

Friends of Wren Academy

Hilton Avenue,
London, N12 9HB
friendsofwrenacademy@gmail.com

AGM MINUTES

FY 2017-2018

Minutes of the AGM including Chair's report on FY18/19 plans.

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Legal and Administrative Information

CHARITY NAME & NUMBER

Friends of Wren Academy (FoW)

Friends of Wren Charity Commission Registered Number: 1139015

Registered as a 'Friends of' Association

ADDRESS

Wren Academy
Hilton Avenue
London
N12 9HB

GOVERNING DOCUMENT

Constitution Dated July 2008



FoW Academy
Constitution_2008.p

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Date and time of meeting

4th October 2018

8pm

David Lloyd Leisure Centre, North Finchley



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Attendees

Louisa Taylor (Headteacher)

Maria Grime (Outgoing Chair)

Ravleen Beeston

Pinky Badhan

Julia Challicom

Jon Challicom

Amelia Hill

Barbara Manko

Julia Oddy

Chris & Genna [Holly class]

Chris Borg

Dorota [Conkers class]

Emma West

Debbie [Acorn class]

Tunde Ulorumtoba

Apologies

Apologies were received from Selina Valani, Kaushika Kotecha and Neda Tafaghodi along with several Ordinary members of the Charity.

Welcome

Louisa Taylor welcomed all for attending and thanked the committee for its contribution.

Minutes of the last AGM & Matters arising

Minutes of the last AGM were circulated at the meeting. No one raised any concerns and no matters were outstanding from the minutes.

Election of Committee Members

The following Trustees served for the duration of this report:

Maria Grime – Chair person till Dec 2017

Moema Pimental – Chair person till August 2018

Selina Valani – Vice Chair

Kaushika Kotecha – Treasurer

Neda Tafaghodi – Secretary

These people have all since stood down.

The following people were elected as Trustees by a show of hands majority:

Julia Challicom – Co-Chair

Jon Challicom – Co-Chair

Ravleen Beeston – Vice Chair

Pinky Badhan – Co-Treasurer

Mukesh Badhan - Co-Treasurer

Selina Valani as Vice Chair and Neda Tafaghodi as Secretary were re-elected but have since stood down.

The Secretary role therefore is currently vacant.

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Our membership to Parentkind UK will reflect the above committee.

Many thanks to all of the wider committee members for their continued support.

Chair's report

The newly elected Chair Julia Challicom presented a note from the outgoing Chair Moema Pimental:

I would personally like to say to everyone involved in raising money for Wren well done and Thank You very much!

I believe it is evident that last year was a very productive and busy year for FOW which has resulted in it's great success. Over the past year FOW has had some very positive feedback/comments from parents/governors/teachers in our mission to be a successful PTA for the school raising valuable funds and that I think we can say we have achieved that. The events have been fun and the amount raised means we can kickstart the foundation works for the children's much needed playground.

We had communication issues and decided to keep most of it on emails but I have found that to move things quickly we often switched back to Whatsapp. This is something we will probably have to think carefully going forward.

I hope that FOW keeps going from strength to strength and has many new faces with new ideas who will come forward to help with all the fundraising activities. After all we are all doing this for the benefit of our very own children.

Once again Thank You and Well done.

IT WAS A REAL PLEASURE TO BE PART OF SUCH GREAT COMMUNITY

Wishing you all the very Best

Moema Pimentel

Julia Challicom then presented her and Jon Challicom's vision for FoW for FY18-19. The main themes for their Chairmanship are sustainability, digitalisation, diversity and inclusivity. There is also a focus on bringing the operating processes in line with current legislation and standards, for example GDPR compliance, information governance and financial reporting. See their full presentation below.



FoW_AGM.pptx

This year we will continue to raise money for the Year 4&5 playground as well as supporting ongoing expenses for the school mini bus and school library as required.

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Treasurer's report

Overall a very good end of year financial result.

In the year 1st September 2017 to 31st August 2018 Friends of Wren raised **£17,960.68 after expenditure** from events and activities compared to £5972.84 in the previous year.

Highlights include the Christmas Fair (total profit of £7395) and the Summer Fair (total profit of £8061). Notable too is the income from cake sales which arguably are the least resource intensive netting £1600 over the year.

In this FY Friends of Wren also contributed £3,703 for the creation of a sensory room.

	Income	Expenditure
Parents Events Donations (secondary)	625	
Christmas Fair	8557.23	1161.54
International Food Fair	937.28	22.78
Disco	2261.3	377.65
Money from selling property (MG)	1534.5	
Match Funding Donations	100	
Waitrose Green Token Challenge	270	
Cake Sale/Ice Cream	1659.45	27.65
Summer Fair	11582.08	3521.61
Second hand Uniform	167.7	
Christmas Card Project	203.5	
Donations to Wren Academy		3703.5
Other	329.61	1452.24
Sub Total	28227.65	10266.97
Balance	17960.68	

APPOINTMENT OF INDEPENDENT AUDITOR

Georgia Chrysochoos has been appointed as the independent auditor and will work with Pinky to verify the accounts are accurate before submitting to Charities Commission and HMRC.

SIGNATORIES FOR ASSOCIATION BANK ACCOUNT

We have 4 signatories for the bank account: Pinky & Kesh Dhamrait-Badhan and Julia & Jon Challicom. Payments are to be countersigned by a member of the opposite team. All previous signatories are to be removed from the account and access to accounts revoked.

Special Business

I. JOB SHARES & VOTING

It was agreed by a show of hands that when a job is shared each person will get one vote on matters arising.

II. CHANGE OF CHARITY NAME TO FRIENDS OF WREN FINCHLEY

It was agreed by a show of hands that the name of the Charity shall be changed to Friends of Wren Finchley. This is to differentiate it from the new Wren Academy Enfield opening in September next year.

III. ADOPTION OF UPDATED PARENTKIND CONSTITUTION

It was agreed by a show of hands that the latest version of the Parentkind Constitution is to be adopted by the Charity. This can be found here:



FoW Academy
Constitution_Oct 20

Other Business

I. SPONSORSHIP

The continued support of Martin Gerrard was accepted with gratitude. It was noted that to receive funds from the sale of houses new rules of engagement had been agreed. These are to be communicated to the whole school in an upcoming letter.

II. CLASS REPS

Class reps were missing from four of the eight classes. New volunteers came forward for 3 of these classes from attendees at the meeting. The idea to find class reps from the students of senior school classes was discussed and Louisa Taylor took an action to raise this at the next school meeting.

III. OTHER FUNDRAISING ACTIVITIES (MATCH FUNDING, CASH BACK SCHEMES, GRANTS, OTHER EVENTS)

Our fundraising events for last year included Summer and Christmas fair's, International Food fair and the school disco and bake sales. These will continue for this year and the summer fair will be combined with the school 10 year anniversary celebrations. Other ad hoc sponsorship of parents and community events also took place and will continue.

A big push on other sources of funding and 'free' money is to be made this year. A volunteer has been found to work on match funding and cash back schemes.

The following ideas were generated in the meeting for future fundraising events and things to consider:

Quiz night

Musical bingo

Meet a professional (secondary jobs event)

Movie night inc popcorn

Fireworks night

Sponsored fun run / Colour run

Escape room for secondary children

School cookbook

Using Olio app to get rid of leftover food from events

Guess the weight of a cake and then win it at a Bake Sale

Investing in a popcorn or candy floss machine so we don't have to outsource things we can do ourselves (e.g. slime)

Selling coffee in the morning to parents

Selling ice lollies on Friday's in summer term

MINUTES

Contact Information

friendsofwrenacademy@gmail.com

Company Information

Friends of Wren Academy
Hilton Avenue,
London, N12 9HB
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Friends of
Wren

Declaration

I declare that in my capacity of charity trustee:

1. The trustees have approved the report above and
2. Have authorized us to sign it on their behalf

Signature

Julia Challicom – Co Chair

Jon Challicom- Co Chair

Friends Of Wren Academy -FOW accounts

Bank account	5,470.25
Gold Account	1,022.02
Petty Cash	127.85
Cash in Hand	716.00
B/F	7,336.12
Receipts	
Accrued Income	
Parents Events Donations (secondary)	625.00
Christmas Fair - income	8,557.23
International Food Fair - income	937.28
Disco - income	2,261.30
Money from selling property (MG)	1,534.50
Match Funding Donations	100.00
Waitrose Green Token Challenge	270.00
Cake Sale/Ice Cream	1,659.45
Summer Fair - income	11,582.08
Second hand Uniform	167.70
Christmas Card Project	203.50
Other - income	329.61
Sub Total	28,227.65
Payments	
Christmas Fair - Expenditure	1,161.54
International Food Fair - Expenditure	22.78
Disco - Expenditure	377.65
Donations to Wren Academy	3,703.50
Bank Charges (£5 per month from November 16)	60.00
Cakes Sales/Ice Sales - Expenditure	27.65
Summer Fair - Expenditure	3,521.61
Other/General Costs	1,392.24
Adjustment to reconciled to bank account	- 112.18
Sub Total	10,154.79

Final Profit/Loss	18,072.86
Bank account as at 31st August 2018	23,885.94
Gold Account as at 31st August 2018	1,022.40
Petty Cash	122.23
Cash in hand	353.41
Current liabilities (to pay)	- 25.00
current debt (to receive)	50.00

B/F to 17/18	25,408.98
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25,408.98





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Friends of Wren Academy

FOW

registered Charity No. 1139015

RECEIPTS AND PAYMENT ACCOUNT FOR THE PERIOD 1st September 2017 to 31 August 2018

Chair Person	Julia Challicom	
Co-Chair	Jon Challicom	
Treasurer	Pinky Badhan	
Co-Treasurer	Mukesh Badhan	

AUDITORS STATEMENT

We report that we have examined the account, vouchers and record of the PTA and we are of the opinion that this account correctly records the transactions of FOW for the period 1st September 2017 to 31st August 2018.

Hon. Auditor

Name: Nalinika Endagama (ACMA)

Signature:

