

# Friends of Wymondham College Prep

## Annual General Meeting

**Date: Friday 06 December 2024**

**Venue: School Hall**

**Time: 14:30-15:15**

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### AGENDA

#### Ordinary Business

##### 1. Welcome and Apologies

Apologies: Lisa Myhill, Sam Ramsey, Hannah Wain, Alex Altona, Sophie Reddy, Katie P,  
In attendance: Bev Chantry, Charlie Douglas, Laura Lee, Fiona Keysell, Hattie Clarke, Tracey Hemelge, Becky Sawyer, Dan Orsborne, Michale Garlinge, Katie Francis, Simon Underhill.

##### 2. Minutes of the Annual General Meeting held on 05/12/2023.

Approve as an accurate record of the meeting? Proposed by Michael, seconded by Dan.  
Vote approved.

##### 3. Matters arising from the Minutes

Audit of accounts – carried forward to this agenda (item 6).  
Michael confirmed a financial return has been submitted to the Charity Commission.

##### 4. Chairs Report for 2023/24 - Dan Orsborne

*This AGM covers the last 12 months, from December 2023 - 2024.  
It has been another incredible year for our charity, one that reflects the growing strength of our school community and the commitment of our volunteers. With the school now operating a full complement of classes and nearing capacity, the outstanding OFSTED rating has brought well-deserved popularity to our school, making our efforts even more impactful.*

#### *Financial Outlook*

*The financial report from Michael shows the charity is in a strong position, with funds in the bank to complete all the projects we've committed to and an excess around £3,000 (this is on top of the £1000 reserve we have). We now have a clear process with Mr Underhill and the school about communicating that excess and allocating it to a project on his priority list so this amount will get split 50:50 with the Adventure Garden project and allocated shortly. Unfortunately we were unable to complete the independent audit of our charity accounts that was recommended at the last AGM. We are still under the income threshold so this was a voluntary thing for us to do. We should carry this action forward and complete it when possible.*

*GiftAid has provided us a massive boost this year. Over the last 12 months we've started to claim GiftAid with declaration forms but we're also tracking a claim using the GiftAid small donations scheme that allows us to claim for money donated at Cakes for Coaches and other events. Hopefully we will be able to process this claim soon as it's projected to add nearly £2000 to our funds which will be split with the Adventure Garden Project.*

#### *Events and Activities*

*This year, we delivered an exciting range of activities and events that engaged students, parents, and the broader community. Key highlights include:*

*Year 1-6 Discos and Year 5-6 Movie Nights provided fun and social opportunities for students. Thanks for the various volunteers who have got involved with these events Our first Christingle event was a resounding success and set a solid foundation for future celebrations; the weather was kind to us last year and it was a great community event - thanks Fiona Keysell and team for organising it and it's good to see you stepping back in to do it again this year!!*

*Our Easter Craft activity saw the school packed with parents and 250 pots of daffodils and marked a very colourful start to Spring*

*The Sponsor Stars and Agadoo World Record attempt raised over £900, including Gift Aid—thank you to Chris and Vicky Lowe for your fantastic work.*

*The Summer Fete was a spectacular community event, featuring highlights like “Soak the Teacher” (thanks Hannah Wain and team for organising and special mention for Bertie for soaking Mr Underhill!) it raised an impressive £3,700 with match funding (thanks Charlie Douglas).*

#### *Fundraising Initiatives:*

*Frosty Fridays in the warmer months were a hit, and Sports Day was enhanced by coffee and ice cream vans.*

*We have got good engagement with the School Lottery (thanks Laura Lee for taking this on), EasyFundraising and Asda Rewards all that add up.*

*We were quick off the blocks with our Christmas fundraising this year, thanks to the teaching staff for getting the children's designs completed so quickly and Laura Lee for coordinating and raising over £540*

*Cakes 4 Coaches involved class reps in a meaningful way, raising £1,800, alongside the £1,200 we contribute annually to support trips. We also support the schools Trips and Experiences fund by collecting direct donation to support these activities. We have regular and ad-hoc contributions to this fund that really make a difference to our students. If you want to find out more about making a Trips and Experience Fund donation please let me know.*

*We supported Bags2School collections (thanks Lisa Myhill for organising the last one and taking this on) and raised £300 at the last collection*

*Our Second-hand uniform sales continue to be as popular as the Next Boxing Day Sale (thanks Hannah Wain). - I'd like to explore ways of making this more sustainable for next year as we have a huge amount of stock and it takes a lot of effort to get everything setup.*

#### *Supporting the School:*

*We contributed to several key improvements, including new books for the library, playground equipment for KS1 and KS2, forest school via an Amazon Wish List, the Nature Nest improvements to ensure the investment we made last year in the outdoor classroom lasts, improvements to the school field to improve drainage and seeding, and the establishment of the Grow Garden. We have also purchased two sheds (one for Forest school and one for the Grow Garden) and the associated bases (thanks Kay Sexton for your help with building materials). These projects are enhancing the children's experiences both indoors and outdoors. Thanks particularly to Hattie for your work to pull together garden plans, looking for and completing funding opportunities and for managing these projects with the school*

#### *Community Engagement:*

*The Community Fun Run attracted nearly 120 participants who enjoyed the run and a well-earned bacon sandwich afterward – huge thanks to Fiona Keysell and Karen (our school chef).*

*Operation Christmas Child completed last week and showed the generosity of our community with over 130 shoe boxes donated*

*Volunteers also supported new starter and parent events with refreshments and a friendly welcome. (thanks to everyone who gave up their time for these)*

#### *Charity Status:*

*This year, we've made significant progress in strengthening our charity's operations: We've documented processes and established regular financial reporting with Mr. Underhill so that we can release as much of the money we raise to the school as possible. Meeting monthly with Mr Underhill has helped us align our activities to his plan for the school year and allowed us to have less of a surplus of funds in the bank account. It also bought about the reintroduction of the Amazon Wish List for the Forest School which has been great success in getting Jo Harper-Brown the things she needs to deliver the school's amazing outdoor curriculum. You can see the latest WishList at anytime*

*here: [https://www.amazon.co.uk/hz/wishlist/ls/2IBI649Y6PM8T?ref=wl\\_share](https://www.amazon.co.uk/hz/wishlist/ls/2IBI649Y6PM8T?ref=wl_share)*

*Transitioning to SumUp for payments has reduced fees and increased donations for initiatives like Cakes 4 Coaches and uniform sales.*

*A new online signup form has improved event registrations and volunteer tracking. The form has made it easier to collect GiftAid declarations which leads directly to a 25% increase in the money we have to spend.*

*However, challenges remain. The reliance on a small number of key individuals is a risk, as is the current shortfall in trustee numbers. It's crucial we address these gaps by encouraging new volunteers and ensuring robust handovers for leadership roles.*

*We would particularly like to recruit some people to be the charity trustees who would be independent of the committee and the day-to-day running of the Friends and would be less prone to turn-over of children moving through the school.. We would also like to recruit a vice chair (or two) to shadow the chair role with the view of taking over at the next AGM.*

#### *Looking Ahead:*

*Our plans for the coming year are just as ambitious:*

*Christingle 2024 will build on this year's success, with a magical event for 360 children and their families.*

*Early 2025 will feature a Beetle Drive, our first after-school community event, fostering more connections among families.*

*The Community Fun Run will return in 2025, aiming to become a staple of our calendar. Preparations for the Summer Fete on June 7th will begin soon – volunteers are welcome to get involved!*

*We're also excited to launch our new fundraising project: the development of the Adventure Garden next to the Nature Nest. This interactive space, estimated at £20,000, will provide areas for exploration and relaxation and will be available to the children every breaktime. Fundraising efforts start now, and we encourage everyone to get involved or connect us with local businesses who can support this exciting endeavor.*

*Thanks:*

*One of our strengths as a Friends group is the number of people who volunteer their time to support us. If you've not been mentioned specifically I would like to recognise the amazing work every single volunteer has done this year to support our events and activities.*

*Finally I would like to thank Michael for his work as Treasurer over the last 2 years, it's one of the unseen jobs that is essential to the smooth running of the charity and his work on processes and reporting has helped us grow to where we are today. Michael, thanks for the time and effort you've put into this role and we wish you all the best!*

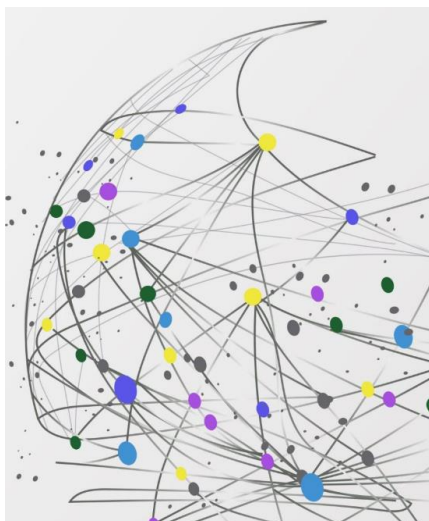
*This has been a fantastic year, and I am incredibly proud of what we've achieved together. Let's continue to build on this momentum, strengthen our community, and support our school in providing exceptional opportunities for all its students.*

*On a personal note, I'm happy to stand as Chair for another year. However, we urgently need to appoint a Vice Chair (or two) this year to prepare for a smooth transition in the future.*

*Thank you for your support, and here's to another great year ahead.*

In response to thanks given to Michael; Michael shared he is pleased with progress he has made to financial processes and with the introduction of Sum Up. Thanks passed to Dan for his financial tracking which has helped him unpick any anomalies.

## **5. Treasurers Report for the year ending 05/12/2024.**



# FOWCP Treasurer's Annual Report

**Michael Garlinge, FOWCP Treasurer**

For queries, email [Treasurer@FOWCP.onmicrosoft.com](mailto:Treasurer@FOWCP.onmicrosoft.com)

This annual report has been prepared using data collected throughout the year since the previous AGM (Report period 04.12.2023 – 04.12.2024)

*Registered charity number: 1198845*

# Projects Funded

**An amazing £24795.07 of funding has been given to Wymondham College Prep School**

Transaction Date  
05/12/2023 03/12/2024

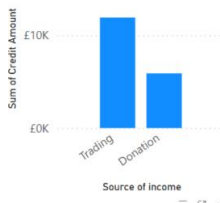
Amount Funded	Project Funded
-£999.23	Books
-£19.97	Eco Garden
-£245.00	Fete Experience
-£399.99	Forest School Shed
-£1,298.54	Grow Garden
-£168.51	Kinderbox
-£283.50	Leavers Fund
-£104.36	Movie Night
-£10,954.00	Nature Nest
-£5,000.00	Outdoor Blocks
-£1,190.00	Playing Field
-£3,504.45	School Trips
-£403.12	Sports Equipment
-£224.40	Trees
<b>-£24,795.07</b>	

**£19.32K**  
Sum of Credit Amount

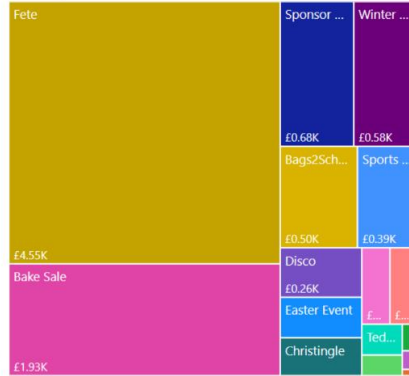
**£28.57K**  
Sum of Debit Amount

**-£9.24K**  
Profit

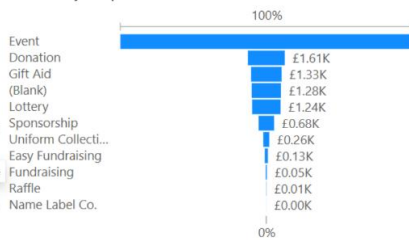
Income by Source



Profit by Event Name



Income by Purpose



Transaction Type	Purpose	Sum of Debit Amount	Sum of Credit Amount
Payment		£230.07	£195.22
Payment	Charity Beneficiary - Pupil/s	£387.86	
Payment	Charity Beneficiary - WCPS	£24,610.43	
Payment	Event	£3,116.57	
Payment	Movie Night	£46.16	
Payment	Subscriptions	£153.00	
Receipt			£1,085.15
Receipt	Donation		£1,609.08
Receipt	Easy Fundraising		£131.49
Receipt	Event	£20.91	£12,738.30
Receipt	Fundraising		£46.72
Receipt	Gift Aid		£1,329.84
Receipt	Lottery		£1,240.33
Receipt	Name Label Co.		£1.99
Receipt	Raffle		£11.32
Receipt	Sponsorship		£678.96
Receipt	Uniform Collections		£255.99
<b>Total</b>		<b>£28,565.00</b>	<b>£19,324.39</b>

Restricted Fund Name	Fund Type	Sum of Credit Amount	Sum of Debit Amount
Grow Garden	Restricted	£3,306.46	£1,318.51
Cakes for Coaches	Restricted	£2,768.48	£2,107.67
Trips and Experiences	Restricted	£519.52	£200.00
<b>Total</b>		<b>£6,844.46</b>	<b>£9,138.78</b>

This overview appears to be showing a loss of £9,240 made this year. However, this is because more money has been passed to the school this year than last. E.g. paid for Nature Nest. Bank account had so/too much money last year. Good to spend it and for the school to be invoicing more frequently.

Summer Fete, bake sales, and discos are biggest fundraisers.

Michael talked through the restricted funds; Cakes for Coaches raised nearly £3,000.

Trips and experiences fund; £519 in. £200 specifically for Y3 Stoneage experience (paid to school) £319 remaining to pass to the school.

Question asked: Is there any Panto trip shortfall this year? SU confirmed the school is nearly there to cover costs.



Ice cream sales; spent a lot of money; made 30%.

Question asked: Do FOWCP have any ice creams 'in stock'. DO confirmed none.

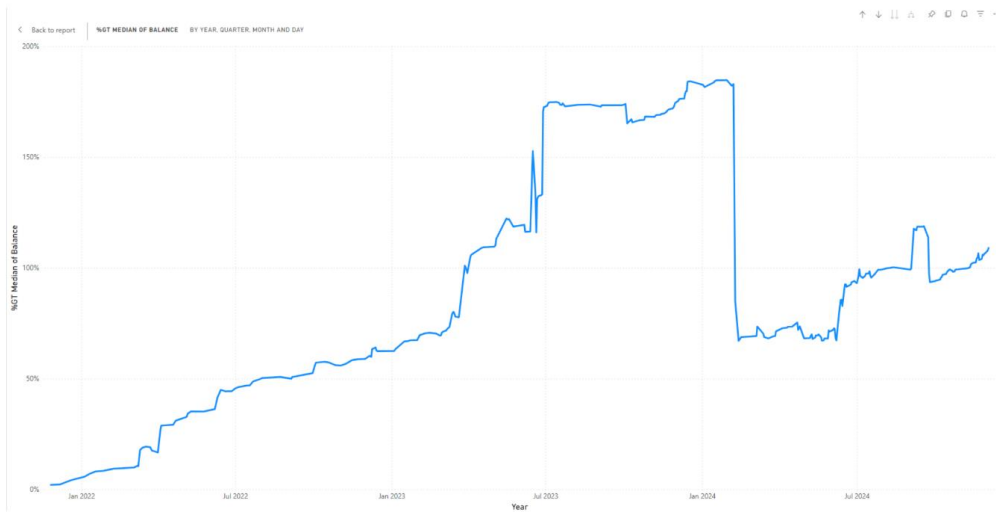
**Action: Double check ice cream sales tracking, as the margin is small.**

Question: Do we add a sum up 'labels' do decipher income for different events. DO confirmed yes, we have labels down to product level e.g. a Calippo button.

**Action: MG requested exports of Sum Up are passed to Treasurer after each sale to help with reconciliation.**

Bags for school; no outlay and minimal effort. Lottery also a good fundraiser £1240. Gift Aid: £1329.

## FOWCP Account Balance Over Time



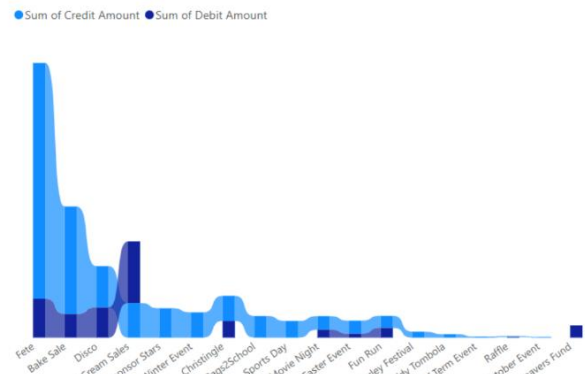
## Events

Transaction Date

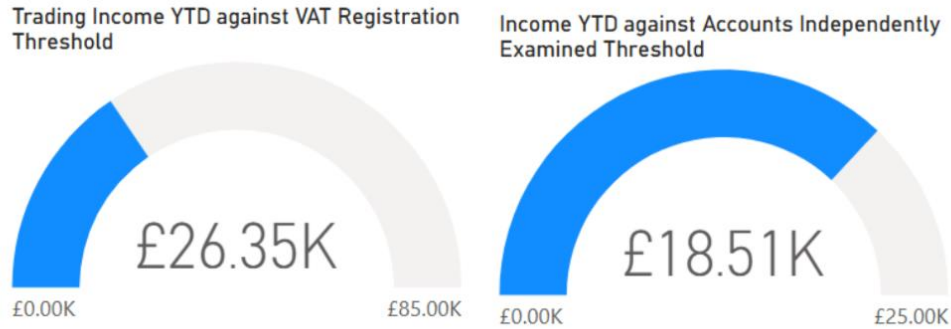
05/12/2023 03/12/2024

Event Name	Sum of Credit Amount	Sum of Debit Amount	Profit
	£6,123.14	£24,200.21	-\$18,077.07
Bags2School	£500.00		£500.00
Bake Sale	£2,481.74	£548.29	£1,933.45
Christingle	£581.65	£384.94	£196.71
Disco	£954.84	£696.94	£257.90
Easter Event	£301.42	£91.08	£210.34
End of Term Event	£25.00		£25.00
Fete	£5,446.23	£900.00	£4,546.23
Fun Run	£278.36	£225.54	£52.82
Ice Cream Sales	£800.07	£1,423.74	-\$623.67
Leavers Fund		£283.50	-\$283.50
Morley Festival	£137.66		£137.66
Movie Night	£315.07	£183.32	£131.75
October Event	£17.41		£17.41
Raffle	£20.73	£15.00	£5.73
Sponsor Stars	£678.96		£678.96
Sports Day	£385.58		£385.58
Teddy Tombola	£79.83		£79.83
Winter Event	£584.26		£584.26
<b>Total</b>	<b>£19,711.95</b>	<b>£28,952.56</b>	<b>-\$9,240.61</b>

Sum of Credit Amount and Sum of Debit Amount by Event Name



# Thresholds against which we operate



Thresholds for independent examination of accounts is £25,000. Not at threshold yet with £18,510 of income.

05/12/2023 11/11/2024

**£17.15K** **£27.64K** **-£10.49K**  
Sum of Credit Amount    Sum of Debit Amount    Profit

Transaction Type	Purpose	Sum of Debit Amount	Sum of Credit Amount
Payment			£195.2
Payment	Charity Beneficiary - Pupil/s	£115.03	
Payment	Charity Beneficiary - WCPS	£387.86	
Payment	Event	£24,011.40	
Payment	Subscriptions	£2,951.63	
Payment		£153.00	
Receipt			£175.0
Receipt	Donation		£1,366.1
Receipt	Easy Fundraising		£102.6
Receipt	Event	£20.91	£11,838.6
Receipt	Fundraising		£46.7
Receipt	Gift Aid		£1,329.8
Receipt	Lottery		£1,159.8
Receipt	Name Label Co.		£1.9
Receipt	Raffle		£11.3
<b>Total</b>		<b>£27,639.83</b>	<b>£17,145.3</b>

**Academic Year 2024-2025**

**Current Balance**  
04.12.2024  
£14984.11

**Restricted Fund Total**  
04.12.2024  
£2664.67

**Reserve**  
£1000

**Planned Expenditure**  
Coaches contribution Sep 24  
£1400 PAID  
Outdoor development 2025  
£1000

**Total**  
£1000

**Available Balance**  
04.12.2024  
£10319.44

**Sum of Credit Amount, Sum of Debit Amount and Amount Left in Fund by Restricted Fund Name**

Restricted Fund Name	Fund Type	Sum of Credit Amount	Sum of Debit Amount	Amount left in Fund
Grow Garden	Restricted	£3,306.46	£1,318.51	£1,987.95
Cakes for Coaches	Restricted	£2,171.33	£1,508.64	£662.69
Trips and Experiences	Restricted	£276.63	£200.00	£76.63
Mini Monsters	Restricted	£250.00	£245.00	£5.00
Outdoor Blocks	Restricted		£5,000.00	-\$5,000.00
Trees	Restricted		£224.40	-\$224.40
<b>Total</b>		<b>£6,004.42</b>	<b>£8,539.75</b>	<b>-£2,535.33</b>

*Restricted funds tend to cross over date ranges – figures here are for selected date range. See next slide for more details*

Bank account balance £14,984. Less restricted / committed (£2664), less reserve (£1000), less field development (£1000) = Available balance for school £10,319.

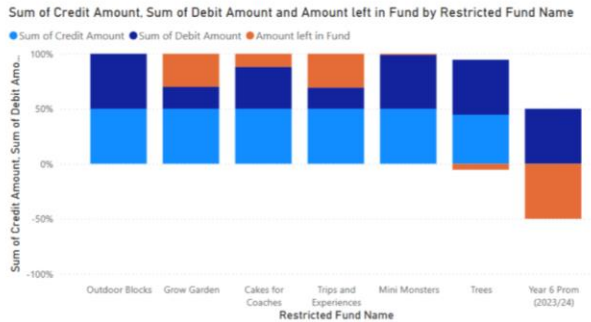
Thanks passed to Mark Keysell for his support with field maintenance.

Question and Action: Can we recognise in-kind contributions? Can you claim gift aid on them? We don't think so, but will check.

# Restricted Funds

Transaction Date

Restricted Fund Name	Fund Type	Sum of Credit Amount	Sum of Debit Amount	Amount left in Fund
Outdoor Blocks	Restricted	£5,000.00	£5,000.00	£0.00
Grow Garden	Restricted	£3,306.46	£1,318.51	£1,987.95
Cakes for Coaches	Restricted	£2,768.48	£2,107.67	£660.81
Trips and Experiences	Restricted	£519.52	£200.00	£319.52
Mini Monsters	Restricted	£250.00	£245.00	£5.00
Trees	Restricted	£200.00	£224.40	£-24.40
Year 6 Prom (2023/24)	Restricted		£43.20	£-43.20
<b>Total</b>		<b>£12,044.46</b>	<b>£9,138.78</b>	<b>£2,905.68</b>



With thanks to all the amazing effort from the children, parents and staff of Wymondham College Prep School and all the volunteers at FOWCP, without whom we could not raise all this funding and operate such a beneficial charity

## 6. Appointment of an Independent Examiner of Accounts for the year ending 05/12/2023

Michael confirmed in his presentation not needed yet. **Action: Carry forward.**

## 7. Election of Officers and Trustees of the Committee

- **Chair /Co-Chairs – Dan Orsborne**

Dan happy to stand again. Proposed: Michael. Seconded: Charlie. Vote: Passed.

- **Secretary – Katie Francis**

Katie happy to stand again. Proposed: Dan. Seconded: Becky. Vote: Passed.

- **Treasurer – vacant**

Suze Hollander was unable to attend meeting but shared a written suggestion. Proposed: Michael. Seconded Tracey. Vote: Passed.

DO explained benefits of more Officers for longevity. We need to engage parents in early years to make FOWCP stronger and to help with continuity.

**Recognition and allocation of non-elected roles of Committee; Events, Communications, Fundraising.**

Thanks to all noted.



## Special Business

### 8. Other items

Tracey – form behind the MS Form; gift aid and payment is amazing!

Action: DO shared it needs someone else to have visibility of the data and we need a safeguard to ensure parents don't sign up twice.

Mr Underhill: From January the school will have a new Management Information System. New app for parents bringing together comms and payments.

Mr Underhill: Ideas for more people to be involved: 'Committee' word puts people off. X role, X hours = helpful.

Thanks shared to FOWCP from Mr Underhill.

## Any Other Business

### 9. Other Business

A small thank you gesture was given to Michael in recognition of all he has done to support the charity during his time with us. The gift was not funded using FOWCP funds.