

In attendance

Avril Stockley (Headteacher)
 Andrea Visus (Outgoing Trustee/ Year 1 Class Rep)
 Oliver Allen (Outgoing Trustee/ Reception parent)
 Erica Belanger (Outgoing Trustee)
 Caroline Field (Incoming Interim Trustee /Year 6 Class Rep)
 Maaike Wierks (Incoming Interim Trustee /Year 3 parent)
 Emma Duckworth (Reception Rep)

Isma Adams (Reception / Year 3 parent)
 Alice Cox (Reception parent)
 Eva Gheorghiu (Year 3 Class Rep)

Apologies

Erica Alfonso (Year 2 Class Rep)
 Yasmeen Cappuccini (Year 4 Rep)
 Nauri (Year 5 Class Rep)

1. Welcome

Andrea welcomed all in attendance and confirmed the purpose of the meeting was to:

- follow up general meeting held on 21 October to confirm outcome of finding at least two new Interim Trustees
- review 2019 – 2020 Annual Accounts (ended August 2020).

2. Annual Accounts, 2019 – 2020

The meeting began with the review of last year's annual accounts, presented by Oliver Allen, (former Treasurer). Below a detailed final position of the year ended August 2020.

FOHWS 2019/20 Accounts	Income	Expenditure	Net
<i>Fundraising events and activities</i>			
Friday Fun (x3)	816.70	0.00	816.70
October Food festival	636.60	0.00	636.60
Quiz Night	483.83	130.40	353.43
Xmas Cards	1,054.65	777.51	277.14
Xmas Fair	5,250.62	605.01	4,645.61
SUB-TOTAL	8,242.40	1,512.92	6,729.48
<i>Donations, sponsorship and online</i>			
Parent donations	1,076.18	0.00	1,076.18
Cow & Co Ongoing Sponsorship	100.00	0.00	100.00
Craig and Rose Sponsorship (Summer Fair '19)	150.00	0.00	150.00
Easyfundraising	98.78	0.00	98.78
Amazon Smile	14.73	0.00	14.73
SUB-TOTAL	1,439.69	0.00	1,439.69
<i>Admin, other and delayed expenses</i>			
Lloyds compensation	330.00	0.00	330.00
PTA membership and insurance	0.00	110.00	-110.00
Lottery licence	0.00	20.00	-20.00
Green BBQ delayed expenses	0.00	50.75	-50.75
Summer Fair 2019 - Common Hire	0.00	240.00	-240.00
Bank interest	0.26	0.00	0.00
SUB-TOTAL	330.26	420.75	-90.75
Fundraising events and activities	8,242.40	1,512.92	6,729.48
Donations, sponsorship and online	1,439.69	0.00	1,439.69
Admin and other	330.26	420.75	-90.75
NET FUNDS RAISED PRIOR TO GRANTS	10,012.35	1,933.67	8,078.42
<i>Grants to school</i>			
Pupil Chromebooks		8,845.00	
Learning Zone PCs		1,759.84	
Writing stimulus books		602.13	
Cameras		593.33	
Plants in every class		425.01	
Mud kitchens		399.99	
Lights for performances		198.33	
TOTAL GRANTS TO SCHOOL		12,823.63	
<i>Annual Return 2019/20</i>			
TOTAL INCOME	10,012.35		
TOTAL EXPENDITURE		14,757.30	
<i>Balances carried forward</i>			
Lloyds bank account	24,993.22		
Cash on hand	371.73		
TOTAL FUNDS AT 31/8/20	25,364.95		
<i>Restricted funds</i>			
Environment fund	1,356.65		
Audio equipment for school hall	1,000.00		
TOTAL RESTRICTED FUNDS AT 31/8/20	2,356.65		
TOTAL UNRESTRICTED FUNDS AT 31/8/20	23,008.30		

The key points discussed were:

- £8,000 was raised from September to February, at which point fundraising was stopped due to COVID-19. Had the momentum continued, income was projected to have been £17,000-18,000. This would have been higher than the last two years, despite moving to a one-form entry school and was due mainly to streamlining number of events and reducing costs associated with events.
- The Friends of the William Hogarth School (FOWHS) granted the school £12,823.63 during this period, including for the purchase of 30 Chromebooks, 2 PC's for learning zones, stimulus books for creative writing to all years, digital photo cameras to each classroom to document learning, mud kitchen for Nursery outside area and plants to every classroom.
- The FOWHS still holds £25,000 in reserves, with approximately £2,356 restricted (£1,356 for environmental projects £1,000 for AV equipment).
- A meeting is due to take place on 16 November with the school to review previously discussed, but unallocated grants, ascertain current fundraising priorities and note confirmed grant requests. Any requests made by the school will be shared with the wider parent community to ensure Trustees understand and take account of the FOWHS members before granting funds.
- Other mechanisms for passive income remain in place via Easy Fundraising and Amazonsmile.com, which generated over £200 from only 10- 15 parents. If this was broadened across the school, it could generate more income.
- Reclaiming gift aid on £800 of donations generated a further £200. Future donations to the school should aim to be put through the FOWHS to enable the gift aid reclaim of 25% from HMRC.

Action:

- Oliver Allen to submit Annual Accounts from 2019 – 2020 to Charity Commission.
- FOWHS and School to publicise Easyfundraising and Amazonsmile.com among community to take advantage of Christmas and general increase in online spending.
- Meeting with Ms Stockley and Interim Trustees to discuss allocation of funds to school will be held on 16 November and requests/ Trustee recommendations will be shared with parents.

3. Appointment of Trustees for 1 year term

- It was confirmed that the following Interim Trustees have been appointed:
 - Maaïke Wierks (Year 3 parent) and Caroline Field (Years 6 and 3 parent)
 - Mr. Harpley (Teaching Assistant) and Mr Cox (Lunchtime Supervisor) will be Staff Interim Trustees
- The Charity Commission register will be updated to reflect the new Interim Trustees and resignation of outgoing Trustees.

A discussion followed covering who would cover the administrative and financial duties:

- Bank signatories- two Trustees are required for this: It was agreed that Maaïke will take up one of the spots, and Ms Stockley will ask one of the staff members to become the second signatory.
- Three individuals are required to be registered with HMRC to reclaim gift aid. It was agreed that Caroline will take up one of the spots, Ms Stockley will ask one of the staff members to take another and Andrea will act as the third official to complete the administrative duties.
- The aim is to complete these administrative changes prior, or as close to, the meeting with the school on 16 November to support a smooth and efficient transition.

Action:

- New Trustees to be added to the Charity Commission, gift aid and bank signatories.
- Resignation of Trustees to be updated to the Charity Commission, gift aid and bank signatories.

- Handover of all financial and administrative processes between Oliver to Andrea and subsequently Interim Trustees. All FOWHS documentation is held on a shared Google drive.

4. AOB

Thank you to the outgoing Trustees Oliver Allen and Erica Belanger for their work and support to the school over the last 3 years. Their dedication and vision have helped to strengthen the FOWHS structures and created a fantastic platform to grow the organisation to benefit the school and its pupils on an ongoing basis. We wish them both well.