

FRIENDS OF SAINT CECILIA'S

ANNUAL GENERAL MEETING HELD AT THE EARL SPENCER, MERTON ROAD, LONDON SW18 ON THURSDAY 15 OCTOBER 2015

Present: Fiona Downes, Alice Morgan (*Co-Chairs*); Rebecca Gregg (*Secretary*); George Wintour (*Treasurer*); Hayley Brockway; Alexandra Castellanos; Caroline Haycock; Nikki Hudspith, Will Kuhl; Lorraine March; Dan Morgan, Angela Parry; Jo Price; Rhona Pryor; Joy Schoenborn; James Sherratt; Yulia Shulgina; Malcom Thomas; Lucy Ward-Smith.

Apologies: Anne Davies; Claire Luxa; Hilary Nicholls; Amy Pearson; Gemma Watson.

1. Apologies and Quorum

Apologies were received from those listed above. The Chair confirmed that a quorum (minimum of 12 members) was present.

2. Minutes

The Minutes of the Annual General Meeting held on Thursday 21st November 2014 were approved.

3. Chairs' Annual Report

- 3.1 Fiona Downes and Alice Morgan gave a brief overview of the four main social events: the Year 7 barbecue, Band Night; the Quiz night and the Summer Fete. Profits from these events are detailed in the Treasurer's Report.
- 3.2 The Year 7 barbecue continues to be an extremely popular event - it is not intended as a pure fundraiser but it makes money through the bar and barbecue and showcases the new Year 7 musical talent. There was an excellent turn out of teachers, helped by the offer of a voucher for a free drink and burger or hot dog. About 220 people attended, including children, teachers and Friends, raising around £600.
- 3.3 The Live Band Night was moved back to the third weekend of November, which was better timing but it was still a struggle to get people to sign up initially and there was some confusion amongst new parents as to the nature of event and the fact that it was a fundraising event so this needs to be communicated more clearly in future. New Year 7 Dad, Adam Obee, who is a member of local light rock band, The Marshall Plan, offered their services free of charge and they provided great entertainment.

Catering was another successful Bring & Share supper, and we paid £80 to two sixth former to clear and wash up, which raised money for Operation Wallacea. We sold 65 tickets (2014: 62) at £12.50 each, raising £714 after JustGiving commission.

- 3.4 Quiz Night was an excellent night with tables representing every school year and a staff table for the first time in recent years, which continued the tradition of the winning team compiling the quiz. The headteacher had suggested selling tickets at £10 including subsidised food provided by new catering manager Jonathan Nix. The quiz was another sell-out (145 tickets) as it had been last year but, with lower ticket prices and lack of sponsorship, profits were lower than last year. The chilli and salsa buffet, followed by brownies for dessert, was well received but it was felt that ticket prices could be

increased and we could revert to a Bring & Share supper.

Fundraising on the night was boosted by the Heads & Tails game and an impromptu collection of small change to support Fiona Downes and Alexia Yuill in their London marathon challenges.

Sixth-formers Sarah-Jane Gregg & Rowan March were again paid to clear and wash up and they organised the impromptu marathon collection.

- 3.5 The Summer Fete was held on the middle Saturday of Wimbledon with an “Anyone for Tennis” Theme which was very popular.

Cound Estate Agents provided £1,300 in sponsorship for 65 estate agents’ boards and Wimbledon Park Honda repeated its sponsorship of £400, bringing one of their models on site allowing children to write their choice of Wimbledon winners.

Claire Luxa organised an array of tennis or sports themed prizes from local businesses. Newly opened in Wandsworth, Decathlon Sports generously provided an array children’s games - and prizes for them to win. Nuffield also generously donated their time and the popular step challenge. Thanks to Ivana Bastiani for running the mini-tennis tournament and to Miranda Richardson for organising the badminton tournament and to Mr Nandanwar, Arthur Morgan and George Downes for running Beat the Goalie – all of which were popular.

Local estate agent Douglas & Gordon supporting the Friends with printing costs.

Fiona Carver again organised a host of wonderful raffle prizes, all generously donated by local businesses, some of which were prizes in the new lucky envelope lucky dip. The main prize was an iPad Air mini.

Using the front of the school Inviting students, parents and third parties to reserve stalls such as jewellery, cards, second-hand clothes, cakes, doughnuts etc. for £20 (£10 for students) works really well and gives the fete a real community feel.

The traditional fete plan and tombola stalls were popular and well organised.

The food hall worked really well with the cake and deli stall (thanks also go to Natalie Ballinger for coordinating the food area), salads (thanks to Lucy Ward-Smith), BBQ (thanks to Dan Morgan and Mark Ridler), Indian food courtesy of new local restaurant, strawberries and cream (thanks to Ann Kennedy) and of course the Pimm’s tent and bar run as by the Smiths with help from the Hansens.

The musical performances were more limited than usual due to choir trips but Mr Wells and the music department are an integral theme of the fete.

- 3.6 Fiona Carver again organised the sale of Christmas trees, which is a much-appreciated service to parents and raised £435.
- 3.7 The sale of refreshments at school concerts raises around £150-£200.
- 3.8 Finally, the sale of school uniform, organised by Claire Luxa and Nikki Hudspith provides another service much appreciated by parents and school whilst raising around £300.
- 3.9 The Co-Chairs expressed their appreciation to all the Friends’ volunteers but, in particular to: George Wintour for continuing as Treasurer whilst not being a school parent; Rebecca Gregg for organising discos and the Prom; Dan Morgan for organising

the bar; Claire Luxa (*in absentia*) for her unstinting, often behind-the-scenes, support; Fiona Carver (*also in absentia*) for organising Christmas trees and raffle and to Rhona Pryor and Lucy Ward-Smith for their unfailing enthusiasm and help at every event.

4. Treasurer's Report

- 4.1 George Wintour presented the yearly accounts detailing a summary of fundraising activities.
- 4.2 The opening cash balance was £14,044 and at the closing balance was £13,932.
- 4.3 Cound Boards invoice of £1,300 was issued late but payment received and included below in 4.4
- 4.4 Receipts included:£7,788 from the Summer Fete; £2,539 from the Quiz Night; £1,195 from the Band Night; and £1,044 from the Yr 7 BBQ evening.
- 4.5 The annual disbursement of donations and grants to the school totalled £11,541 ranging from £75 for a playwriting course to £1,438 for an A3 colour laser printer for the Art Department. Other awards included £1k for two music sponsorships, £950 for ICT gaming and robotics kit; £925 for Kindles for the English Department; £830 for SEN laptops and tables; and £630 for online language revision and vocabulary programmes. Smaller awards were made to the Sixth Form, Maths, History, Library, Drama, and English Departments.
- 4.6 Other expenditure included £2,834 for the Summer Fete (the inflatable equipment, food, drinks and other equipment) and £1,190 for supplies for the Year 7 BBQ, Band Night and Quiz Night.
- 4.7 Funds of £k?? were available for disbursement to school projects.
- 4.8 The financial summary for the year ended 31st July 2015 were filed with the Charity Commission on ??? together with the Annual Return.
- 4.9 It was agreed that although parents appreciated being able to pay online for tickets via JustGiving, it did not represent value for money and that parents should be given the option of making a direct bank transfer to the Friends' account.

ACTIONS:

George Wintour to change the bank account signatories.

Jo Price to provide the name of the event app she recommended.

Lucy Ward-Smith to confirm the system used by St Matthew's Primary School.

Alice Morgan to give notice to JustGiving to close the Friends' account.

Joy Schoenborn to set up a more cost-efficient system next year.

5. Special Resolutions to amend the Constitution

- 5.1 Fiona Downes explained that changes to the constitution required approval of two-thirds of members present. As 19 members were present, a minimum of 14 votes would be required to pass the following Special Resolutions:
 - 5.1.1 to add the words "(any of these positions may be held jointly)" to Section 1.4 in respect of the Officers; and
 - 5.1.2 to delete the words "Each Officer may only be elected for a maximum of three consecutive years." in Section 6.3.
- 5.2 Both resolutions were passed unanimously.

ACTION:

Fiona Downes to file the amended constitution at the Charity Commission.

6. Election of Officers

6.1 The following Officers were unanimously elected: Angela Parry and Hayley Brockway were elected as Co-Chairs; Joy Schoenborn was elected as Treasurer; and Rebecca Gregg was re-elected as Secretary.

6.2 In accordance with the constitution:

Fiona Downes proposed Angela Parry as Co-Chair, seconded by Rhona Pryor; Alice Morgan proposed Hayley Brockway as Co-Chair, seconded by Lucy Ward-Smith; Jo Price proposed Rebecca Gregg as Secretary, seconded by Caroline Haycock; and Nikki Hudspith proposed Joy Schoenborn as Treasurer, seconded by James Sherratt.

6.3 The Co-Chairs expressed their delight that the new Committee would be continuing the Friends' important fundraising role.

6.4 It was suggested that a member of staff should be included in the meetings and it was noted that Amy Pearson, the Deputy Business Manager, was the designated contact to liaise between the Friends and the School.

7. Any Other Business

7.1 Allocation of Funds

7.1.1 The Co-Chairs advised that they had agreed with the headteacher to donate 75% of the disbursement total to refurbishment of the new playground to provide more interactive break-time activities and 25% for new curtains for school productions in the sports hall.

7.1.2 As school had not provided any detailed information on either of these projects, which needed members' approval, it was agreed that this decision should be postponed.

7.1.3 Other suggestions included: curtains for the whole of the sports hall to improve acoustics; and air conditioning or mobile units to use during exam time and school performances.

ACTIONS:

Angela Parry & Hayley Brockway to investigate the plans for refurbishment of the playground; cost of curtains and air conditioning units and provide details to a future meeting to allow member to vote on this year's disbursement of funds.

7.2 Rock 'n' Chilli Night on Friday 27th November

7.2.1 Tickets are £15 each including a chilli supper provided by the School's Catering Manager

7.2.2 Adam Obee's band The Marshall Plan would again be providing the music with agreed expenses of around £200 for band members excluding himself.

7.2.3 For the first time, this event has sponsorship, from local estate agent, Brinkley's, who are paying £750 for 50 advertising boards. 50 families had already volunteered and it was suggested that they should be encouraged to book tickets.

7.2.4 Details had already been emailed to parents and a few tickets had been booked but not many people seemed to be aware of it so it needs to be recommunicated. There is a webpage on the Friends' website with full details

ACTION:

Fiona Downes to email the Brinkley's volunteers to say thank you and to send them the webpage link to encourage them to book tickets.

ACTION:

Angela Parry and Hayley Brockway to ask school to send an all-parent email about the Rock 'n' Chilli Night and to set up a meeting with Amy Pearson to liaise with the Catering Manager and the Premises Manager.

8. 2015/16 Fundraising Social Events

- 8.1 Friends were asked to note and support this year's fundraising events.
- 8.2 Rock 'n' Chilli Night on Friday 27th November
- 8.3 Quiz Night on Friday 18th March 2016 (*organised by one of Lucy Ward-Smith's and Rhona Pryor's team mates*)
- 8.4 Summer Fete on Saturday 2nd July 2016

9. Date of Next Meeting

To be confirmed by the new Co-Chairs.

10. End of Meeting

- 10.1 Alice and Fiona thanked everyone for attending and for their contribution and asked everyone to support the new Committee.
- 10.2 On behalf of the new Committee and other Friends, Angela Parry thanked the outgoing Co-Chairs for their hard work over the last three years and presented bouquets of flowers as tokens of their appreciation.
- 10.3 The Meeting concluded at 9pm.