



**The Friends of Langshott Primary School
AGM Minutes 26th September 2024**

Attendees

Teresa Roberts (TR)
Jo Basting (JB)
Kim Mushonga (KM)
Rebecca Thompson
Verity Miles
Lucy Humphrey
Charlotte Greaves
Regina Miah
Yen Thi Nguyen
Gla HuuChien Nguyen
Kerry Panter
Pavlima Teifonova
Nevelina Rousseva
Emily Millican
Jacqui Newby
Holly Holliman
Jason Thorne

Apologies

Lucy Bonard
Sam Donnelly
Sarah Hurstwaite
Laura Wootley
Becky Cresswell
Emily Vucinic
Karen Jones
Alexis Suggett
Helen Armstrong
Carina Glasgow
Audrey Romanzin
Rodney Bonard
Orla Curran
Lucy Saville
Annemi Muller
Sarah Limb
Amy Gillam
Catherine C
Sophie Utting

Welcome and Apologies

TR opened the meeting and thanked everyone for managing to make the AGM. She noted the impressive turnout and new faces.

TR asked if any objections to the minutes from the previous meeting - none were raised.

Chair's Report - Teresa

This year has been a transition for the Langshott Committee, with Carina's extremely successful legacy to follow. I'd like to start by saying a huge thank you to Jo, who not only fulfilled her role as Co-Treasurer, but guided an otherwise new committee through a year of successful events, quite often ran said events, and single handedly organised the second hand uniform. So thank you Jo!

Despite not running fairs this year, we have delivered a busy program of events from tried-and-true favourites like the discos to new events like the smarties challenge, all of which we hope the children have enjoyed. This has allowed us to fund a number of things including benches and the fabulous curtains, some amazing events for the children and resources that they otherwise would not have had.

We are very conscious that money is tight for a lot of people at the moment and the Friends want to make sure that no child is left out. We are thrilled that we have been able to keep class contributions at £200 again this year - these funds are used to subsidise trips and events for individual classes, reducing the burden on both parents at the school.



We will be continuing our helping hands initiative, which provides free tickets to our events for those who might not otherwise be able to attend for financial reasons and we plan to organise further activities/events at no cost - for example a coffee morning for parents, class Christmas presents and mufti days.

As mentioned, some great events and fundraising returned to the school calendar this year 2023-24, as well as some new ones. A run down of these events included:

- Muftis, including a great Euros 2024 celebration with children and teachers wearing red and white, as well as our end of year 'Dare to be Different' day.
- Cake sales for Halloween and Easter.
- Cookie and Doughnut Sales.
- Quiz night for parents - always great fun and returning again this year.
- Easter Hunt.
- Readathon.
- Smarties challenge.
- Doughies pizza.
- Personalised Father Xmas letters and Secret Santa presents delivered to all classes.
- Frozen Fridays which, despite the freezer's best efforts, were a roaring success.
- A Spring disco for all years, a Summer Disco for years Reception to Year 5 and a separate leaver's disco for Year 6.
- Pre Loved Uniform - as mentioned Jo has done a fabulous job of keeping this going this year and we made record money from sales - poor Jo had 17 Ikea bags of soggy clothing to sort out after the holidays and we are delighted to say we have some volunteers to help this year.
- Match Funding, payroll giving and Easyfundraising.

In the previous AGM, a new Committee was elected. Lindsay Bunce was elected as the new Chair and myself and Kim Mushonga were elected as Co-Treasurers, while Rebecca Thompson had expressed interest in being Secretary. When Jo agreed to stay on, we reshuffled the roles with myself and Lindsay as Co-Chairs, Kim and Jo as Co-Treasurers and Rebecca as Secretary. Lindsay sadly had to step down during the year. We have co-opted some lovely new volunteers (Char, Lucy and Verity) who, although they do not have official roles, have joined us to support the events in whatever capacity works for them. We are extremely grateful and welcome anyone who is happy to step up and help!

I would like to thank the school staff and teachers who give up their time to make our events successful. The lovely, competent volunteers without whom none of these events would happen and the parents, families and, of course, the children whose enjoyment of both the events and the things we can fund because of them makes it all worthwhile.

We have a number of events planned already - a coffee morning, Halloween cake sale / mufti / disco, a quiz and, of course, the Christmas Fair and many more ideas for 2025. We look forward to working with you all for another fun and successful year with the Friends.



Treasurer's Report - Jo

Friends of Langshott Treasurer's report for the year ended 31 August 2024

Firstly, I would just like to thank the committee for the last 12 months. It has been a pleasure to continue in the Treasurer role and lovely to have new faces on board. As Teresa mentioned, with a new committee in place, our fundraising ethos this year was to stick to the smaller yet successful events, as well as trying a few new things and we have not been disappointed with what we have achieved.

Our infographic provides a summary of the funds raised and spending within the year. Our total raised was **£13,749** and we are so pleased we have had the opportunity to plough almost all of this, **£11,666**, back into the school, through a mix of class contributions, provision of classroom resources, spending on larger capital items, as well as paying for enriching activities for the children which are hugely enjoyed by all, such as MC Grammar and the Athlete in sports week.

Current Year Profit & Loss:

Please see attached Profit and loss schedule with respective notes below:



- 1 - Total income raised in the year was £13,749 (2022/23: £17,222).** £3473 below last year however this was without the Fairs and marathon sponsorship
- 2 - Sponsored Events** i.e. Readathon and Smarties Challenge raised a total of **£2,973 (2022/23: £Nil)**. This sponsorship income is eligible for Gift Aid, once the Gift Aid claims are successful there will be a further £585 of income.
- 3 - Total Donations** in the year were quadruple those of last year, raising a total of: **£2,431 (2022/23: £544)**.
 - Benevity - Payroll Giving £1,650
 - Match funding £400
 - Easy Fundraising £379, Other £2.50
- 4 - During the year** there were two Disco events which raised **£1,901 (2022/23: £804)**.
 - Spring Disco £1,048; and Summer Disco £853
- 5 - During the year** there were two Film Night events which raised a total of **£1,552 (2022/23: £Nil)**.
 - Christmas Film Night £869; and Summer Film Night £683
- 6 - There were four Mufti Days** in the year which raised a total of **£1,227 (2022/23: £1,428)**.
 - Dare to be Different Mufti £263; Easter Mufti £322, Euro Mufti £290; and Halloween Mufti £352.
 - This income is eligible for Gift Aid, once the Gift Aid claims are successful there will be a further £306 of income.
- 7 - The Preloved Uniform Sales** did very well during the year, with total sales of **£1,130 (2022/23: £349)**. This is the most that has been raised in any year. Around half of this was from the 2 in person sales we had. Our online shop is up and running and is proving hugely successful, it will remain online and accessible to all. We'd like to thank everyone for the generous donations towards this.
- 8 - Total Easter income: £605 (2022/23: £588)**.
 - Easter Egg Hunt returned through Friends: £447
 - Easter Cake sales: £158
- 9 - Total Payments/Contributions to the school were £11,208 (2022/23: £14,160)**, which included the following items:
 - Class Contributions £2,800 - each year group received contributions of £400, these were spent as follows: Reception: £200 Gatton Park and £200 Chicks; Y1 £200 Wildlife centre and £200 Toy Museum; Y2 £200 Stickman Theatre and £200 Drusillas; Y3 £400 Egyptian Day; Y4 £400 Roman Day; Y5 £400 Mercers Lake; and Y6 £400 – End of Year Events and Year Book.
 - Improvements to the school environment & equipment £5,213 include new hall curtains, Hall speakers, friendship benches/parasols
 - Resources £1295 Dictionaries and books
 - External workshops £1214 -MC Grammar and Athlete
 - Father Christmas Presents £342 - each class was allocated £25 to spend on Christmas Presents in the form of a Board Game or Special Book.
- 10 - Other Expenses totalled £459 (2022/23: £1,091).**

We'd like to expand on the closing balance because as you can see there is a healthy £25,492 in the bank and whilst a large bank balance always has a thumbs up, we fundraise with the intention of putting this back into the school so a large balance can sometimes be questioned. Within the closing balance there is £10,000 of funds brought forward, ring-fenced for use towards the former MUGA project. Before giving you an update on this committed spend, the carry forward stands at £15,500. I will revisit this figure later on.



There are a couple more things we'd like to run through namely swimming, an update on the ring-fenced MUGA money and plans for fundraising and spending for the current academic year.

Swimming

As you know, the swimming pool is coming to the school in a couple of weeks. We are pleased to support this exciting opportunity for the children by donating £4000 towards this provision. We have decided to use part of our carry forward to fund this, so this is financed from earlier years fundraising. Given the plan for the school is to provide this bi-annually (every other year), we will allocate £2,000 of future fundraising towards this each year.

Multi Use Games Area (MUGA)

For the benefit of our new members, in previous years, we committed to support the school with plans to build a Multi-Use Games Area (MUGA) on the school grounds and £10,000 of funds were allocated and ring-fenced towards this. This project is no longer going ahead, but we have worked with the school to relocate these funds. We have committed to around £12,500 (final amount tbc) to resurface the KS2 trim trail area which is currently old and muddy and the proposed works we hope will take place in the near future. This is using the ring-fenced £10,000 and a further £2,500 from previously raised funds.

Carry forward

Revising the figure above, our carry forward into 2024/25 is therefore £8,992, once these spending commitments have been fulfilled this term.

Plans for fundraising and spending for the current academic year

Each year we have a fundraising target and whilst we are always optimistic, we are also realistic in what we can achieve. We generally set ourselves a target to raise around £10,000. We believe this is achievable by having a mix of events in the pipeline, with plans to have some of the usual favourites (Disco's, a Quiz night, cake sales and sponsored events) as well as the return of the Christmas fair.

Overlaying this target to the spending, historically the spending pattern has been balanced with meeting the ongoing needs of the school and enriching the children's learning experience, achieved by spending on resources, workshops and activities, as well as capital spend to improve the school equipment and environment.

For 2024/25 we are pleased to be able to meet the higher level of class contributions again this year (doubled from earlier years) which subsidises year group trips and workshops.

As mentioned above, we aim to put £2000 aside for the swimming provision in 2 years' time.

The remaining items on the school wish list include supporting them with the following:

Subscriptions £2500 (including Twinkle, Kahoot, MarvellousMe, Phonics Play), Class resources £700 (£50 per class), Whole School Workshops £1000 (Skipping and Rhythm Master), Athlete £600, and other provisions and spending £1100 (Leavers disco & T-shirts, Xmas presents, Reception welcome packs, PTA subscription and general expenses).

The total wish list and other provisions/spending spend is £10,700

Although there is less capital spend in the school plans this year, the above wish list is a mix of spend which will help alleviate some pressure on both the school budget and parents, benefiting those children currently in school. We will work with the school throughout the year as our fundraising achievements are realised and we will continue to have open discussions for further spending opportunities should we be able to. Our aim is to spend what we raise.

Thank you



As always, the Friends of Langshott would like to thank everyone who has supported us in our fundraising this year, whether this be in volunteering or attending any one of them, we could not do it with you!

Treasurer's Report - Kim

Gift aid

Gift Aid is a Government charity relief scheme. The government offer to contribute 25p for every (qualifying) £1 donation. So if we receive a £100 donation, this can be boosted to £125 with Gift Aid. For sponsored events such as Readathon and Smarties Challenge, there was a Gift Aid Form attached to the materials given to the children. If you're a UK tax payer it's important that you fill this form out correctly as it then allows us to claim gift aid on your donation.

At present we are working on a catch up gift aid claim for previous sponsored events if successful the FoL could receive £1,750 of free money from the government.

Sponsorship

We would welcome any sponsorship that you as an individual or your company may like to give. In the past we have been lucky enough to receive sponsorship for our events such as the Christmas fair and the Easter Egg hunt. Paying for items such as Father Christmas grotto presents, Easter Eggs, The magician, or contributing towards the purchase of items such as stall prizes, mince pies or stock for the bar. More information will come out soon about this, but if you think this may be possible then please make contact with us and we can talk about this further.

Match funding

Match funding is a fantastic scheme whereby employers provide funding for organisations such as primary schools.

It is a very simple and easy means of extra funding. As an employee it doesn't cost you anything, except maybe a little help at an event but could mean hundreds of pounds of extra money for our PTA, which directly benefits the children. In many cases it is as simple as approaching your HR department or checking your intranet to find out about their scheme (different companies will have their own specific funding conditions and limits).

In the last year we were fortunate to have a parent who was able to get match funding from their company after volunteering at the Easter Cake Sale. This raised a whopping £400 for FoL charity.

If your employer has this scheme and you would like to take advantage of this to raise funds for the school, please reach out to the Friends and we can provide relevant information.

Easy fundraising

Friends of Langshott is registered with Easyfundraising, which means you can raise FREE donations for us every time you shop online. Over 7,000 brands such as Tesco, Argos, Ocado, eBay, John Lewis, Bookin.com, etc., will donate to us when you use Easyfundraising to shop with them – at no extra cost to yourself! These donations really mount up and make a BIG difference to us, so we'd really appreciate it if you could take a moment to sign up and support us. It's completely FREE and only takes a moment.



In the last year we raised £379 from Easyfundraising and the total raised to date is £2,750 (of free money!).

<https://www.easyfundraising.org.uk/>

Asda Cashpot for schools

We have also signed up to Asda Cashpot for schools, which is similar to Easyfundraising, this is a case of registering for their Rewards App and selecting Langshott Primary School, then Asda will donate a percentage of your shop to the PTA each time you shop and scan.

<https://www.asda.com/cashpotforschools>

Payroll Giving

The Payroll Giving scheme enables you to donate regularly from your gross pay to the Friends of Langshott charity. The donations are taken from your pay before income tax is applied, making it a tax-effective way to give - it can be any amount you're comfortable to give each month - every pound helps!!

In the last year £1,650 was raised in this way and we are so very grateful to the generous parent who donated through this scheme.

Appointment of an Independent Examiner

The Friends of Langshott currently do not have an independent examiner as we are within the threshold to meet this requirement, but we welcome volunteers to take on this role. If anyone is interested in volunteering as an independent examiner, please get in touch with The Friends.

- A question was raised about how to match fund. KM said it depended on each company's requirements so they would need to contact their company directly. It can be used for helping at events or private fundraising.

Election of 2024/25 Committee

TR explained that going forward the trustees would like a slightly different structure to the committee that would be based on three levels.

1. Being part of the Friends of Langshott Charity WhatsApp - this is if you are willing to help organise/at an event and is the first port of call for volunteers. There is no commitment when joining, just helping as and when you can.
2. Being on the committee but not a trustee - this becomes a more formal role where you help/organise events and come along to meetings and help behind the scenes.
3. Official committee roles (trustee) - Chair, Treasurers and Secretary - run and organise the event, liaising with school, accounts, and newsletters.

All the trustees stood down.

- Chair nomination - TR willing to stand as Chair again. No other nominations. TR voted in as Chair.
- Treasurer nomination - JB and KM willing to stand as Treasurer again. No other nominations. JB and KM voted in as Co-Treasurers.
- Secretary nomination - RT willing to stand as Secretary again. No other nominations. RT voted in as Secretary.

TR reiterated that if anyone wants to join in a less official capacity then they can come and see one of the committee at the end.



AOB

- Lottery - TR spoke about a lottery The Friends are going to be running. It will be run by a third party which will take a cut but will generate extra money for The Friends. There will be a guaranteed prize for someone in the school each month as well as a chance to win a national prize. Details will be sent around soon.
- Other events coming up:
 - - free coffee morning in October.
 - Halloween cake sale and MUFTI.
 - Halloween Disco.
 - Quiz Night.
 - Christmas Fair.

- Christmas Fair - Friday 6th December

There was a brief discussion about the Christmas Fair. It will be similar to the Christmas Fair that ran two years ago, with a magic show and Santa's Grotto. Other stalls at the fair would include 50p games, Elfridges (presents for parents), teacher crafts, face painting, bar, outside food, trampolines and outdoor games and a raffle/silent auction depending on donations.

Any help would be appreciated. This could be helping before the fair with logistics, decorating or going through the shed or by having a timed slot on a stall on the day.

- A question was raised asking if it would be more cost effective and possible to build a swimming pool on site – JB advised not sure on costs and would be a matter to ask the school directly.
- A question was raised asking why Christmas Fair was in December when some clubs running - JB explained dates were set around the availability of the school.

TR thanked everybody for coming to the meeting

Meeting was closed



2023 - 2024
AGM Infographic of Treasurers
Report Year Ending
31st August 2024



Registered Charity 1147200
REPRESENTATION OF THE KEY FUNDS RAISED
AND PAYMENTS MADE TO THE SCHOOL



Funds Raised

£13,749

Readathon
£2,271

Smarties
Challenge
£702

Discos
£1,901

Film Night
£1,552

Mufti
£1,227

Uniform Sales
£1,130

Easter Hunt
& Cake
£605

Frozen
Fridays
£494

Quiz Night
£441

Halloween
Cake Sale
£294

Father Xmas
Letters
£270

Doughnuts
and Cookies
£264

Doughies
£168

Donations (incl. Easyfundraising, Payroll
Giving + Matchfunding)
£2,431



School Payments

£11,208

Class Contributions
£2,800

Hall Curtains
£2,609

Dictionaries
£1,169

Friendship Benches
£1,722

MC Grammar
£665

Athlete Visit
£549

Father Xmas Presents
£342

Y6 Leavers' + Carpet
£344

Books
£126



Expenses

£459



Funds Carried Forward

£25,492



Registered Charity Number: 1147200

Friends of Langshott Treasurer's report for the year ended 31 August 2024

	2023/24	2022/23
	£	£
Funds raised		
(Net of Event expenses)		
Readathon (Sponsored)	2,271	-
Smarties Challenge (Sponsored)	702	-
Donations (incl. Easyfundraising, Payroll Giving + Matchfunding)	2,431	544
Discos	1,901	804
Film Night	1,552	-
Mufti Days	1,227	1,428
Uniform Sales	1,130	349
Easter Egg Hunt & Cake Sale	605	588
Frozen Friday	494	258
Quiz Night	441	507
Halloween Cake Sale	294	307
Father Xmas Letters	270	295
Doughnuts & Cookies	264	164
Doughies / Pizza	168	-
Christmas Fair	-	6,848
London Marathon (incl. Gift Aid)	-	3,227
Summer Celebration/Fair	-	1,648
Xmas Performance	-	139
Costume/Jumper Sales	-	119
	13,749	17,222



Payments and Expenses		
<i>School Donations in the year:</i>		
Teacher Laptops	-	(4,900)
Projector	-	(3,325)
School Resources	-	(1,851)
Class Contributions	(2,800)	(1,400)
Father Christmas Presents	(342)	(757)
TT Rock Stars	-	(708)
Books	(126)	(668)
Gazebo	-	(346)
PA System/ Hall Speakers	(882)	(206)
Hall Curtains	(2,609)	-
Dictionaries	(1,169)	-
Friendship Benches and Parasols	(1,722)	-
MC Grammar	(665)	-
Athlete Visit – Gold Scheme (Team GB Athletes)	(549)	-
Year 6 Leavers' T-Shirts	(298)	-
Red Carpet (for events)	(47)	-
<i>Other expenses:</i>		
Kings Coronation	-	(365)
Year 6 Leavers' Disco	(198)	(249)
General Expenses	(5)	(166)
PTA subscription	(153)	(140)
Reception Welcome Packs	(14)	(110)
Year 6 Leavers Bracelet	-	(40)
Temp Event Notice / Gambling licence	-	(21)
AGM Expenses	(89)	
	(11,666)	(15,251)



Surplus/ (Deficit) in the year:	2,082	1,971
Funds brought forward	23,410	21,439
Funds carried forward (Cash at Bank)	<u>25,492</u>	<u>23,410</u>