and second hand uniform sale (£300).

### **Committee Update**

Change in committee members discussed. Gemma Grange happy to stay in role as Chairperson for another year, requested for someone else to join her as Co-Chair but no volunteers in the meeting. Plan to send school communications to see if anyone can be encouraged to assist Gemma. All voted in favour of Gemma remaining as Chairperson.

Mary Harvey stepping down from role as Treasurer after three years. David Adkins volunteered himself for Treasurer role and Anna McCarron agreed to put herself forward for Deputy Treasurer (via Whats App message). All voted in favour of both David and Anna filling the roles.

Nina Davison stated she was happy to stay for another year in the role of Co-Secretary and Kate Creasey volunteered to act as Co-Secretary after Alison Gyoker stepped down. All voted in favour of Nina and Kate as Co-Secretaries. Jenny Buckham Hedges joined as a committee member with responsibility for the second hand uniform sale.

### **New Requests from school**

Discussion again about Rebecca Chilvers (Forest School Lead) previously obtaining a quote for over £2000 to grow the forest school and also purchase an ipad for use at Forest School. Claire Rolfe to check whether spend still required but committee voted in favour in principal.

Jules Campbell raised the need for a new roof over Key Stage 1 outdoor area, lots of new toys purchased for the new play area but there is a leak in the roof and therefore potential for damage. Jules has an initial quote for £2800 for a new rubber roofing that will make the area watertight. Jules to potentially look into a couple more quotes but all voted in favour in principal.

Jules explained that it is likely that the terrapin building, adjacent to the log cabin, is coming to the end of its lifespan (and possibly has animals living underneath it). Thoughts are that there are potentially only 5 years left before the terrapin building is unusable. Discussion as to whether we would invest in new log cabin to replace and whether we could spend the money raised from Cycle to Paris event for this use. Committee agreed to this in principal.

Finally Jules highlighted that with a likely influx of pupils after the increase in VAT for private schools that the school may run out of budget for general maintenance and resources and may need to come to FOTS in the future to cover more general costs, rather than just enhancing a pupils experience at school with events etc. Mary Harvey raised that despite the FOTS fund currently looking healthy it would soon be diminished if it were to be used in this way, and that the purpose of FOTS was to raise money to help fund 'improvements to the school environment and pupil resources'. This led to a discussion regarding the school fund which was specifically set up to raise funds for the school Headteacher to spend as required. Discussion as to whether there should be more email communication to parents about the

school fund as some parents would be likely to contribute but are not aware and that as budgets become tighter this is another opportunity to raise additional money outside of FOTS.

### **Fundraising Events**

During the last meeting it was proposed that this year's big event would be a charity run to mirror the Nettlebed Stinger. Gemma is now too stretched to lead the run so requested for volunteers. Gemma had spoken to Upper Thames in the past about whether we could use their facilities to host the event, starting and finishing there but using the route of our previous sponsored walk. As the event planning has not begun other ideas were discussed, and it was left open as to what the main fundraiser would be. Kate Creasey volunteered to lead (unless someone stepped forward expressing an interest in doing it) and Sarah Minnitt, Jen Bucknam Hedges, Katie Cole and Nina Davison volunteered to support.

It was agreed an email would be sent out to parents/carers listing the events FOTS are organising and asking for volunteers to lead / help on specific events. This would take the pressure off committee members always having to run the events.

Christmas Concert - need a group of volunteers to help provide food and drinks, about 6 - 10 people. A number of people volunteered in the meeting and plan to send message on class rep comms for more. Gemma requested float for the concert and card machines.

Christmas Lunches - Need parent volunteers to help with Christmas lunches for 304 pupils. Mary to buy Christmas crackers, Gemma to check whether Tesco's could help us out with funding or discounting the crackers from a previous contact. Separately JBH agreed to look into the application process to have Trinity list as one of the blue token charities in store (it was thought this was via an online application). Volunteers needed ideally from 11.40am - 12.15pm. Request for volunteers to bring speaker for xmas tunes. Need new roll of tablecloth ordered.

Christmas Fair - Mary requested that the pricing is not involving too much small change which makes it difficult for the floats. Decided most stalls would request 50p or £1. Sarah Minnitt spoke about the idea for a teachers tombola where children could win time with a teacher (eg. story time in a school group). Claire Rolfe to look into this but spoke about it possibly being logistically difficult. Suggestions of 'Head teacher for the day' as a prize instead or maybe the responsibility of ringing the bell or whistle at the start of the day and play time, also maybe playground monitors. CR agreed this would be much easier to achieve.

Second Hand Uniform Sale - Jen explained there is a lot of left over uniform so discussed the possibility of setting up an online way to sell the uniform and deliver to school. Everyone agreed this would be a great idea but could be time consuming for Jen, could maybe limit the orders to a certain amount of times a year to make it more manageable and could possibly be run within the school website. Decided we could also have a stall at the Christmas fair. Mary asked if another card machine was needed for the uniform sale it could be provided. Jules spoke about a bad smell at the back of the FOTS container, Jen to investigate when looking through uniform in the next couple of weeks.

Katie Cole volunteered to run a block printing workshop for adults, possibly around Mothers Day. She is running one at Badgemore school and charging the school £16 for equipment needed and the school are then charging £40 per ticket. Everyone agreed it would be a great idea.

Discussions around further events, possibly an adults disco, yoga night or bingo. Also whether the camp out could happen again. Gemma agreed all would be great ideas but needs someone to agree to run and manage the events.

## **AOB**

Gemma raised the request from one family whether FOTS could help fund after school clubs for families who were unable to afford to send their children. Jules Campbell and Claire Rolfe explained about the 'Pupil Premium' scheme and that most the after school clubs had places

allocated for these pupils. It was discussed and agreed within the meeting that it would put FOTS in a difficult position if they were to decide who would be eligible from the FOTS fund so to point families who have asked to apply for the 'pupil premium' scheme.

Gemma requested whether anyone could help with website updates and email comms. David Adkins offered to help with website updates, Nicola Nott often able to help too.

Nicola Nott (not present) is helping to organise the Henley Christmas fair and had suggested approaching Penny & Sinclair about advertising boards, where the money raised could be used to repair a patch of astroturf in the school playground however it was discussed that FOTS are still waiting for money from a previous scheme so may be worth approaching other estate agents? Penny Sinclair offered £30 per sign in the past for everyone who would place one on their property. Jules to get quote for repair to astroturf. Claire Rolfe brought up the need for a possible replacement of the whole of the astro turf but it was decided that this would last a while longer would be a large expense.

Discussion as to whether Jemma Durrant has organised a date for the clothes donations service which raises money for the school. Plan to check as would be a good use for donated uniform which isn't in a good enough condition to sell. Jemma has proposed 28 February 2025 but was going to check with school.

### **Actions from the meeting**

ND / KC - Submit annual return to Charities Commission through Government website.

MH / DA - check status of match funding from Microsoft for Cycle to Paris

CR - talk to Mrs Evans re playground toys / what if anything she is planning to spend

CR - talk to Rebecca Chilvers re. Forest School plans. What the £2500 covers, have quotes been obtained etc.

JC - discuss School Fund comms with Charlotte Whittle

KC / ND / JBH / All - agree main fundraising event and date

GG - send out communication requesting volunteers for all the year's events to either lead or assist, as well as position of Co-Chair

JBH - contact Tesco re Trinity bring one of its blue token collection charities

SM / CR - agree list of prizes for teachers tombola (eg ringing the morning bell)

JBH - investigate possibility of selling second hand uniform online

Any volunteers - Clear out FOTS container

Committee - agree date with Katie Cole for Mother's Day block printing workshop and confirm location (school or outside venue)

**Friends of Trinity School Account**  
**Friends of Trinity School Accounts**  
**Year ending 2024**

**Notes to account**

Money spent by Friends of Trinity School is agreed at committee meetings in partnership with Trinity School's Leadership Team.

The Cycle to Paris was our most significant fund raising evening raising £20,524.19. The school have requested that this money is put towards a new Terrapin building as the current structure is no longer fit for purpose. Additional fund raising is required to fully fund the project.

Total donations = £3,401.86 (direct donations plus School Fund donations)

<b>Bank start of year balance</b>	<b>£ 24,807.83</b>
<b>Bank closing of year balance</b>	<b>£ 51,349.85</b>
<b>Increase in balance</b>	<b>£ 26,542.02</b>

**FUND RAISING EVENTS**

<b>Name</b>	<b>Costs</b>	<b>Raised</b>	<b>Profit</b>
Christmas fair	£436.82	£1,261.65	£824.83
Cake Sales	£0.00	£2,452.37	£2,452.37
FOTS BALL	£5,394.06	£15,463.36	£10,069.30
Glow in Dark Disco 2023	£1,336.19	£3,901.77	£2,565.58
General Donations	£0.00	£361.96	£361.96
Quiz	£455.49	£1,329.22	£873.73
Glow in Dark Disco 2024	£122.50	£0.00	(£122.50)
Other	£0.00	£0.00	£0.00
Christmas Raffle	£0.00	£892.75	£892.75
FOTS Admin	£1,449.97	£0.00	(£1,449.97)
Leavers hoodies	£1,042.00	£1,066.31	£24.31
Roller Disco	£299.47	£174.94	(£124.53)
Trinity Talent Show	£342.28	£342.28	£0.00
Nettlebed Stringer	£0.00	£442.97	£442.97
Sports day party	£1,095.39	£2,442.03	£1,346.64
Cycle to Paris	£0.00	£20,524.19	£20,524.19
Leavers disco	£1,050.48	£1,050.48	£0.00
<b>TOTAL</b>	<b>£13,024.65</b>	<b>£51,706.28</b>	<b>£38,681.63</b>

**SPEND ON PROJECTS FOR TRINITY SCHOOL**

<b>Name</b>	<b>Spend</b>
Nurture Room refit	£161.20
Books for Reading Challenge	£2,802.50
Henley Literary Festival Trip	£815.39
Educational Trips	£1,842.50
Visualisers	£850.00
Christmas Lunch Crackers and Father Christmas chocolates	£200.00
Henley Youth Festival	£286.00
Forest School / Pond Clearance	£449.65
Easter Eggs	£558.84
Football Inflator	£20.52
Sensory Garden Plants	£178.96
Basketball Net	£199.99
Leavers Books	£540.00
Prior year Trip	£500.00
Outdoor climbing equipment repairs	£1,933.55
Playground Toys	£514.83
Yoto boxes and stories for KS 1	£285.68
	<b>£12,139.61</b>
	<b>£3,039.90</b>
Raised by School fund	

Funds raised by FOTS events	<b>£51,706.28</b>
Costs to raise funds	(£13,024.65)
Less project spends	(£12,139.61)
Raised by school fund	<b>£3,039.00</b>
	<b>£29,581.02</b> OK



**Friends of Trinity School Account**  
**Year Ending 2024**  
**Friends of Trinity School Accounts**  
**Year ending 2024**

06/07/25  
 Reviewed  
 Huggard  
 Fiona Huggard

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Yoto boxes and stories for KS 1	£285.68 ✓
	<b>£12,139.61</b>

£4568 over budget.

Raised by School fund	<b>£3,039.90</b>
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OK

- Separate bank account