

# Friends of Wymondham College Prep

## Annual General Meeting

**Date: Monday 15 December 2025**

**Venue: School Hall**

**Time: Doors will open at 2pm ,2.15pm start and we will be finished by 3pm.**

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### Minutes

#### Ordinary Business

##### 1. Welcome and Apologies

Apologies: Laura Lee,

In attendance: Dan Orsborne, Suze Hollander, Katie Francis, Alex Altona, Kayeligh Sexton, Hannah Wain, Jessica Willett, Hattie Clark, Nick Francis, Georgie Sheward, Mr Timmins, Miss Melton, Jamie Horwood, Meike Boren, Kelly Wallace-Smith, Fiona Keysell.

Note: we needed at least 7 people in attendance to be able to vote in any new Committee members.

##### 2. Minutes of the Annual General Meeting held on 06/12/2024 – approved.

##### 3. Matters arising from the Minutes – none.

##### 4. Chairs Report for 2024/25, Dan Orsborne

This report covers the 12 months from December 2024 to December 2025.

It has been another fantastic year for our charity, marked by strong fundraising, vibrant events, and the continued dedication of a passionate and supportive school community. As the school grows and evolves, it has been inspiring to see the Friends remain such a positive force—bringing families together, enhancing the children’s school experience, and supporting staff wherever we can.

This is my final year as Chair, and I’ve found myself reflecting often on how much our volunteers, teachers, and families achieve together. The Grow Garden being used regularly by pupils, and watching Christingle become a much-loved annual indoor celebration full of festive joy, stand out as real highlights for me. These successes—and so many others—are only possible because of the kindness, time, and enthusiasm of everyone involved.

### Financial Outlook

Our financial position this year remains very strong. At the end of the school year the charity held **£19,044**, placing us on stable footing for future projects and ensuring responsible stewardship of the funds entrusted to us.

Across all our fundraising activities, we raised £20,385 **for the school**, which has supported a wide range of initiatives throughout the year. As always, we contributed **£1,400 towards coach travel** to help reduce trip costs for all families, and we provided ongoing support to the Trips and Experiences Fund. We were fortunate to receive a significant donation into this fund during the year, and we look forward to seeing the positive impact it will have. **It will be important, however, to ensure this money continues to flow out appropriately rather than accumulate unused.**

We currently hold approximately **£12,000 earmarked for the Adventure Garden**, (current figure not at end of year) thanks to a brilliant mix of fundraising efforts. This has allowed us to begin revisiting plans, re-evaluating what the school now needs, and exploring designs that will offer longevity and resilience. Huge thanks to **Hattie** for her continued work coordinating ideas, research, and funding opportunities.

We remain below the threshold (of £25,000) requiring an independent examination, and with the cap set to rise in 2026, it is unlikely to impact us. However, to be transparent I think it will be worth us finding someone within the parent community to help us with this. One note of caution: despite collecting Gift Aid declarations and being properly registered, **we still have not submitted a Gift Aid claim**. This represents a meaningful amount of unclaimed income, so it is essential that we progress this soon.

Finally, we are extremely grateful to **Ecclesiastical**, via **Charlie Douglas**, for match funding our Summer Fete contribution—this remains an enormously valuable boost to our annual fundraising efforts.

## Events and Activities

Although we didn't repeat every event from last year, the Friends still ran an impressive number of activities enjoyed by hundreds of children and parents.

- **Christingle** welcomed over **450 parents**, and it has now firmly established itself as a joyful, high-energy festive extravaganza.
- Our **Christmas, Summer, and Halloween Discos** each saw attendance of more than **300 children**—a testament to how much the pupils love these events.
- Our **Year 5 and 6 Movie Night** welcomed **67 children**, giving upper KS2 pupils a chance to enjoy a relaxed evening together.
- We ran a new **Name the Lamb** competition with **43 fantastic entries**, ranging from the adorable to the... creatively ambitious! Thankfully, "McFluff" and "Mystic Mog" didn't win.

- The **2024 Year 6 fundraising team** were brilliant this year, raising more than **£800** towards their end-of-year events. Their formal was spectacular—welcom fizz, three-course meal, disco, photo booth, all transformed into a magical jungle theme. Huge thanks to **Sam Ramsey** and **Lyndsey Gonzales** for their hard work and enthusiasm (and for braving the colour run!).
- The **2025 Year 6 team** have carried this momentum forward, taking on the Halloween Disco, Movie Night, attending the College Winter Fayre, and running a Christmas Raffle. This model of Y6 involvement is one we'd love to see continue in future years.
- The Christmas disco from 2025 was outside of the scope of this AGM report so will be included next time however it's noted that 3 complaints were sent in about the event and these will be circulated to the committee along with my responses in due course.

### Fundraising Initiatives

Our regular fundraising activities continue to form the backbone of our annual income:

- **Frosty Fridays** continued to be popular, helped by switching to more affordable ice-cream options and ensuring clear communication and volunteer coverage at both entrances.
- **School Lottery, Easy Fundraising, Asda Rewards, Bags2School**, and our **Christmas cards** project all contributed meaningfully again this year.
- The **Christmas cards** deserve special recognition—**Laura Lee** and the teaching staff worked incredibly hard (especially producing Christmas art in warm September weather!) and their dedication directly impacts how engaged parents are in this initiative. Together, these small but consistent efforts add up to a significant portion of our annual fundraising total.

### Supporting the School

This year we have supported a wide range of activities and improvements, including:

- Supplies and equipment for the **Grow Garden**, supplemented by generous seed donations from B&Q and others.
- Funding towards a **KS1 and KS2 Science Day**, helping enrich hands-on learning experiences.
- Purchases for the **school library**, ensuring children continue to have access to high-quality, engaging books.
- Continued support for **Forest School**, both through funding and practical resources.
- £1400 towards travel for school trips These contributions —big and small—play a vital role in enhancing daily school life.

## Community Engagement

We attempted to run the Community Fun Run again in early 2025, but uptake was low and the event requires a significant number of volunteers to run safely. It would still be wonderful to establish a social event such as a quiz night in Wymondham or Attleborough, something that brings parents together in a relaxed, fun format. We supported **Operation Christmas Child** in 2024 (though not this year), and our volunteers continue to play an important role at **new Year R events** and **Open Days for prospective parents**, providing refreshments and a warm welcome.

## Charity Operations & Governance

Operationally, we've made strong progress again this year:

- SumUp continues to serve us well for cashless payments.
- Our event management system has made signups and donations far smoother.
- Cash handling remains a challenge—particularly with the need for safer counting processes and the impending closure of Lloyds in Wymondham— which means alternative solutions will need to be explored.
- We welcomed two new Trustees, Alison Locksmith and Charlie Douglas, significantly strengthening our governance. Trustees now meet once per term, and meetings remain open to anyone interested in helping oversee the charity.
- We have continued monthly 45-minute catch-ups with Simon Underhill, which have been extremely valuable in planning events, prioritising funding, and making sure money is allocated promptly and transparently.

Our biggest ongoing challenge is, as ever, volunteers. We rely on a core group of dedicated individuals supported by a wider circle of helpers, and while this model works, it is fragile. A wider pool of volunteers would make a huge difference—lighter loads for everyone and even more supportive, sociable teamwork. Special thanks must go to Katie Francis, whose exceptional work as Secretary keeps us organised, efficient, and on track. She has been a huge help to me personally over the past two years, and her dedication and energy are appreciated more than she knows.

## Looking Ahead

The Adventure Garden has reached an exciting stage: we now have the opportunity to explore designs from other schools, evaluate their longevity, and decide on a final plan that truly meets our school's needs. Durability will be key, especially given the wear and tear we've seen on previous outdoor equipment.

Looking forward, **Alex Altona and Laura Lee** will bring their own ideas, style, and energy to the role of Joint Chairs. They should feel confident doing things their way, focusing on what they believe will best support the community. There will always be more ideas than time—but the magic lies in choosing the right ones.

And finally, Gift Aid deserves one last nudge: claiming it could bring in a substantial amount for the charity, so I encourage the team to prioritise it early next year.

## Thanks

One of our greatest strengths as a Friends group is the number of people who freely give their time, ideas, and enthusiasm. If you have helped in any way this year—whether serving at a disco, selling ice creams, donating cakes, filling a stall shift at the summer fete, or supporting behind the scenes—**thank you**. Our children's school experience is richer because of you.

Enormous thanks to:

- Suze, for stepping into the Treasurer role
- Alex and Laura, for preparing to take on the Joint Chair role
- Katie Francis, for her superb work as Secretary
- Everyone who has helped make this another successful year for the FoWCP

## Closing

I will be stepping down as Chair at this AGM.

I have absolutely loved my time working with this wonderful community of staff, parents, and students over the last two- and a-bit years. It has been a privilege to help bring events to life and create moments that our children will remember long after they leave primary school. Isla and Rupert both have such fond memories of their time here, and so many of those memories exist because of the things we've built and celebrated together. My final encouragement is simple:

**If you haven't volunteered with the Friends yet, give it a try.**

Whether you help at a single disco or run one of our flagship events, there is a place for everyone—and every contribution makes a direct, meaningful difference.

Thank you all for your support, your kindness, and your community spirit. We have achieved so much together, and I can't wait to see what comes next.

## 5. Treasurers Report for the year ending 31/08/2025 by Suzanne Hollander

This is my first report to you as Treasurer of the Friends of Wymondham College Prep School.

Before I start, I would like to say a huge thank you to all of the Friends, but in particular our Chair, Dan and our Secretary, Katie, for all the support they have given me since I joined the Friends.

The charity made a surplus of £15,982 in the financial year to 31 August 2025, comprising income of £20,385 and expenses of £4,403. For a school of our size, this is a fantastic amount and shows the enthusiasm and commitment of our whole school community. £10,716 of the surplus was transferred to the school during this financial year.

At the year end, the bank balance was £19,044, with £1,000 held as a reserve, £10,373 held in restricted funds and £7,672 in the general fund.

In prior years, PowerBI was used for reporting purposes, but we have moved the reporting back to Excel to reduce the time and complexity of reporting. It should also be noted that previous Treasurer reports have been based on a selection of accounting periods other than the actual financial year of the charity (which ends on 31 August). This makes year on-year comparison difficult and the focus this year has been to ensure that we are reporting to the Committee and Trustees a clear picture of our transactions to better support decision making. Going forward, the initial focus will be to undertake bank reconciliations on a monthly basis (something which has not been done previously), as a starting point for accurate and robust financial reporting. This will enable fuller analysis of individual event profitability, with the confidence that these figures tie back to the bank transactions.

We continue to use SumUp to take payments, and this is now our preferred payment method following the increase in fees for the use of PayPal.

The handling of cash continues to be an issue, potentially complicated by the imminent closure of our local branch of Lloyds Bank, although we will be able to deposit cash at the Post Office. The Chair currently deals with cash deposits, but this will need to be picked up by another member of the Friends moving forward.

In the coming year we will be looking at the possibility of using Sumup to streamline our expense reclaim process. It transpires that Gift Aid has not been reclaimed from HMRC for the past four years and so I will endeavour to resolve this and reclaim the funds to further add to the cash resources of the Friends (and ultimately the School).

**See below for financial breakdown:**

**Friends of Wymondham College Prep School**  
TREASURER REPORT - YEAR ENDED 31 AUGUST 2025



Allocation of Funds			
		£	£
<b>Balance @ 31/08/25</b>			<b>19,044</b>
<b>Allocation</b>			
	Reserve	1,000	
	Restricted Funds	10,373	
	General Fund	<u>7,672</u>	
	<b>Total</b>		<b>19,044</b>

Restricted Funds		
Fund Name	Active	Total
<b>25/26</b>		£
Trips & Experiences	Y	2,930
Y6 Restricted	Y	
Play Garden £20k	Y	7,443
Field	Y	
<b>Total</b>		<b>10,373</b>

Profits			
		£	£
Income	per bank	20,385	
Expenses	per bank	<u>(4,403)</u>	
<b>Surplus</b>			<b>15,982</b>

Payments to School	
	£
<b>Total</b>	<b>10,716</b>

Bank Reconciliation			
2025/26		£	£
	<b>Balance @ 01/09/24</b>	<b>13,778</b>	
	Deposits	20,385	
	Withdrawals		15,119
	<b>Balance @ 31/08/25</b>		<b>19,044</b>

Friends of Wymondham College Prep is a registered charity. Registered with the Charity Commission Registration: 1198845

**Friends of Wymondham College Prep School**  
TREASURER REPORT - YEAR ENDED 31 AUGUST 2025



Allocation of Funds			
		£	£
<b>Balance @ 31/08/25</b>			<b>19,044</b>
<b>Allocation</b>			
	Reserve	1,000	
	Restricted Funds	10,373	
	General Fund	<u>7,672</u>	
	<b>Total</b>		<b>19,044</b>

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Fund Name	Active	Total
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	£
<b>Total</b>	<b>10,716</b>

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**6. Election of Officers and Trustees of the Committee**

- **Chair** – Alex Altona and Laura Lee standing for election as Co-Chairs.

Proposed by Dan Orsborne, seconded by Suzanne Hollander. Vote unanimous.

- **Secretary** – Katie Francis
- **Treasurer** – Suze Hollander

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

Dan Orsborne announced he was going to be stepping down. Until recently Dan was going to step down later in the year, but he has decided to stand down today.

**Request from an attendee:** for us to share Dan’s decision. This led to a further discussion about the disco. Summarised as follows:

- Clearer communication to parents about why last-minute offers of help were declined, on Thursday evening, would have been helpful. This was noted as learning for future events.
- Discussion about alternative approaches to automated sign up led to no preferable solutions being presented.
- Discussion about whether we could assume everyone would attend unless they say not. Implications for volunteer recruitment, management and oversight were discussed.
- One attendee who works with a lot of volunteers shared that making difficult decisions and saying no to people is hard, but that in her experience being consistent is key.
- Accountability. Have parents become used to the school accepting of parents who disregard deadlines? School considering taking a firmer line on deadlines as this issue does have huge implications for WCPS staff time. Example of chasing Christmas dinner orders given. Possible watershed moment and time to review? Examples shared from two other voluntary organisations where taking a consistent line on deadlines, while hard, is important.
- Could registers be sent to teachers a week before the deadline for teachers to check with parents for not registered parents? Concern for teacher time and extra onus on event organiser. Wider feeling was responsibility for chasing sign-ups can't sit with the Friends, we need parents to take responsibility for signing up their children.
- Ability to look up bookings, once registration has closed was acknowledged problematic. This has now been resolved.
- School calendar in RoundUp, very helpful.
- The only reason we have a booking system is because of the time Dan has spent making and revising it. We are lucky to have it as we don't have the money to buy expensive systems.

## **Special Business**

- 7. Other items - None.**

## **Any Other Business**

- 8. Other Business - Dan gesture of thanks shared.**