



FOES Annual General Meeting
at Easingwold School, Wednesday 14th September 2016

Minutes

- 1 Present** Susan Deery (SD, Chair), Lorna Wood (LW, Treasurer), Fiona Skelton (FS, Secretary), Phil Benaiges (PB), Kate Stirton (KS), Gill Burn (GB), Vivienne Cooper (VC)

Meeting commenced 6.30pm

		Action
2	Apologies Rachel Ainger (RA), Elaine Walker (EW)	
3	Minutes from the previous FOES AGM and Bicentenary meeting The minutes from the previous AGM, on 17 th September 2015, were approved.	
4	Matters arising from the minutes None	
5	Chairperson's Report (Attached)	
6	Treasurer's Report (Attached, including Financial Statements for both funds) General Fund Bicentenary Fund	
7	Election of Officers Chairperson - SD was proposed by LW and seconded by FS. Treasurer - LW was proposed by SD and seconded by KS. Secretary - FS was proposed by GB and seconded by VC.	
8	Review of the Constitution The need for a review of the outdated FOES Constitution has been highlighted at a number of previous meetings, so a sub-committee meeting was held in the summer term to draft a new version. The aim was to create a document that is up to date and properly reflects what the charity does and how it operates. In particular, the committee wanted the Constitution to provide clear guidance as to the management of the Bi-Centenary Fund, i.e. how funds are to be used for the benefit of students, and how excess funds may be used to fund a larger school project. The draft was prepared with the help of the model constitution provided by PTA UK, advice from solicitors, and through conversations with former FOES committee members. The attached draft was approved, and it was agreed to forward it first to the solicitors for review, and then to the Charity Commission for it be formally adopted.	LW to forward draft Constitution to Harrowells Solicitors for review, and then to Charity Commission within 21 days of AGM.

9 Fundraising requests

Funding requests attached.

Music Dept – Request received for funds (£1443 in total) to buy 17 new keyboards and 10 keyboard stands – it was agreed to pay this amount from the Bi-Centenary account.

Ms Taylor & Mr Tiffany (GCSE Support) – Request received for funds (£997 + vat) to pay for a visit by an Inspirational Speaker, Richard McCann. It was agreed to pay for this visit from the Bi-Centenary fund, pending further discussion with the school team.

(Some FOES members present noted, after watching part of a youtube video of a talk by Richard McCann, the effect aspects of the speaker's story might have on certain children. Enquiry was made as to whether parents might be given the opportunity to be directed to view the same video if they wished, and whether permission ought to be sought for their child to attend the talk?)

Library – Request received for funds (£550) to pay for a visit from author, Tom Palmer – it was agreed to pay this amount from the FOES account.

Music & Drama Dept – Request received for help with funding props and costumes for the House Music and Drama Competition – it was agreed to pay a total of £100 (£20 per House) from the FOES account.

Mr Geeson – Request received for funds to pay for supplies for the Warhammer lunchtime club – it was agreed to pay £60 from the FOES account.

SD to discuss this concern with Ms Taylor/Mr Tiffany.

10 Future events

Autumn Social (7th October 2016)

All ticket sales for this event will be online this year, via PTAsocial - hoping to launch this facility by the end of the week.

Posters were shared out for distribution.

Remaining jobs discussed, and allocated.

SD and VC's husbands have very kindly offered to organise the bar themselves again this year... their help is much appreciated!

FS to allocate tasks on PTAsocial as agreed, and remove Bar tasks altogether.

11 Correspondence

FOES had received a thank you letter, email and card from recipients of funds from the last set of bids... these were much appreciated.

12 Any other business

None

13 Date of next meeting

The date of the next meeting is Wednesday 9th November 2016, at 6.30pm.

Meeting finished at 9pm.

Friends of Easingwold School: Chairman's Report 2016

I would like to start the evening by welcoming back existing members and extending a very warm welcome to new members, staff, and interested friends who have come along to see what we do.

It would however be remiss of me not to reflect first on how things stood at the same time last year. At our September 2015 AGM we said our goodbyes to two particularly long-serving members; Linda Gordon, our outgoing Secretary had fulfilled the role twice over many school years, and I'm sure we will all agree was endlessly efficient as well as generous with her time and donation of gifts for events. We thank her again and wish her well in her evermore involved career; Fiona Warriner also served as Chair for nearly five years, and her enduring commitment to FOES, and determination to remain positive in the face of many challenges as well as triumphs was longstanding.

I note from her final address her thanks also to John Butcher which I'm sure we all continue to endorse as despite his recent retirement he remains an unfailing champion of FOES, and is returning with his band to play at the Autumn Social Event in October.

2015-16 has been a year of, transformation and modernisation for FOES, as Linda and Fiona had hoped it might be. This has been largely due to the increased engagement and support of all of you bringing new ideas and vision, so our sincere thanks for your hard work in making this year so successful. Fiona Skelton, who despite misgivings in undertaking the vacant role of Secretary, (and against her better judgement!), has led and developed many of the transformations we have all witnessed and without which we may well have floundered. We are indebted to her for her enthusiasm.

At the end of September 2015, we were provided with our first opportunity to meet and engage new parents at the Year Six Open Evening, and our conversations gave us food for thought about different and creative ways of gaining and maintaining support in the context of parents' busy working lives, including our own!

Fiona made an early start to on-line engagement with Easy Fundraising (now with a healthy 70 supporters), and it was full-steam ahead to work on the increased use of the school website to promote FOES activities. Planning also began immediately for the Autumn Dance, which we are delighted to say was a huge fundraising success, making in excess of £1300 for FOES, and was a fantastic night had by all. Bob, the school Chef and his team, catered for nearly 100 people, who enjoyed a range of supper options, and were able to taste first hand why he has earned his strong reputation with our children for making great food. Mr Butcher and his ever-popular band, Traces, played from a full repertoire ensuring we all got off our seats, and the silent auction, introduced and managed by Kate Stirton for the first time proved great fun as well as a huge fundraiser. Thanks to everyone who worked so hard, including our sponsors, bar tenders, waiters, and table decorators!

Our participation throughout the year in the Careers Convention (November 2015), School Production (February 2016), Open Evening (March 2016), Treasure Hunt (June 2016), and Summer Concert (July 2016) offers us additional opportunities to meet parents, and we gain a steady income from the provision of refreshments. This year we additionally sought donations from keen bakers, and had a very successful sale of those left over at the end of term Concert.

We focused our second main fundraising event on an Easter raffle, which we chose to draw at the Year Six School Welcome Evening. Eight quality hampers were created from donations within school and outwith, raising over £1500 for the pupils of Easingwold School. Huge thanks were expressed to all our contributors, parents, and local businesses.

Most notably, through our fundraising and the income from the Bicentenary fund, we were able to support all of the bid requests from school departments for support this year. This included the purchase of high definition cameras for Humanities, support for a breakfast club led by Youthy, laptops to support the Examinations Officer relieve pressure on teaching and learning spaces, an online revision Support Tool as well as support for an educational trip as part of the Wider Skills Project.

All these fundraising activities and events have been supported by the introduction of PTA Social. This is a volunteering website and communication tool. It acts as a private social network from which to promote and organise, and on which people can volunteer for school events. We now have 60 parents signed up to the site, and indeed some of those attending the open evening in March expressed interest in introducing it to their Primary Schools. This allows us to engage support for specific events, so that parents can target their support without having to make additional time commitments for meetings to organise events. We are optimistic our numbers will continue to swell, and parents will use the new medium to share the fundraising challenge.

The role of FOES is becoming increasingly necessary and valued in the current climate of decreased local authority funding, and we started early discussions regarding possible FOES/Bicentenary support for larger projects in school. In doing so we were forced to recognise our Constitution was in need of updating, and have been working throughout the year to be able to provide a draft to this AGM.

We hope the new Constitution will provide a clearer pathway ahead for decision-making around supporting school requests for small and large items/projects, and the financing of this. For financial and legal advice on this we must thank our Treasurer Lorna, and her husband, who have been particularly helpful with their time and knowledge. Lots goes on behind the scenes to make these things possible!

We have also discussed this year the interest that some members of our wider community have expressed in all productions and concerts, and are planning to support advertising of these to widen participation and support.

We concluded the year with a much-increased sense of optimism, better-prepared to move forward, with those already in place willing to continue their roles respectively as Chair, Treasurer, and Secretary unless there are others keen to take the roles on this year instead?

Many thanks have already been given, but I would also like to finish by thanking the school staff, for their help and support in moving many of these innovations forward. And also to all of you who support FOES in whatever way you can, small or large. We are proud to say that we are still standing despite our uncertain start to the year and perhaps taller than ever thanks to your engagement and support.

Treasurers Report 1/9/2016

Year end June 2016

This year we have managed to set up with Barclays a way of checking online balance for the current account. We have set up a FOES email account and PayPal account.

To confirm the signatories for the bi- centenary account are:

Emma Robins, Susan Deery and Lorna Wood

and for the current account are:

Susan Deery, Lorna Wood and Fiona Skelton

Accounts dated June 2015 - June2016 are attached.

Brewin Dolphin

Brewin Dolphin looks after a large sum of money for us and pays any dividend shares into our Barclays account. We have 3 different accounts with Brewin Dolphin as explained by Michael Rankin below:

There are actually three different types of account linked to the Brewin Dolphin portfolio.

The income account collects all income paid by the investments, which is then paid to the charity bank account on the 5th of each month.

The deposit account holds all uninvested capital, pending reinvestment.

The dealing account is where all transactions are run through, which then settle out of the deposit account. Therefore, a quarterly fee or a transaction debit would initially show on the dealing account, before being settled using funds on deposit

We had a meeting with Brewin Dolphin earlier in this year to review our portfolio and how it was managed. The two trustees for the money are Lorna Wood and Phil Benaiges. The valuation of our portfolio up to June 2016 is £142,662 (this is an increase of £2495 in the last 12 months). However:

“The figure shown on the balance sheet should be the acquisition cost of the investments, i.e. £106k - this is cost accounting which it looks like you've used in previous years. The market value could be used if you wanted to move to fair value accounting - obviously this year it would be an advantage as the market value is greater than the book cost, however if market value were to drop which inevitably it may do then your balance sheet figure would have to reflect this.”

We have 2 letters to look at from Brewin Dolphin:

1. Client Service Review
2. Details of a new investment

The Bi-centenary Barclays Account:

Balance as at 30/6/2016 is £7296.44 with no outstanding cheques to debit the account.

General Current Account at Barclays

Balance as at 30/6/2016 is £2066.34 with no outstanding cheques to debit the account.

We have made money with:

1. Autumn dance £1336.73
2. Easter Raffle £1515
3. Easter concert £1000

Points to note:

1. On the general account fund we paid out £1539.98 more than we received in.
2. We have earned from Easy fundraising £156.86

EASINGWOLD SCHOOL & SIXTH FORM
PARENT TEACHER ASSOCIATION CONSTITUTION

Updated 14th September 2016

The NAME of the Association is the FRIENDS OF EASINGWOLD SCHOOL.

AIMS

The aims of the Association are:

- a) To engage in activities which support and advance the welfare and education of the pupils attending the school
- b) To promote close cooperation and communication between parents, staff and pupils attending the school

MEMBERSHIP

Members of the Association will consist of parents/guardians of past, present and future pupils of Easingwold School, all academic staff, and persons wishing to support and assist the school.

The Headteacher shall always be an ex-officio member of the Committee.

GENERAL MEETINGS

All members are entitled to attend any General meeting of the Association.

All meetings, including the Annual General Meeting (AGM), are called by giving 14 days' notice of the meeting to the Members. The notice should specify the date, time and location of the General meeting as well as give an overview of the agenda.

General meetings should be held at least once each term. Additional meetings may be arranged by the Secretary upon request.

The AGM shall be held in the month of September of each year.

At all meetings, including the AGM, voting shall be on the basis of one vote per member present and the quorum shall consist of 6.

Resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

At an AGM the members:

- a) receive the accounts of the Association for the previous financial year
- b) receive the report of the committee members/trustees on the Association's activities since the previous AGM
- c) elect the committee members/trustees for the coming year
- d) appoint an independent examiner or auditor for the Association

THE COMMITTEE

The business of the Association will be managed by the Committee, elected at the AGM. All members of the Committee are trustees of the charity and are responsible for the property and funds of the Association.

The officers shall consist of a Chairperson, Secretary and Treasurer, and shall be elected from amongst the members of the Association. Officers of the Committee shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election at the next AGM.

The Committee may co-opt members to fill a vacancy occurring between AGMS. The co-opted member/s shall retire at each AGM but are eligible for election.

The committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association. It is important to keep accurate minutes to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school. A report should be made to the parents at the AGM of what has been bought.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association.

PROPERTY & FUNDS

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The books shall be brought to balance on the last day of June prior to the AGM at which they are to be presented, and the accounts shall be prepared by the independent auditor appointed at the previous AGM by the Committee.

THE BICENTENARY TRUST FUND

The Bicentenary Trust Fund is a subsidiary fund of the Friends of Easingwold School and assets are held subject to and in accordance with this Trust Deed.

The affairs of the Bicentenary Trust Fund will be dealt with alongside those of FOES. They shall be reported to within a designated subsection at each meeting of the FOES committee. Voting in respect of the distribution of Bicentenary Funds shall require the usual quorum of 6, however, in addition, those present shall include at least one of the named Trustees of the Bicentenary account, at present the Treasurer and Headteacher, as well as the Secretary and Chairperson as a minimum.

The primary aim of management of the Bicentenary Trust Fund is to retain the original Capital Fund (100k) and to amend the grants/gifts to the school depending on the level of income produced by the fund. Trustees can consider capital withdrawals for larger projects at the school within these parameters.

AMENDMENTS

This Constitution may be amended at a General meeting of the Association by a two-thirds majority of the votes cast, but:

- a) The Members must be given 144 clear days' notice of the proposed amendments.
- b) No amendment is valid if it would make a fundamental change to the Aims or destroy the charitable status of the Association and no amendment may be made to Property & Funds without the prior written consent of the Charity Commission.
- c) A copy of any resolution amending this constitution must be sent to the Charity Commission within 21 days of it being passed.

DISSOLUTION

The Association may be dissolved by a resolution presented at a General Meeting or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the Association.

The net assets shall not be distributed among the Members of the Association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the Committee.

If it is not possible to dispose of assets as described above, then the assets can be given to another charitable cause provided that the cause upholds the Aims of the Association.

I am writing to request funds for musical equipment. We would like to buy a new set of keyboards. The keyboards we are currently using are over 11 years old and unfortunately are showing signs of wear and tear and very few are in working condition. Currently we only have enough working keyboards for 6-8 students out of a maximum class size of 34. As you can appreciate, this is less than ideal especially if we are studying a whole-class keyboard scheme.

New keyboards will not only enable us to create interesting and exciting lessons, but we hope it will also help encourage prospective piano players into taking piano lessons. We hope this will increase the number of pupils able to accompany others in the school: whether this is in terms of soloists, duets, choirs, as well as in the Whole School Productions. Furthermore, we hope by providing more keyboards we will be able to encourage more students to play in our bands and ensembles.

With the increase of class sizes this year, I am asking for 17 new keyboards and 10 new keyboard stands.

Item	Website	Price	Qty	Total
Yamaha YPT-255 Keyboard	http://www.mveducation.com/invt/223879/	£79	17	£1343
Music Store KB-8 X-Frame Keyboard Stand 10-Pack	http://www.mveducation.com/invt/220675/	£100	1	£100
			Total	£1443

Thank you very much for considering our bid.

Michael Blackburn
Teacher of Music

Inspirational Speaker – Richard McCann

We would like to bid for some financial support to fund a visit from the inspirational speaker, Richard McCann. Richard is the son of the Yorkshire Ripper's first victim, Wilma McCann and was just five years old when she was murdered. In subsequent years, Richard's life descended into a downward spiral but many years later he was able to use his experiences to create a lasting and positive change. He has written a book about his experiences and has worked with charities supporting the victims of murder and man slaughter.

Richard visits schools and organisations around the world and his powerful story has proved to be an inspiration from people of all ages and from a wide variety of social backgrounds. The theme of his presentation is 'I can' and this message is more relevant than ever for today's teenagers as they strive for academic success and a sense of well-being and happiness. We believe that hearing Richard's incredibly moving and inspirational story about overcoming tragedy and adversity will serve to reach out to our GCSE students in a profound way.

There is a link to a TED talk given by Richard if you would like to find out more.

<https://www.youtube.com/watch?v=c7Mvjj8xxPo>

Richard is an exceptional communicator and his story is unique. I have heard him speak at my previous school on a number of occasions and the feedback from students and staff has been overwhelmingly positive in terms of improving motivation, aspiration and the adoption of an 'I can' philosophy. This has had an impact on GCSE students in particular as they aim to achieve the best possible exam results and therefore life chances that will impact on their futures.

Richard is able to present his story to all of Year 10 and 11 at a cost of £997 plus VAT. We appreciate that this is a large amount of money and your support would be very much appreciated as we try to secure funding for this exciting opportunity. Richard's story undoubtedly has the capacity to alter people's mind-sets in an extremely positive way and we feel this would greatly benefit our GCSE students as they continue on their journeys into young adulthood.

Thank you for considering our application for financial support.

Emma Taylor and Chris Tiffany.

7th September 2016

Our Ref: lrc/SB

To: The Friends of Easingwold School

Dear Friends

I would first of all like to thank the Friends for continuing to support the School Library, and thus enhancing our provision of supportive reading and educational resources.

Last year your funding enabled us to offer our KS3 students an opportunity to meet a local author, G P Taylor, who provided a series of presentations for our students about his experience as a local gothic fiction writer for young adults. He entertained and amused as all over the course of several presentations, and probably scared some members of his audience a little with his ghost stories! Unfortunately, our photographs from the event seem to have disappeared.

In addition, you helped support "Scribbler", our student newsletter, which published three editions during the school year, and aims to re-launch this academic year, hopefully with some enthusiastic contributions from some new keen writers.

This year we have been looking at our options for visiting authors, and are thinking of inviting Tom Palmer – if he has space in his very busy diary. Tom Palmer's books are mostly aimed at younger boys, and we have a number of his books in the School Library, many following a football theme, which, as you can no doubt imagine, prove extremely popular, particularly with some of our less enthusiastic male readers. It appears that Tom Palmer's school visits are very well received by this particular target audience, and we hope to be able to encourage some of our more reluctant readers by exposing them to his lively, often sports-themed style.

Tom Palmer charges £495 for his school visits, plus travel expenses. As he is not local the travel expenses are not easy to predict, but perhaps we can request a donation of £550 from FOES to hopefully cover everything.

Many thanks.

Yours sincerely

Sue Benn, LRC Admin Officer

Dear Foes

I am writing to you to request some help with the upcoming House Music and Drama competition. As I am sure you are aware, the competition is run and organized by the 6th form. They direct and organize the younger members of the school. In the past, the students have often used their own funds to purchase props and costumes. However, this is clearly unfair as some students have fewer funds available than others. I am therefore asking if FOES would be prepared to sponsor the event, offering each House a fund of £20 to support their work. This would make it much fairer for all houses.

Thank you for taking the time to consider this request.

Yours Sincerely

Catherine Windrum
Faculty leader Music and Drama

Dear FOES

Warhammer Club now runs on Monday lunchtimes and is a mix of strategy games and creativity - specifically the painting and making of model miniatures and scenery to be used within the games. A donation of anything between £30-60 would be greatly appreciated, allowing us to replenish our paints (typically £2.50 per 12ml pot) and replace some broken models.

Thank you!
Chris Geeson