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# The Friends of Lady Joanna Thornhill (Endowed) School

(Charity number 298123)

## AGM MINUTES

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| <b>Location:</b>  | The HUB at Lady Joanna Thornhill (Endowed) Primary School<br>& Google Meet                                                                                         |
| <b>Date:</b>      | 09 October 2025                                                                                                                                                    |
| <b>Time:</b>      | 2:30pm                                                                                                                                                             |
| <b>Attendees:</b> | Mrs. Foster, Mrs. Weiss, Alison Wood, Bex Hoare, Elspeth Dunn, Cath Hughes, James Dunn, Sarah Hart-Johnson, Shannon Fuller, Natalie Salgueiro Lorenzo, Chloe Gore. |
| <b>Apologies:</b> | Steph Smith, Laura Starley, Lucy Pollard, Melisa Newman, Hannah Muskett, Amanda Mclean                                                                             |

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### Welcome and Opening Remarks

The meeting opened with a welcome from the Chair, **Alison Wood**, who thanked everyone for attending and confirmed the meeting as the **Annual General Meeting (AGM)** of the Friends of Lady Joanna Thornhill Endowed School.

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### Approval of Previous Minutes

The minutes from the previous AGM were circulated in advance.

**Proposed by:** Sarah Hart-Johnson

**Seconded by:** Alison Wood

The minutes were approved as an accurate record.

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### Chair's Report – Alison Wood

Alison presented a summary of the year's activities and achievements:

- **Financial growth:** Fundraising increased by **14.5%** year-on-year, and donations to the school rose by **25%**.
- **Volunteer engagement:** The volunteer network has grown, particularly among new Reception parents (five class reps compared to one last year).

- **Community relations:** Strong relationships between the Friends and school staff have continued to strengthen, with record engagement from parents and local residents.
- **Events:**
  - The **Summer Fair** was the most successful to date, raising significant funds and community participation.
  - **Community involvement** has increased, with many attendees not directly linked to the school.
- **Projects funded:**
  - £2,500 donated for the **school library revamp**, including new shelving and updated reading materials.
  - Continued support for **OPAL play** development, including outdoor shelters and the large playground canopy.
- **Partnerships:** The collaboration with local artist **Shane Records** has created new opportunities for branded merchandise (prints, tote bags, etc.) to develop additional income streams.
- **Acknowledgements:** Thanks were given to all volunteers, parents, staff, and community partners. Expenses for events were at an all-time low due to generous donations and community support.

Alison concluded by announcing her decision to **step down as Chair**, citing the need for personal and family time, while confirming she will remain involved as a class rep and active volunteer. She encouraged others to consider leadership roles within the committee.

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## Treasurer's Report – Elspeth Dunn

Elspeth presented the Treasurer's Report for the financial year ending **30 September 2025**:

- **Total income:** £24,149  
(Raised through fireworks, Christmas and summer fairs, Santa Fun Run, quizzes, 50/50 Club, school disco, and uniform sales.)
- **Total expenditure:** £27,146
  - £16,815 donated to the school
  - £10,331 in running and event costs
- **Deficit:** £2,997 (compared to a near break-even position last year)
- **Reserves:** £7,806, meeting the charity's policy of maintaining roughly one year's running costs.
- Despite the small deficit, finances remain **healthy and sustainable**.

### Banking update:

Due to new monthly fees at Lloyds Bank (including a £4.25 monthly charge and high cash-handling

fees), the Friends have decided to **switch to the Co-operative Bank**, which better suits the charity's needs and fee structure.

### **Major donations to the school:**

- £1,880 – Reading shed
- £2,500 – Library refresh project
- £5,921 – Main playground canopy (ongoing project with planned additions such as hammocks, plants, and slide)

There have been a lot more donations with details found in the AGM pack Appendix 1

### **Future priorities:**

Continue careful financial management, maintain reserves, and ensure spending clearly benefits pupils and is visible to parents (e.g. performances showcasing funded instruments).

### **Thanks:**

Elspeth thanked all volunteers, parents, and staff for their continued support, as well as the independent examiner, **Mrs A. Simmons (MAAT)**, for reviewing the accounts.

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## **Vision for 2025–2026**

The outgoing committee shared a vision for the coming year:

- Continue strengthening the **school community** and increasing **volunteer engagement**.
  - Encourage more **DBS-checked volunteers** and parent participation.
  - Maintain focus on **inclusive, visible impact** projects so families can see where funds go.
  - Plan and deliver a full calendar of events including fireworks, Christmas Fair, Santa Fun Run, summer fayre, quizzes, discos, and pre-loved sales.
  - Develop new **community partnerships** to share workloads and improve sustainability.
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## **Committee Changes**

The following resignations were received with thanks:

- **Chair:** Alison Wood
- **Vice Chair:** Bex Hoare
- **Secretary:** Elspeth Dunn

A presentation of flowers and thanks was made to Alison and Bex for their outstanding leadership and contributions

### **New appointments (agreed by unanimous vote):**

- **Vice Chair:** Natalie Salgueiro Lorenzo (proposed by Alison Wood, seconded by Elspeth Dunn)
- **Secretary:** Cath Hughes (proposed by Alison Wood, seconded by Natalie Salgueiro Lorenzo)
- **Treasurer:** Elspeth Dunn (proposed by Alison Wood, seconded by Natalie Salgueiro Lorenzo)

### **Chair position:**

No nominations were received at this meeting.

It was agreed that Alison would **remain in post as Chair temporarily** until an **Extraordinary General Meeting (EGM)** can be held with 21 days notice given to finalise appointments.

If a Chair cannot be appointed at the EGM, the committee will discuss next steps, including dissolution of the charity in line with Charity Commission guidance.

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### **Any Other Business**

- Confirmation that the **quiz night** will go ahead as planned.
  - Discussion of the **fireworks event** and importance of pre-selling tickets to mitigate weather risk.
  - Agreement to circulate all slides, reports, and financial appendices to members following the meeting.
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### **Closing Remarks**

The meeting closed at **3:10 p.m.**

Alison thanked all attendees for their time and ongoing support of the Friends of Lady Joanna Thornhill Endowed School.

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### **Next Meeting:**

Extraordinary General Meeting (EGM) – to be held with 21 days (date to be confirmed).

**Appendix 1 - AGM Slides**

**Appendix 2 - Chair's Report**

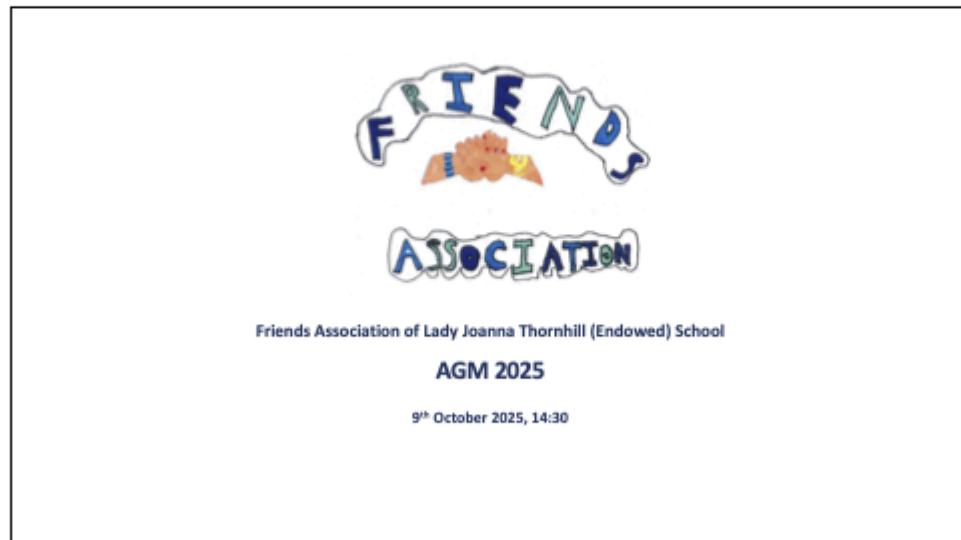
**Appendix 3 - Treasurer Report**

**Appendix 4 - Main Event's Profit and Loss**

**Appendix 5 - Statement for position of Secretary**

**Appendix 6 - Statement for position of Treasurer**

Separate Attachment - Accounts



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## **Chair's update on 2024/2025**

### **Successes**

2024/25 has been a huge success on many levels

- We have raised a huge sum of money **up 14.5%**
- **Increased** donations to the school by **25%**
- Our Volunteer support is growing – We already have 5 Year R reps, compared to 1 at the same time last year – a testament to the efforts of working with the school and attending the open evening events.
- Relations within the school move from strength to strength – true collaboration.

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## Chair's update on 2024/2025

### Achievements

- We continue to offer children an enhanced school experience –
  - pantomimes, music (samba drums), Opal, sun/rain shelters, Reading Nook, revamped library, shelving and new books along with an audit of all existing books.
- Worked in tandem with school on joint projects – Shane Records / Art studio
- Transition the big events into community events rather than school fayres
- Moving to work smarter – focus on big revenue items, prepaid events (Santa fun run), catering help to free up volunteers

### Thank you

- To all Volunteers, Reps, Parents, Teachers, Families and Community who support us and who come to our events.

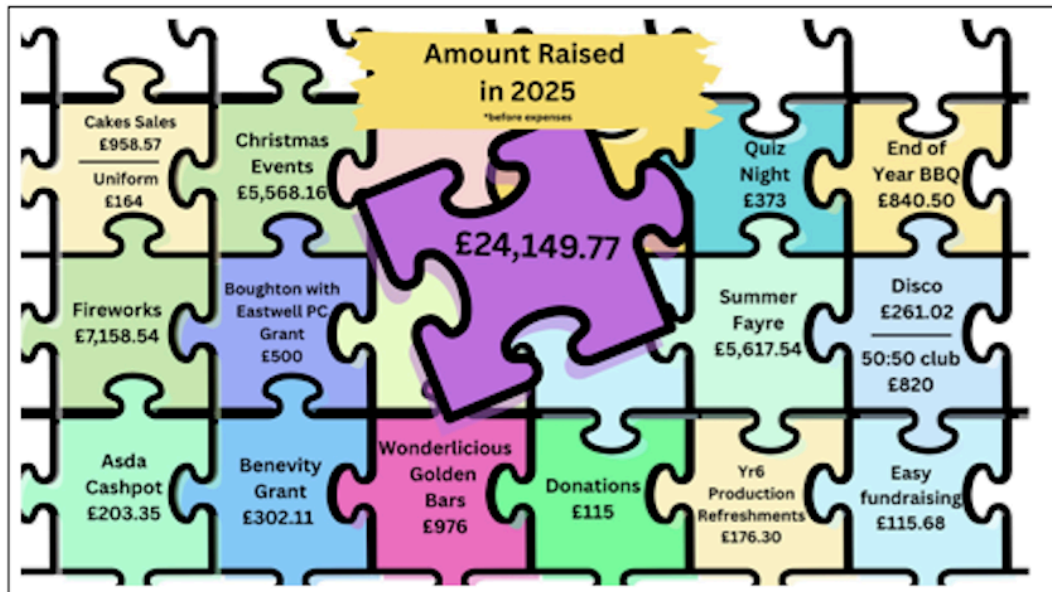
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## Treasurer's Report on 2024/2025

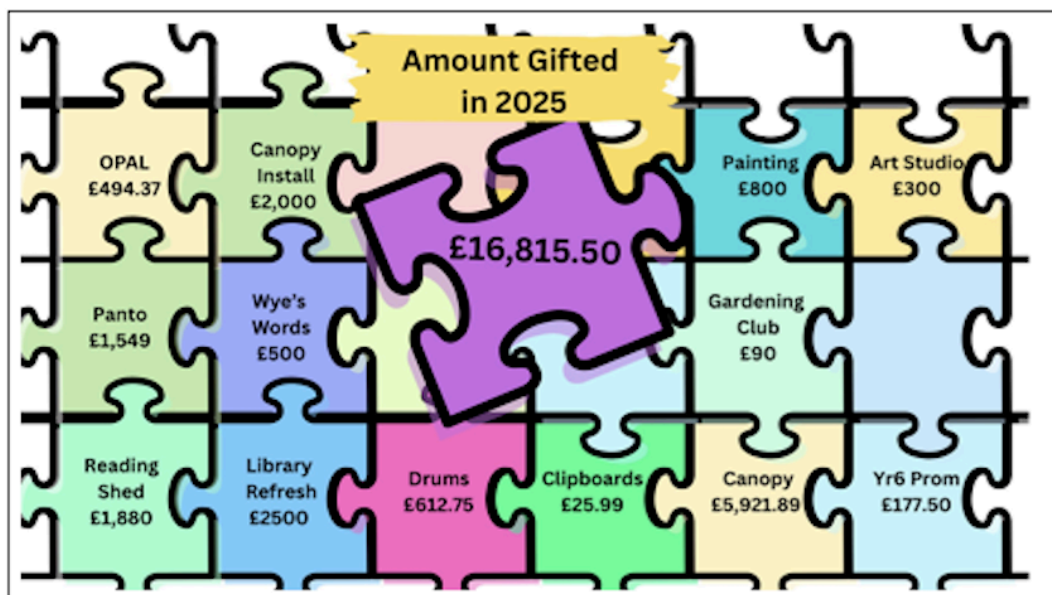
For the year ended 30 September 2025

- The committee successfully managed the charity's finances **without a formally appointed treasurer**, sharing financial responsibilities between the trustees to ensure smooth operation and full compliance.
- **Total income:** £24,149 — raised mainly through events including the Firework Display, Christmas and Summer Fayres, Santa Fun Run, Wonderficious Event, Quiz, 50:50 Club, discos, and cake/uniform sales.
- **Total expenditure:** £27,146 — including **£16,815** donated to the school for projects and **£10,295** in running and event costs.
- **Result:** Small deficit of **£2,997** for the year (compared with a £11 deficit in 2024).
- **Year-end reserves:** £7,806 (2024: £10,803), maintaining a healthy position consistent with the charity's policy to hold around one year's running costs in reserve.
- Trustees and volunteers worked collaboratively to maintain accurate records, transparency, and accountability in all financial matters.
- The Friends remain financially stable and well-positioned to continue supporting the school and its pupils in the year ahead.
- **The Friends have started the procedure to change our bank account from Lloyds Bank to Coop Bank due to Lloyds Bank bringing in increased fees to hold an account.**

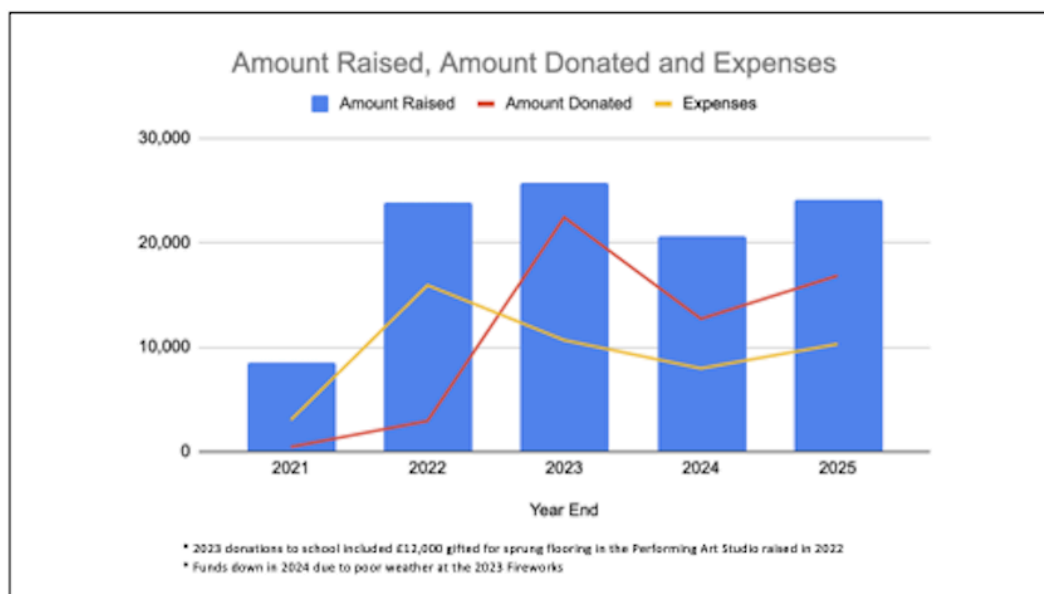
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## 2025/26 Vision

### Continuing to build the school community both internally and within the greater community

- Building the bank of volunteers – both within the school and support in the community
- Encourage increase in DBS checked volunteers
- Working closely with the school by attending pupil inductions, OPAL meetings and volunteering for class trips.

### Giving the children different experiences

- Circus performers at the Fireworks
- Pantomime in January within school time
- Other events to be agreed upon.

### Increase focus on spending wisely

- Amended the funding request form to include an additional section that will ask teachers to include a showcase of the items gifted.
  - ie donation for Samba Drums – let's have a performance at one of the open evenings or fayre to show how the money as been spent. (2026 - fayre a carnival??)

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## 2025/26 fundraising

- This year we are organising some new events and some old favourites:

- Fireworks display
- Christmas Fair and Raffle
- Santa Fun Run
- Summer Fayre
- 50-50 club
- Quiz
- Parent evening events (termly)
- Year group cake sales
- Disco
- Pre-loved uniform /book sales

**With a new incoming committee these events are subject to change!**

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## Committee update

- All Wood, Bex Hoare and Elspeth Dunn are all resigning from their current roles.
- We have had the following people standing for the positions within the committee and we would like to ask the Friends to join us in voting the continuation of the committee members and trustees;
  - xxx is standing as Chair.
  - xxx is standing as Vice Chair.
  - Cath Hughes is standing as Secretary
  - Elspeth Dunn is standing as Treasurer

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## Appendix 2

# Chair's Report – AGM 2025

### *Friends of Lady Joanna Thornhill*

The 2024/25 year has been a huge success for the Friends of Lady Joanna Thornhill on so many levels. It has been a year defined by collaboration, community, and an unwavering commitment to enhancing the experience of every child at our school.

### **Successes**

We are delighted to report that this year we have raised an impressive sum — an increase of **14%** compared with last year. This incredible achievement reflects the dedication and generosity of our supporters, volunteers, and the wider school community.

In addition, **donations to the School have risen by 25%**, showing the growing generosity, engagement, and trust our community places in the work we do together.

Our volunteer network continues to go from strength to strength. We now have **five Reception year representatives**, compared with just one at the same time last year, a testament to the efforts made to work more closely with the school and to engage new families early, particularly through open evening events.

Relations with the school have never been stronger. We are proud to say we are now working in **true collaboration**, sharing ideas, energy, and a joint vision for the enrichment of our pupils' education.

### **Achievements**

This year, we have continued to deliver an enhanced school experience for all children through a wide range of initiatives and events, including:

- **Pantomime**
- **Music provisions** (such as samba drumming)
- **Outdoor learning enhancements** – including sun and rain shelters, the Reading Nook, and revamped library including all new books
- **Partnership projects** with the school, including the **Shane Record mural** and the **Art Studio**

We have also successfully transitioned our larger events from traditional school fayres into **true community events**, welcoming local residents and families to celebrate alongside us.

Operationally, we are moving towards **working smarter** – focusing on the big revenue generators and introducing **prepaid events**, such as the Santa Fun Run, to help streamline processes. Enhanced catering support has also helped free up volunteers' time, allowing more people to enjoy the events rather than just run them!

## ***Thank You***

Our success is only possible thanks to the dedication and enthusiasm of so many people. A heartfelt thank you to **all our volunteers, class reps, parents, teachers, families, and members of the local community** who have given their time, ideas, and support throughout the year.

Every cake baked, raffle ticket sold, tent pitched, and smile shared makes a difference. Together, we have not only raised vital funds but also strengthened the spirit of community that makes Lady Joanna Thornhill so special.

As I come to the end of my term as Chair, I want to say how **incredibly proud I am of everything the outgoing committee has achieved**. It has been a privilege to work alongside such a dedicated, creative, and hardworking team who have given so much of their time and energy to support the school.

While I will be **stepping down from the committee**, I am delighted to continue supporting the Friends as a **class representative**, and I look forward to seeing the group continue to grow and thrive. I wish the **new committee every success** as they take the reins — the future of Friends of Lady Joanna Thornhill is in excellent hands.

Here's to another year of friendship, creativity, and success.

***Alison Wood***

*Chair*

*Friends of Lady Joanna Thornhill (Endowed) School*

*Date: 9 October 2025*

## Appendix 3

# ***Treasurer's Report – AGM 2025***

***For the year ended 30 September 2025***

This year has been another successful and active one for the Friends of Lady Joanna Thornhill (Endowed) School, both in terms of community engagement and financial support for the school.

### ***Committee and Financial Management***

The committee has continued to operate effectively **without a formally appointed treasurer** during this financial year. The trustees have worked collaboratively to manage the charity's finances, sharing responsibilities for record-keeping, banking, and reporting. This team-based approach has ensured that financial processes remained transparent, compliant, and well-managed throughout the year.

### ***Income and Expenditure***

During the financial year, total income amounted to **£24,149**, generated primarily through a wide range of fundraising events including the Firework Display, Christmas and Summer Fayres, Santa Fun Run, Wonderlicious Event, Quiz, 50:50 Club, school disco, and regular cake and uniform sales.

Expenditure for the year totalled **£27,146**, comprising **£16,815** in donations made to the school for educational projects and **£10,331** in running costs and event-related expenses.

This resulted in a small **deficit of £2,997**, compared with a near break-even position the previous year (2024 deficit £11).

### ***Reserves and Financial Position***

At the year-end (30 September 2025), the charity held **unrestricted reserves of £7,806** (2024: £10,803). These funds provide a sound financial base and meet the charity's reserves policy of maintaining approximately one year's running costs in hand.

Despite the slight reduction in reserves, the Friends remain in a healthy position, with sufficient funds to continue supporting the school and to cover upcoming commitments.

We aim to hold £5,000 within the bank account at all times as an insurance to make sure the charity remains financially viable.

### ***Bank Account Update***

As a committee we have come to the decision to switch our bank account from Lloyds Bank to Coop Bank due the implementation of fees to the Lloyds Bank account. Which include £4.25 monthly fee and incremental amounts depending on how much we pay into the account. We note that we could switch our account within Lloyds to have it registered as a Charity account which would only save us the £4.25 per month fee, all other fees would stand.

Therefore, after extensive research it was agreed to move the Friends Association Bank Account to Coop Bank as they presently do not charge for our most common requirements.

### ***Support to the School***

The Friends contributed over **£16,800** to the school this year, funding resources and improvements that enhance the pupils' learning experience, support extracurricular activities, and strengthen the sense of community across the school.

These contributions have provided valuable enrichment opportunities and improved facilities for students, aligning directly with the charity's aim to advance education and foster community engagement.

### ***Acknowledgements***

A sincere thank you to all parents, staff, pupils, and volunteers whose time, effort, and generosity make our fundraising possible. The continued success of our events reflects the strength of the Lady Joanna Thornhill community.

The trustees would also like to thank all committee members for stepping up to share the financial duties in the absence of a dedicated treasurer, ensuring that all obligations were met efficiently and accurately. Special thanks also go to our independent examiner, **Ms A. Simmonds, MAAT**, for reviewing the accounts.

### ***Conclusion***

The Friends remain financially stable and well-placed to continue their vital support of the school into the next year. With the enthusiasm of our community, the commitment of the trustees, and careful financial management, we look forward to building on this year's success and further enhancing the educational experiences of all pupils.

***Elsbeth Dunn***

*On behalf of the Trustees*

*Friends of Lady Joanna Thornhill (Endowed) School*

*Date: 9 October 2025*

## Appendix 4

### Main Event's Profit and Loss

| Event                                                                             | Amount Taken | Expenses  | P/L       |
|-----------------------------------------------------------------------------------|--------------|-----------|-----------|
| Quiz Night 2024                                                                   | £373.00      | £0.00     | £373.00   |
| Fireworks 2024                                                                    | £7,158.54    | £5,064.46 | £2,094.08 |
| Christmas Fayre 2024<br>Santa Fun Run                                             | £4,557.26    | £1,135.16 | £3,422.10 |
| Christmas Events<br>*Christmas Card<br>*Wye Street Party<br>*Carols in Playground | £636.30      | £35.95    | £600.35   |
| Cake sales (all Year)                                                             | £958.57      | £0        | £958.57   |
| Christmas Jumper<br>Exchange                                                      | £37.00       | £0        | £37.00    |
| Pre Loved dress up<br>sale for World Book<br>Day                                  | £21.00       | £0        | £21.00    |
| Pick a Present                                                                    | £374.60      | £16.06    | £358.54   |
| Wonderlicious Bars                                                                | £976.00      | £521.97   | £454.03   |
| Summer Fayre 2025                                                                 | £5,617.54    | £1,168.39 | £4,449.15 |
| End of school disco<br>2025                                                       | £261.02      | £32.75    | £228.27   |
| End of School Open<br>Evening                                                     | £840.50      | £160.15   | £680.35   |
| 50:50 Club                                                                        | £820         | £410      | £410      |
| Easy Fundraising<br>Donations                                                     | £115.68      | £0        | £115.68   |
| Secondhand Uniform<br>Sales<br>*exc during Summer Fayre                           | £106         | £0        | £106      |

## Appendix 5

### Statement for position of Secretary

I have been involved with the Friends of Lady J as a Class Rep since my daughter joined the school two years ago (and almost before that!). A year ago I took on the cupboard of doom that is the Second Hand Uniform, and have made some strides towards organising that. I feel strongly that the Friends are a huge asset to the school and the wider community and would like to be a part of ensuring that continues over the next two years.

I have experience of minuting meetings and my day job in the Probation Service involves communicating with a wide range of groups of people, both within the organisation and the people who report to the Service. I have responsibility for scheduling the work of my team and ensuring that they have everything that they need to complete their work successfully, which I feel will be a skill set that I can bring to supporting the organisation of the events that the Friends are running.

Cath Hughes

## Appendix 6

### Statement for position of Treasurer

I have been the Secretary for the Friends of Lady Joanna Thornhill School for the past three years and have also shared the role of Treasurer with other committee members for the last two years. My son has been at the school for three years, and I've seen firsthand the amazing dedication of the Friends and the wonderful events and experiences they provide for the children. I'm really proud to have been part of such a committed team that works so hard to support the school, both financially and through community events.

Going forward, I would like to step back from the Secretary role and focus on the Treasurer position. I feel this would allow me to continue contributing in a meaningful way, supporting the charity's finances and organisation, without being at the forefront of all the events

Elsbeth Dunn