FROGS AGM 8th October 2021

Apologies: Susie Hall, Charlie Worswick

Present: Jenna Falshaw, Pam Acheson, Hannah Kitching, Debra Beesley, Claire Hallam, Danni Lewis, Rachel Bain, Paul Baker, Catherine O’Hare

1. Chair’s Report – see separate word document.
2. Treasurer’s report: Summary of Income and Expenditure Sept 2020 – Sept 2021:

Fundraising Income

|  |  |  |
| --- | --- | --- |
| Date | Event | Income |
| Nov 2020 | All my own work | £100.70 |
| Dec 2020 | Big PTA Raffle | £138.00 |
| July 2021 (paid into account on 15th Sept 2021) | Fountains 10k Race | £3579.68  (we need to send Fountains school an invoice for this amount for their accounts) |

Total: £3818.38

Income from donations

|  |  |  |
| --- | --- | --- |
| **Date** | **Donor** | **Amount** |
| Oct 2020 – Aug 2021 | Nathan’s Rag Bag- Behind the Crown | £422.00 |
| 8th Dec 2020 | BJ Bain Christmas Card charity donation | £10.00 |
| Feb 2021 & June 2021 | The Giving Machine | £50.85 |
| Feb 2021 – August 2021 | Amazon | £28.54 |
| 26th March 2021 | Anonymous donation for I.T. equipment | £8000.00 |
| May 2021 | Easy Fundraising | £45.71 |
| August 2021 | Hannah’s big clear out! | £645.52 |
| Sept 2021 | Ros and Bill Swaney | £7500 |

Total: £16,702.62

**Notes:** We currently have 18 supporters signed up to Shop&Give (aka The Giving Machine), with £149.94 raised since we started in March 2018.

We currently have 11 supporters signed up on Easyfundraising, with £128.64 raised since we started in December 2020.

We have Gift Aid still to claim from donations received in the last 2 years, which should total over £5000 (25% of £20,500 in donations). Can we also claim gift aid on the donations we have received from businesses for the Fountains 10k race? Rachel Bain to investigate this.

£645.52 in cash still to bank – all accounted for in income above

Income from Grants

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Source/ Notes | Amount | Has grant been used? | Has post-expenditure form been completed? |
| 8/12/20 | Liz & Terry Bramall Foundation | £5000 (to go towards the build) | No |  |
| 21/05/21 | The Japan Society | £250 | Yes | Liaise with Pam |

Total: £5250.00

**Total Income: £25,771.00**

**Notes:** Need to check if the Science week grant from Feb 2020 and the Grant for girls/boys mixed football has been used and if the post expenditure forms have been completed for these from 2019/2020 academic year – Liaise with Pam.

Expenditure:

Enriching Expenditure:

|  |  |  |
| --- | --- | --- |
| Date | Item | Cost |
| 15.03.21 | Jigsaw PSHCE Programme | £1899.00 |
| 29.03.21 | Class Christmas Gifts | £200.00 |
| 16.06.21 | Laptops and Tablets (paid out of anonymous donor’s money) | £4945.95 |

**Total: £7044.95**

Charity running costs:

|  |  |  |
| --- | --- | --- |
| Date | Item | Cost |
| 12.11.20 | Parentkind membership | £73.00 |

**Total: £73.00**

**Total Expenditure: £7117.95**

**Total Income – Total Expenditure = £18653.05 (£15,599.00 remaining towards classroom build, £3054.05 remaining towards IT resources)**

1. Appointment of an Independent Examiner of Accounts for the year ending 31/March/2021

* Yorkshire Accountants, Ripon

1. Election of Committee Members:

Nominees can be made by any member (with the consent of the nominee), and must be seconded by any other member.

Appointment of Committee members will be made by majority vote.

|  |  |
| --- | --- |
| Role | Nominees |
| Chair | Hannah Kitching – Voted in by unanimous vote |
| Treasurer | Rachel Bain – voted in by unanimous vote |
| Secretary | Claire Hallam – voted in by unanimous vote |
| Other Officer(s) | Nil |
| Members of the Association | All parent’s, grandparents, and carers who have a child at the school. Local members of the community. All those present at the meeting today. |

1. Special Business:
2. Setting our Terms of Reference for the Charity

* Our terms of reference help to set out our charitable aims in more detail, and help us to apply consistent rules to help us decide what activities do and don’t achieve our Charity’s objectives.
* The Terms of Reference as a way of continually updating our Charitable priorities. Whilst the broad Objectives of the Charity as documented on the Charities Commission website cannot be changed, our Terms of Reference can be changed each academic year as part of our AGM, and do not require any formal change with the Charities Commission. They are therefore a useful point of reference to ensure all decisions made during the current academic year reflect the current priorities of the Charity and School.

Discussion:

* Our charitable priorities remain the same:

1. To continue to raise funds to support life enriching experiences for the Children who attend the School.
2. To raise funds towards the cost of building a new classroom for Class 4.
3. To use our charitable events to help promote the school.

* The consensus seemed to be that we need to continue with our relatively conservative approach and keep our terms of reference that we had last year to try to ensure that we do not over-commit to subsidising trips etc more than previous years. This is because we are aware that the build is likely to cost more than originally budgeted for, so we need to make sure we have enough to cover those costs.
* Enrichment this year will be focussed on a new school topic each term, which will involve a “topic launch day” at the start of the term where the school will aim to get visitors into school to provide enrichment based on the learning topic for the term, which the whole school can therefore benefit from. This will hopefully reduce costs compared to paying for separate year groups to go out on different school trips. The school will continue to provide off-site school trips also, since there are occasions when the enriching activity is visiting an off-site location, and this therefore cannot be fulfilled with an in-school visitor. Pam suggests that each in-school “launch” enrichment day will be partly covered by the school budget for providing curricular education, with additional costs (a maximum of £5 per child) to be covered by parents. FROGS discussed whether any additional costs should be covered by FROGS, as in-school visitors have traditionally been fully funded by FROGS. However, the consensus was that because the school is planning 3 of these “launch days” this year, it could be prohibitively expensive for FROGS when we need to ensure we maintain enough funds to cover the classroom build costs. Also, it was perceived that a maximum cost of £5 per child each term was a reasonably affordable amount for most parents to cover via voluntary contribution. Children who are entitled to pupil premium support will be supported via the school pupil premium budget.
* In terms of off-site school trips, we discussed what we considered to be a “reasonable” amount for parents to contribute towards the cost of these. The likelihood is that each class would have a maximum of 2 additional school trips each year on top of these “enriching launch days” in school. We debated whether a maximum contribution of £10 or £15 per child would be considered a “reasonable” cost to parents via a voluntary contribution. The consensus amongst the FROGS members present was that we should keep it at £15 parental contribution, with FROGS covering any additional costs, so that we can ensure we have enough funds available to continue to fund the new classroom build. However, Pam had to leave the meeting at this point, so we have deferred the final decision on this until we have had feedback from Mrs Acheson and other staff members on what they feel is a “reasonable” amount to ask parents to pay.
* Essentially, if we ask parents to pay for up to £5 on “launch day” enrichment activities (in school), that would come to £15 a year per child. Two school trips each year would either come to £20 or £30 per child depending on how much FROGS subsidises each trip. So total parental expenditure could either be £35 per child per year, or £45 per child per year.

Outcome:

* We therefore have decided to update our Terms of Reference fully once we have received feedback on our proposed plans from Mrs Acheson and the staff body.

1. The new classroom build project update

* We have £49,605 in the FROGS bank account, and £37,500 in the School capital account which has been ringfenced for several years now so that we can use it for the planned classroom build.
* We are due another £4500 from the capital fund in April 2022, which could be used to cover build costs if required.
* Our estimated build costs for the new classroom were £80-90k, although this quote was approximate and due to a notable recent increase in building materials costs, these costs may have increased by an additional 10%. Rachel Bain is to source quotes over the coming months.
* We were not successful in our grant applications to the lottery fund last year, but did managed to get a £5000 grant from the Liz and Terry Bramall foundation to help cover build costs.
* Planning permission expired in June 2021, but we can apply for an extension on this. Rachel Bain to look into this as part of her governor role.
* We are currently trying to get tenders/quotes from 3 well established companies who regularly work in schools and similar venues, so will have robust standard operating procedures and risk assessments to allow the work to occur with minimal disruption to the school. We would hope that a large amount of the work can be done over school holidas, but it will not be possible to complete it all in this time, so we will need to keep the school fully operational while the remainder of the work is completed.
* We hope to apply to the Foyle’s foundation for a grant of up to £10k to re-stock the library once the new classroom has been built, so we can transform the garden classroom or the school atrium into a library and quiet study area/ intervention area.

1. Strengthening our school community and welcoming new families!

* We all agreed that we have been very limited with social opportunities between parents and families within the school community over the past 2-years due to the impact of the pandemic. This has provided us with very few opportunities to get to know new families who have joined the school within this time. We therefore all felt that it was important to try to organise some opportunities for us all to socialise once again so that we can get to know families within the school community both new and old!
* Watch this space for upcoming suggestions!!.....Spa evening at Swinton anyone???

END OF AGM