

FRIENDS OF ROWAN ASSOCIATION ('FoR' or 'Association')

Annual General Meeting on 25th June 2024 at 9am - Library, Rowan Hill ('the Meeting')

Meeting Minutes

1. ATTENDEES

There were 16 Members in attendance including the following Officers (Trustees) of the Association: Mrs Sarah Raja (Headmistress), Mrs Victoria Buss (Chairman), Mrs Rachel Brooks (Vice Chairman), Mrs Suzanne Cheadle (Honorary Secretary) and Mrs Alex Leighton-Davies (Honorary Treasurer).

Victoria Buss (VB) welcomed everyone to the meeting and thanked them for their attendance.

2. SUMMARY OF PREVIOUS YEAR ENDED 31 AUGUST 2023

2022/2023 was the second year the parent team above were responsible for FoR. It was another busy and successful year for the Association. Alex Leighton-Davies (ALD) outlined that FoR had organised various events including the annual Christmas and Summer fairs, Brae and Hill Valentine Discos, and an informal Parent Party with live band, alongside other fundraising activities such as an online auction of unique Rowan prizes, termly onsite uniform sales and Christmas cards sales. Generous donations were also received in the period, comprising £2.1k from Legal & General and a total of £430 from Rowan parents.

ALD presented the draft financial statements for the year ended 31 August 2023 and confirmed they had been independently reviewed. Total income for the period was £49,934, with net funds raised during the year of £30,882 (including £1,661 for other charities).

School projects funded by FoR in the period amounted to £33,288. These included the final payments for 16 virtual reality headsets (£4,322) and the co-funded project to resurface the grass area in the Rowan Hill Spinney to enable year-round play (£8,500); three new 3D printers and a laser cutter for the Engineering & Technology department (£2,379); updated wet play resources for each Rowan Hill class (£1,312); playground equipment for Rowan Brae (£277); additional library resources (£1,000); and, a contribution to author visits (£498). FoR also contributed £15,000 to the renovation of the Preschool and Nursery learning and play spaces, as part of school's wider redevelopment of the Rowan Brae site in August 2023.

Closing FoR funds as at 31 August 2023 were £49,818. ALD confirmed that more than 75% of monies raised in the years ended 31 August 2022 and 2023 had been reinvested into school by 31 August 2023. The carried forward balance of £49,818 largely related to funds brought forward from pre-covid periods (£33,713). (*See financial statements for details.*) The focus for the current year ending 31 August 2024 has been to reduce this balance through additional funding projects to enhance the girls' learning and school experience.

APPROVAL OF THE 2023 ACCOUNTS

The draft financial statements were circulated to Members on 5 June 2024 and approved at the Meeting. ALD confirmed they would be submitted to the Charity Commission before the 30 June 2024 filing deadline. *PMN: Copy available on Charity Commission website and on FoR's website: <https://www.rowanpreschool.co.uk/parents-information/friends-of-rowan>*

APPROVAL TO APPOINT INDEPENDENT REVIEWER FOR 2024 ACCOUNTS

ALD explained that, under FoR Rules, the appointment of an independent reviewer (if required) and their remuneration is to be voted on at the AGM. As it is not certain at this stage who the independent

examiner will be (if required for the year ended 31 August 2024) nor what they will charge, it was unanimously agreed at the Meeting (as in prior years) that the FoR Committee could approve this without further reference to the Members.

3. PROGRESS YTD - EVENTS AND FUNDING PROJECTS SINCE 1ST SEPTEMBER 2023

VB provided a summary of the FoR events that have taken place this academic year: Movie Night for Rowan Hill girls (£340); Christmas Fair (£5.2k); Christmas card sales (£465); Wreath-making workshop for parents (£60); Valentine's Discos (Hill & Brae - £1.7k); Parents' Summer Ball at Woodlands Park Hotel, including Live Auction (£4.2k); Summer Fair (£4.7k); second-hand uniform sales each term (total £7.8k); and, with only the upcoming whole-school Sports Day remaining on 28 June 2024 where the outgoing FoR team will provide refreshments and pre-ordered picnic lunches. The FoR team also presented at the school's Information Evenings and hosted a New Parents' Coffee Morning in September 2023.

ALD provided the Meeting with a copy of the draft FoR financials for the 2023/2024 year-to-date showing total funds raised so far this year of £28,434, including £721 to date from commission schemes such as easyfundraising and Nametags. This also included raising the following donations for the school's nominated charities each term – Shelter (£249 from Christmas Card sales), Young Minds (£1,747 from Valentine's Discos) and Barnardo's (£939 from the Summer Ball's Live Auction).

UNIFORM

It was highlighted by those at the Meeting how successful the uniform sales have been (c.£8k) and thanks were expressed to Mrs Ann Cowling (Uniform Rep) for her invaluable contribution. Mrs Jules Whittaker asked why the outgoing FoR team thought uniform revenue had been consistently high over the last few years. It was noted that there is great demand from Rowan parents to have access to second-hand uniform at discounted prices; the timing of the sales may have helped – early Autumn term (before the change to winter uniform), end of Spring term (before the change to summer uniform), and at the end of Summer term (on Move Up Day when new joiner parents come); there has also always been a good stock supply because FoR reached out to parents to collect uniform donations a fortnight before each sale; and, the pricing structure used (based on the condition of each item, rather than just one price for a particular item) allowed FoR to maximise the returns on those items in very good condition, whilst still providing uniform at considerably lower prices than Alleycatz.

FUNDING PROJECTS

ALD explained that the Committee had focused this year on identifying new projects FoR could fund (or co-fund with school) to utilise a significant portion of FoR's available funds since monies raised should be spent on a more real-time basis on current pupils to enhance their learning and experiences (as opposed to accumulating funds). The Committee met with Mrs Raja and Mrs Langham several times to discuss more sizeable projects and to identify funding ideas for each school department / area of the curriculum. As a result, FoR have successfully funded the following items and experiences (total £33,096) during the current year:

Library – Full redesign and refurbishment of both Hill and Brae library spaces (£17,500 FoR contribution to 50:50 co-funded project with school). The work will take place during the summer holidays 2024.

Engineering & Technology – Pro kit cars to build life-size electric vehicles (£7,700)

Sports – High jump equipment (£1,905, co-funded with Surbiton High School's PTA)

Science – Visiting planetarium (£900), Hatching eggs (£342)

Wellbeing Week – Mobile farm visit (£500), Reptiles experience (£500)

Early Years – Water play resources (£708), Wooden nesting houses (£156)

History – Outdoor illustrated timeline (£595)

Spinney - Outdoor bean bags for Y6 Gazebo (£440)

Computing – Stop motion cameras (£400)

Art – Resources to decorate the treehouse in the Spinney (£300)

Inclusion – Smart games (£250)

School Houses - House pin badge for every pupil, house flags for sports days and good marks trophy (£900)

ALD confirmed a further £21,732 in proposed funding projects will be forwarded by the current FoR team to parent members for approval before the end of this term:

Performing Arts – Large screen, projector and tiered staging (£14,000 FoR contribution to 50:50 co-funded project with school)

Key Stage 1 Computing - Dash robots (£2,142), with FoR contribution to 10-year subscription (£500 p.a.)

Sports - Bounce Beyond workshop for all Reception to Y6 girls on National Fitness Day, 18 Sept 2024 (£590)

PMN: The three proposed funding projects above were successfully approved by parents at the end of Summer term 2024. Following receipt of the finalised invoices for all the above projects, FoR funded projects totalling £42,549 during the year ended 31 August 2024.

PMN: From 2021/2022 to 2023/2024, FoR raised total funds of £100k with the phenomenal support of Rowan parents. £92k was used to fund projects for the girls at school and £7k was raised specifically for other charities. FoR's closing funds at 31 August 2024 are £35k (mainly being the £34k brought forward from earlier, pre-covid periods) - of which £12k is now designated to be spent in future periods on the final instalment payment for the above Performing Arts project, the Bounce Beyond workshop, and the remaining nine years of the Dash robots subscription.

4. ELECTION OF TRUSTEES / COMMITTEE MEMBERS

Other than Mrs Raja, as an ex-Officio appointee, all the Officers and Committee members retired from the Committee (as required under the Association's rules as registered with the Charity Commission for England and Wales). VB, ALD, Rachel Brooks and Suzanne Cheadle confirmed they would not be standing for re-election. Similarly, Deborah Allen and Hina Afzal (Committee members) did not stand for re-election as they were leaving / had left Rowan.

VOTING OF COMMITTEE OFFICERS (TRUSTEES)

- (a) Mrs Anuradha Brown was elected as Chairman.
- (b) Mrs Julia Whittaker was elected as Vice-Chairman.
- (c) Mrs Achana Sanjeev was elected as Honorary Treasurer.
- (d) Mrs Flo Milford was elected as Honorary Secretary.

VOTING OF COMMITTEE MEMBERS

- (e) Mrs Inga Ross was re-elected as a Committee member.
- (f) Mrs Ann Cowling, Mrs Sally Bunting and Mrs Natasha Patel were elected as Committee Members.

The incoming FoR Committee includes both Hill and Brae parents, specifically Mrs Sanjeev, Mrs Cowling and Mrs Patel for the Brae, to help consider the appropriateness of future events and funding projects for both Hill and Brae pupils and sites.

VOLUNTEERS

It was also confirmed that the following parent volunteers had kindly agreed to continue in their roles for the 2024/2025 year:

Mrs Ann Cowling - Uniform Rep

Mrs Flo Milford - Christmas Card Lead

Mrs Nataliya Lloyd - Social Media Lead

Mrs Sanah Siddiqui – Local Charity Rep
Ms Alex Emery & Mrs Genny Assersohn - New Parent Reps

5. APPROVAL OF OTHER RESOLUTIONS IN AGM NOTICE

It was agreed that Anuradha Brown and Achana Sanjeev replace Victoria Buss and Alex Leighton-Davies as bank signatories

It was agreed that Alex Leighton-Davies' home address be replaced with the home address of Achana Sanjeev for banking purposes. Similarly, it was agreed that Alex Leighton-Davies be replaced by Achana Sanjeev for the purposes of all payment platforms used by FoR (including Zettle and PayPal).

BYLAWS - It was agreed that the Association's Bylaws be amended as proposed in the Notice of the Annual General Meeting (Appendix 1), as previously circulated to Members on 5 June 2024.

6. FUTURE FUNDING PROJECT OPPORTUNITIES

Mrs Vicky Langham (School Business Manager) advised the Meeting that the following funding project ideas had previously been discussed with the outgoing FoR team:

- Kiln for the Art room
- Redevelopment of the Glen, an outdoor play area at the Brae
- Minibus provision

These ideas were discussed in the context of being co-funded projects with the school. The school was not ready to take them forward in 2023/2024 but they remain under consideration for future periods and to be discussed with the incoming FoR Committee.

ALD confirmed that the formal Funding Request Form and a Funding Idea Form are available on the school portal / FoR's website and can be used by any parent, member of staff or FoR Committee member wishing to submit a funding project idea for consideration. *PMN: Funding Idea Form to be added to FoR's website.*

Mrs Shelly Murphy proposed an idea to support sustainable costumes for school productions and assemblies, e.g. using second-hand shops and passing down costumes to upcoming year groups. All in attendance agreed that this was a good idea and an area for further discussion. It was noted it could also include passing on Christmas jumpers and nativity costumes. Mrs Raja advised that storage at school remains a challenge.

Mrs Achana Sanjeev enquired about the possibility of an exam preparation event. Mrs Raja advised that the existing preparation support is carefully crafted and designed to support all girls through the senior school process and to cover the breadth of skills required to successfully secure a senior school place.

ALD noted that FoR's remit is to organise social events for the girls and their families and to ensure that FoR funds are spent appropriately on school facilities and projects that will enhance the girls' learning. The aim is for FoR to fund what can be described as "extras", rather than "essentials" that the school should be expected to fund. Sometimes, FoR Committee members or Class Reps receive parent queries falling outside of this remit and should advise parents to contact the school directly instead.

7. OUTLINE OF 2024/2025 PLANS

Mrs Anu Brown advised the Meeting that the incoming Committee volunteers were in the initial planning stages for the year ahead but that they expect to continue the annual Christmas and

Summer fairs, plan a parent event and will continue to support other charities - alongside continuing to deliver some smaller FoR events and experiences for the girls.

8. AOB

- a) **Handover to new FoR team** – The outgoing FoR team had already met with members of the new team prior to the Meeting for handover discussions. At the Meeting, ALD shared a handover document listing all FoR registrations and logins to be transferred over to the new team, and noted that all information and documents are saved in the FoR folder on the school's Sharepoint site.
- b) **Events data** - VB confirmed that the FoR Committee, not the school, are responsible for managing data for FoR events, e.g. generating attendee lists from Trybooking or setting up a Microsoft form in the FoR account for this purpose.
- c) **Parentkind** - ALD confirmed that helpful guidance can be found through FoR's membership of Parentkind: www.parentkind.org.uk – including FoR's own insurance, plus guidance for PTAs on GDPR, raffle licences, auctions, trustee roles and responsibilities, financial recordkeeping etc.

9. CLOSE OF MEETING

Mrs Raja and Mrs Vicky Langham thanked the outgoing FoR team for their time and effort over the last three years.

VB closed the meeting.

Appendix enclosed:

1 – AGM Meeting Agenda

THE FRIENDS OF ROWAN ASSOCIATION (FoR)

ANNUAL GENERAL MEETING – TUESDAY 25th JUNE 2024, 11am – at ROWAN BRAE

AGENDA

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| 1. Welcome & introductions | VB |
| 2. Summary of the prior year - 2022/2023 <ul style="list-style-type: none">- Approval of accounts for the year ended 31 August 2023- Approval to appoint independent reviewer for the accounts for the year ended 31 August 2024 | ALD |
| 3. Summary of current year – 2023/2024 <ul style="list-style-type: none">- Events- Funding projects | VB / ALD |
| 4. Election of trustees and committee members | VB / All |
| 5. Approval of remaining resolutions in AGM notice | ALD / All |
| 6. FoR workstream volunteer leads for 2024/2025 <ul style="list-style-type: none">- Second hand uniform - Social media - New parents- Christmas cards - Local charities - FoR website | VB |
| 7. Future Funding Projects | Vicky Langham |
| 8. Outline of current 2024/2025 plans | New FoR team |
| 9. AOB | All |
| 10. Close Meeting | VB |

VB - Vicki Buss (FoR Chair), ALD - Alex Leighton-Davies (FoR Treasurer)