

# Friends of Wymondham College Prep

## Annual General Meeting

Date: Tuesday 05 December 2023

Venue: School Hall

Time: 14:30-15:15

### AGENDA

#### Ordinary Business

<p><b>1. Welcome and Apologies</b></p>	<p>Lisa welcomed everyone that attended.</p> <p>Attendees: Lisa Bramford, Charlie Douglas, Vicky Lowe, Alex Altona, Samantha Rowell-Witt, Sophie Reddy, Dan Orsborne, Bronwyn Nichols, Tracey Hemelege, Lisa Myhill, Aleksandra Sawicki-Rule, Hannah Wain</p> <p>Apologies received from Katie Francis, Michael Garlinge, Chris Lowe, Joanne Mackay, Laura Lee, Becky Sawyer.</p>
<p><b>2. Minutes of the Annual General Meeting held on 05/12/2022</b></p>	<p>Minutes completed and were issued at the time and have been reviewed.</p>
<p><b>3. Matters arising from the Minutes</b></p>	<p>None</p>
<p><b>4. Chairs Report for 2022/23</b></p>	<p>Lisa and Bronwyn took all the attendees through the Chairs report and officially stood down from their three years as Co-Chairs.</p> <p><i>Firstly, we want to start with a huge thank you to all of the Friends of Wymondham College Prep School, whether your contribution has been as a donor, volunteer or committee member, we could not have done it without you.</i></p> <p><i>We have had our most successful year to date, raising considerable funds and our treasurer Michael will follow with a high-level breakdown of how this was raised shortly.</i></p> <p><i>Activities we as a team have organised have been a huge success both in raising funds and bringing the school together to build a strong community. As part of this the Friends have also played a valuable part in the school community, welcoming new and prospective parents by helping out at open days and coffee</i></p>

*mornings, and organising things like the school tea towels and Christmas cards, so that the children's time at the school can be recorded and celebrated in a fun way.*

*Highlights of the year have been the installation of the new outdoor classroom, funded by various donations, grants and fundraising activities, all organised by the Friends. Many hours were spent not just fundraising for this, but also liaising with the College and school grounds teams, preparing tender documents, assessing quotes and lots lots more. Shortly after the last AGM we also held the school's first ever Disco, which was such a success that we held another in the summer term, and these will now be yearly events. It is important to mention here that events such as the Disco are not predominantly about making money. Another really important part of what the Friends do, is providing extra activities such as this, to enrich the children's time at school. The same applies for our first Halloween trail, which seemed to have been thoroughly enjoyed by all, including several of the teachers! The Easter fair was also a huge success this year, as were the Bags 2 School collections and Sponsor Stars.*

*We are incredibly lucky to have a strong team of enthusiastic volunteers. As you can tell, at any one time there are always various projects happening, which take a lot of time and work behind the scenes to organise and facilitate. Whether this is ongoing projects such as the School Lottery, or larger events like the Discos and Fairs, it all takes a lot of hard work and time. On behalf of Lisa and myself/Bronwyn and myself, we would like to take this opportunity to thank the team, and to reach out to you, the Parents and Carers, to encourage you to step up to help wherever you can. Please do come and speak to one of us afterwards if you feel inspired enough to step forward and get more involved today! You don't have to take part in committee meetings if you don't want to commit on a regular basis.*

*Looking ahead to 2024 our main fundraising goal will once again focus on outdoor space, with the garden being the main aim going forwards. The school Eco team have liaised with all year groups within the school to create a wish list to include in the space – they had put a lot of thought into it and what might be needed to offer them opportunities to enhance learning, offer alternative learning provision, enable more diverse clubs and allow for more wellbeing opportunities. They have identified key spaces to include a growing area (with a plan to grow and eat foods), a sensory area (to include sounds, smells and textures and opportunities to dig), and a wildlife area (to support local ecology and pollination). Work on this has started, and we*

	<p><i>have just ordered our first load of trees, using a grant from Norfolk Gardens Trust.</i></p> <p><i>In addition to this we will continue to help funding other areas such as subsidising school trips, ongoing work to the school playing field, supplying playground equipment, and liaising with the school to identify any other areas of need, ensuring that any spending meets the requirements of our constitution.</i></p> <p><i>Some of the key activities we have planned for the coming year are of course the Christingle Event which is coming up shortly, as well as the forthcoming disco, and this year's fete will be moved slightly later in the school year to try to ensure better weather!</i></p> <p><i>We have thoroughly enjoyed our three years as co-chairs and can't thank you all enough for your support.</i></p> <p><i>After such a successful year and three years in the role, it feels the perfect time to step down and allow a new chair to take the helm bringing with them fresh enthusiasm and ideas to allow the FOWCPS to continue to grow and flourish.</i></p> <p><i>And therefore it is with immense pride in all we have achieved as a group, that Bronwyn and I/Lisa and I step down today leaving the position open for the election of a new chair shortly.</i></p> <p><i>We will of course be working alongside the new chair helping them settle in to the role and be continuing in our roles as trustees until an appropriate time.</i></p>
<p><b>5. Treasurers Report for the year ending 05/12/2023</b></p>	<p>Michael was unable to attend but Lisa and Bronwyn took us through the report that he had prepared. See FOWCP Treasurers Report AGM 2023 separate document.</p>
<p><b>6. Appointment of an Independent Examiner of Accounts for the year ending 05/12/2023</b></p>	<p>Threshold not met so this is not formally required, however it was felt that it may be a prudent exercise to complete. A parent has been identified that could help with this task and the decision was made to ask them to consider doing this for us.</p>
<p><b>7. Election of Officers and Trustees of the Committee</b></p>	<p>Chair - Dan Orsborne stood for the role of Chair. He was proposed by Bronwyn Nichols, seconded by Charlie Douglas.</p>

<ul style="list-style-type: none"> <li>○ <b>Chair /Co-Chairs - vacant</b></li> <li>○ <b>Secretary - vacant</b></li> <li>○ <b>Treasurer – Michael Garlinge</b></li> </ul> <p><b>Recognition and allocation of non-elected roles of Committee; Events, Communications, Fundraising.</b></p>	<p>Secretary – Katie Francis stood for the role with a written submission. Katie was proposed by Lisa Bramford and seconded by Tracey Hemelge.</p> <p>Treasurer – Michael Garlinge will carry on in this role.</p> <p>Thank you to those people that have stood and taken on the roles. It is very much appreciated.</p> <p>The following team members will continue with their roles.</p> <p><u>Fundraising:</u> Hattie Clarke, Claire Woodcroft, Fiona Keysell</p> <p><u>Communications:</u> Charlie Douglas, Alex Altona</p> <p><u>Events:</u> Sophie Reddy, Vicky Lowe</p> <p><u>Second-hand Uniform:</u> Hannah Wain</p>
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**Special Business**

<b>8. Other items</b>	None
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**Any Other Business**

<b>9. Other Business</b>	<p>Sophie Reddy thanked Bronwyn and Lisa on behalf of the committee and wider school community for their dedication and energy that they put into the role over their tenure as Co-Chairs.</p> <p>Mr Underhill also passed on his sincere thanks to Bronwyn and Lisa for their support and efforts.</p> <p>A list of actions will be needed for the handover of a new Chair.</p> <p>CD – update the website and update Trustees on the charity commission website.</p> <p>Bronwyn, Lisa and Dan will do a complete handover and have a list of actions of items that need to be handed over including Bank Accounts, Email addresses etc.</p>
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