

**WELWYN ST MARY'S SCHOOL FUND – ANNUAL GENERAL MEETING  
27 SEPTEMBER 2016**

**Present:**

Evelyne Welch (Chair), Mary Westley (Head), Adam Lishman (Treasurer), Jane Coates, Steph Dew, Louise Riley, Tracey Anderson, Tara Hirshfield, Caroline Spencer, Katie Mitchell (Secretary), Jacquie Moate, Chloe Murphy and Val Smith.

**1. Welcome**

Evelyne welcomed everyone to the meeting and thanked them for attending the joint School Fund and PTFA AGM. Evelyne made a special mention of thanks to Sarah Ellington for all her hard work and support whilst in the role of Treasurer. Sarah stepped down in this role in September 2016.

**2. Apologies**

No apologies, all present.

**3. Minutes of the last AGM**

No objections arose from last year's minutes. They were, therefore, formally adopted as a correct record of the meeting.

**4. Chair's Report**

Evelyne reported that the School Fund has been a registered charity since 2005. Its prime purpose is to buy additional resources to help support the educational experience of the children in as many ways as possible. The pressures on school budgets continue each year and make them ever more reliant on both the School Fund and the PTFA's help.

Evelyne confirmed that the School Fund had recently contributed £5,000 towards the cost of installing the Astroturf in the KS2 playground and KS1 playground equipment.

Evelyne explained that as a registered charity, the School Fund can claim Gift Aid. Gift Aid accounts for around 25% of our current total income and so it is important that everyone who makes a donation, and is eligible, completes the Gift Aid section of the form.

Evelyne further reported that in 2015/16 there were 23 families donating regularly to the school fund with 9 families making one-off donations in that year. However if the fund is to continue to meet its objectives, they would be grateful if more people could donate even as little as £1 a month, this could make a big difference. Evelyne went on further to explain that the School Fund provided an alternative way for people to make donations to the school. For the next year, there already 17 families committed to making regular donations. Evelyne thanked all those making contributions and also welcomed any ideas on how to continue to further increase number of donators.

Evelyne then went on to give an overview of the projects/items that the School Fund had contributed to over the last ten years, including Interactive Whiteboards, tables, mobile tray units, carpets, furniture, visualisers, playground equipment, IT equipment and extra resources for maths.

Evelyne confirmed that there will be a payment made for ten I pads to be purchased now, as an ongoing commitment to investment in the schools technology.

Evelyne finished by again thanking everyone that have and continue to make contributions to the School Fund and confirmed that both Mrs Westley and the Trustees will continue to exercise the trust that is put in them to spend the money responsibly.

## **5. Treasurers Report**

This was summarised by the Chair in the absence of a Treasurer. Sarah confirmed the School Fund as at 31<sup>st</sup> March 2016 the opening balance of fund was £3,771.

Evelyne went on to give a breakdown of income that had been received over the last seven years. Whilst there appeared to be a steady income during that period, some of the children of those donating would shortly be moving on to secondary school. The donations and regular payments have remained reasonably consistent over this period.

## **6. Committee Nominations and Elections**

The nominations then took place as follows:-

Evelyne Welch was proposed and seconded to continue as Chair of the School Fund. Adam Lishman was proposed and seconded to take over as Treasurer. Katie Mitchell was proposed and seconded as Secretary. Jane Coates was proposed and seconded to continue as a Trustee. Mary Westley continues as a Trustee in her capacity as Head teacher.

## **7. AOB**

Mrs Westley extended her thanks to Evelyne and all the other Trustees of the School Fund for all that they do.

## **8. Next meeting**

The next AGM will be 26th September 2017. It will again be held jointly with the PTFA and the School Fund.