

**FRIENDS OF SAINT CECILIA'S  
ANNUAL GENERAL MEETING HELD AT THE EARL SPENCER,  
MERTON ROAD, LONDON SW18 ON TUESDAY 3<sup>RD</sup> OCTOBER 2017**

Present: Angela Parry (*Chairs*); Rebecca Gregg (*Secretary*); Yulia Shulgina (*Treasurer*); Rhona Pryor, Lucy Ward-Smith, James Sherratt, Zena Sanders, Jo Fife, Karen Naples, Osvalda Harrod,

Apologies: Fiona Downes, Claire Luxa, Alexandra Castellanos,

1. **APOLOGIES and QUORUM:** Apologies were received from those listed above. Angela Parry confirmed that a quorum (minimum of 9 members) was present.
  
2. **CHAIR'S ANNUAL REVIEW:** Angela Parry

#### **MISSION STATEMENT**

The Friends of Saint Cecilia's exists to "advance the education of pupils/students in the School". The Friends may "[engage] in activities or [provide] facilities or equipment which support the School and advance the education of the pupils/students" and have the "power to make grants or loans of money".

The Chair's Annual Report sets out how the Friends have raised and granted money in respect of academic year 2016/17.

#### **2.1. Summary of the 2016/17 Year**

The breakdown is available in the Treasurer's Report.

#### **2.2 Annual Fundraising Events**

Year 7 BBQ, September 2016

This continues to be an extremely popular event in the first month of term to enable new parents and carers to get to know their children's teachers and other Y7 parents at the beginning of their children's secondary school life. It is not intended as a pure fundraiser but it makes money through the bar and barbecue. A huge thank you to all the people who helped set up, clear up, run the bar, bbq and sell raffle tickets. This is such an important event in the school calendar and really gives a great welcome and introduction to our community.

Mr Wells organised a rolling programme of musical delights, which really showcases the school's talent. There was an excellent turn out of new parents.

## Countdown to Christmas Disco

This was held in the third weekend of November. It can be difficult to get people signed up early on, as it is close to the Christmas period, but we managed to sell a great deal of tickets and it was a hugely successful event. We danced the night away and will be doing the same in 2017. This year we served meat and veggie lasagne (served by the ever present Lorraine and Rebecca - thank you) which went down very nicely indeed. We are always open to new ideas about catering.

Rhona, Lucy and Laura made a splendid effort of decorating the refectory (including disco dancing figures) and the facilities staff were a great help setting up and we were grateful to Steve, Wayland and Mark Russell for setting up and managing the bar. It was a really great night and we will be going ahead again, this year!

## Panettone Sales

This is another fundraiser that people love, because the panettoni are delicious, but it could not happen without the help of volunteers. Lucy did all the behind the scenes co-ordination of the list. Sabine Goodwin was a great help with distribution at the school and at the pub. Thank you!

## Christmas Tree sales

For the last time, Fiona Carver masterminded the ever-popular sale of Christmas trees in various sizes. Thanks to Tor and Mark Ridler for providing their driveway in Skeena Hill as a collection point which worked well. Thanks so much to both of them as they move on from the school. The sale of Christmas trees doesn't stop there though and we will be carrying on the scheme this year. Angela Head has very kindly taken over from Fiona.

## Quiz Night, March 2017

Quiz Night was a sell-out in record time, which was fantastic. Same again next year! It was an excellent night with tables representing every school year and a staff table, too!

We continued the tradition that one of the winning team members should compose the quiz. Thanks go to Jenny Chetwynd and co. for a fun and enjoyable quiz which attendees felt was pitched at just the right level. There was even a marshmallow and skewer challenge...

Fundraising on the night was boosted by the Heads & Tails game and a cash raffle. We feasted on chilli and brownies (always a popular choice!).

Another great quiz night; another great fundraiser. Same time next year? Fiona Downes and Team will be doing the honours... again...

## Summer Fete, July 2017

This year the Fete had a "Sounds of the Summer" theme and the sound of the summer music from our talented music scholars and pupils rose into the air with the scent of the BBQ and the laughter from Last Man Standing (or was that screams?).

Particular thanks go to Sarah and JJ Sheehan for sponsoring the event via their company, Your Garden Room. It was very much appreciated by the Friends and the school alike. Thanks so much to our army of parents emailing, phoning and calling into shops and businesses for raffle, lucky envelope and silent auction prizes.

Wimbledon Park Honda repeated its sponsorship of £400, bringing in two of their car models and allowing children to write all over them!

Apart from the fabulous stalls, we had real success with our Silent Auction. Great prizes donated by Wimbledon Theatre, Cannizaro House, the Dog and Fox, QPR and Sarah Manolescue. Special thanks to parents, Richard Johnstone for his caricature and to Kath Diamond, Meg Gates and Monica Lara for their tutoring sessions.

The plant stall was as popular as ever. As usual, both the general and bottle tombolas were well organised. Thanks to Mr Nandanwar, who retired this year, for his commitment to Beat the Goalie over the years and to Anne Kennedy for her ever popular strawberries and cream.

The cake, salad, deli stalls, BBQ, Pimm's tent and bar were all a great success again and thanks to all involved in feeding and watering us. As always, both tombolas, plants and bric a brac did a roaring trade and the numerous activities and games were buzzing for the whole afternoon.

There are just too many people involved in this event to thank individually, but it is a real gathering of the school community and thank you for giving the school something to be very proud of.

I would also like to mention those that were there to help on the Friday (much needed) and those that were there, clearing up, until the bitter end!

The musical performances were organised as usual by Mr Wells and the music department and are an integral theme of the fete.

Total profit: £5,477 (£8103 less expenses)

### **2.3 Disbursements for School Projects**

At a meeting on 9 October, the Friends decided to award a total of £8,912 to the following projects:

Dept	Items	Amount Agreed	Amount spent inc. VAT
SEND	confidence building workshop	200.00	54.00

	Other hourly support	600.00	
Art	Mural	850.00	
Art	3 ipad minis	480.00	
Music	Logic Software	298.00	357.60
Music	Lessons for two terms	400.00	130.00
RS	Visualisers x 2	400.00	532.01
Y7	Ice Skating Trip	250.00	250.00
House Leads	Flags	250.00	300.00
DT	Sewing Machine	1,995.00	1995.00
MFL	Spanish and French Plays	480.00	480.00
Drama	Fabric	129.90	136.85
	Goodmans Speaker	79.99	83.98
Facilities	Lighting for productions etc.	2,500.	2500

Mr Gallagher has expressed his sincere appreciation for all the hard work and support of the Friends over the year for funding support and items that the school would otherwise not be able to afford.

NB: Art department would still like to go ahead with the mural and the purchase of the iPad minis.

## 2.4 Other Events

Serving refreshments at school events

Thanks to the Friends for volunteering to serve refreshments at Music and Drama Evenings throughout the year, including the annual musical theatre production.

These functions generally raise close to £900 for the Friends.

Second-hand uniform

The sale of second-hand uniform is still a very successful enterprise and will continue into 2017/18 with the help of tireless parents such as Alex Castellanos and Deborah Reeves. Suggestions for improvement: to respond to ad-hoc requests for uniform between events (in co-operation with the school).

## Easyfundraising

A very easy way to fundraise but currently there are only 99 supporters which is very low for the size of the school.

## 2.5 Communications

In response to feedback, emails are more targeted and The Friends' Facebook page has increased its membership but we could still do with more people to sign up.

## 2.6 Treasurer

My personal thanks go to Yulia, who has been a great supporter of the Friends and has spent a great deal of the last two years bringing us into line, financially and modernising our systems. She leaves the role of treasurer with our heartfelt thanks. Our AGM will hopefully welcome a new treasurer for 2017/18.

## 2.7 Thank You & Plea

This is my last year as Chair and there are some people without whom any of this would be possible. Although there are a number of volunteers that regularly step up and get on with it – and we are eternally grateful to each and every one of you! – there are some people that deserve a special mention. Rhona Pryor and Lucy Ward-Smith (and their long suffering husbands, Steve and Wayland) Rebecca Gregg and Lorraine March are always there and when it has all seemed too much, they spur us all on with their enthusiasm, ideas and commitment to our children.

This brings me to my plea; it wouldn't happen without them and I do hope that we are able to increase our numbers this year to ensure that their burden is reduced, even a little. As we know, many hands make light work, so PLEASE sign up.

Specifically, we need individuals to put their names against small projects within the fete next summer (in advance!) so if you are willing to do any of the following, please let me know:

Ideas team

Silent Auction/online auction

Lucky Envelopes

Hamper Co-ordination

Co-ordinating the raffle and prizes (we need a small team – maybe a group of friends..?)

Organising the games agenda

We also need people to help with counting, holding cash and banking after events (but our new treasurer will have views on this).

Sponsorship team

Angela Parry

Chair

October 2017

### 3. TREASURER'S REPORT – YULIA SHULGINA

Yulia made the announcement that due to changes in family circumstances she will no longer be able to act as Treasurer and resigned her position.

Yulia went through the yearly accounts for 2016/17

	Event	Paid in	Paid out	NET INCOME	% from Net Income
<b>Main Events</b>	Disco	2066.41	-703.67	1362.74	9.98
	Panettone	756.70	-460.00	296.70	2.17
	Quiz	3835.80	-1366.13	2469.67	18.08
	Summer Fair 17	8102.13	-2624.91	5477.22	40.11
	Xmas Trees	2555.50	-2106.50	449.00	3.29
	Y7 BBQ	1733.65	-1023.09	710.56	5.20
<b>Other Events</b>					
	2nd Hand Uniform	40.00	0.00	40.00	0.29
	Autumn Concert Bar	385.00	0.00	385.00	2.82
	Just Giving	95.06	0.00	95.06	0.70
	Silent Auction	360.00	0.00	360.00	2.64
	Bar	358.70	-145.06	213.64	1.56
<b>Other</b>	Summer Fair 16	1930.00	0.00	1930.00	14.13
	Administrative Xs	0.00	-132.95	-132.95	-0.97
<b>Total</b>		<b>22218.95</b>	<b>-8562.31</b>	<b>13656.64</b>	<b>100.00</b>
<b>Paid to School</b>			<b>-6162.87</b>		
<b>Money on Account 31/08/17</b>	15238.11				
<b>Money on Account 03/10/17</b>	17664.93				

### 4. ELECTION OF OFFICERS

4.1 The following Officers were unanimously re-elected: Angela Parry as Chair; Rebecca Gregg as Secretary.

4.2 In accordance with the constitution:

Rebecca Gregg proposed Angela Parry as Chair, seconded by Lucy Ward Smith; Rhona Pryor proposed Rebecca Gregg as Secretary, seconded Yulia Shulgina.

4.3 The Chair expressed her thanks on behalf of the Friends to Yulia for all her hard work and support. A new Treasurer will hopefully be starting soon.

## **5. ANY OTHER BUSINESS**

### **5.1 Christmas Trees 2017**

Angela Head, a year 7 parent, has stepped forward to take on the organisation of Christmas tree sales. Tor Ridler has kindly agreed to let us use her driveway again this year.

### **5.2 Countdown To Christmas Disco 2017**

Tickets for this event will go on sale 19<sup>th</sup> October. Discussion on the event held to next meeting on the 18<sup>th</sup> October

### **5.3 Panettone**

These need a minimum of 12 more to be sold to be viable. The school will send out the form to parents shortly

### **5.4 Quiz Night**

Date agreed with school for the 23<sup>rd</sup> March 2018

### **5.5 Easy Fundraising 2016/17**

Easy Fundraising, this is a good way to raise funds but needs more supporters. A short discussion on ways to encourage more parents to sign up followed. It is possible that some parents think they will be charged personally for using Easy Fundraising.

A new administrator needs to be appointed for the Easy Fundraising website. A few cheques have not been received but Yulia is unable to access account as she is not the administrator. Currently received £99.00 but should be £1000. The original administrator left the school and there are no contact details.

Suggestion: to promote Easy Fundraising and make clear that the company donating makes the contribution not the supporter.

To appoint a new administrator ASAP

### **5.6 Distribution of funds**

The chair made the point that any bids for funding from staff should not include VAT. The school can claim back any VAT. The Chair will ask the staff to submit bids by the 3<sup>rd</sup> November. Meeting to allocate funds will be held on the 7<sup>th</sup> November.

### **5.7 The Chair thanked Rebecca Gregg, Lucy Ward-Smith, Rhona Pryor and Lorraine Marsh for all their support.**

## **6. DATE OF NEXT MEETING: 18<sup>th</sup> October 2017 at 7.30pm in The Earl Spencer**

## **7. END OF MEETING**