

# Friends of Shap School (FoSS)

Registered Charity No. 1105754

## ANNUAL GENERAL MEETING

17 May 2024

Held in Shap School at 3.30pm

### AGENDA

#### Ordinary Business

- 1] Apologies for absence
- 2] Minutes of the Annual General Meeting held on 23/05/2023
- 3] Matters arising from the Minutes
- 4] Chair's Report for 2023/2024
- 5] Treasurer's Report for 2023/2024
- 6] Election of Officers and Trustees of the Committee

Chair  
Secretary  
Treasurer  
Other Officer(s)  
Ordinary Committee members

#### Special Business

- 8] None

#### Any Other Business

- 10] Other business

## **Minutes and reports**

Present: Rachel Brough (Chair), Val Sowerby (Treasurer), Sarah Bruce, Kerry Millican, Kimberley Harron (Committee Member)  
Katie Chappell (Shap School)

1. Sarah welcomed everyone to the meeting. Apologies from Mellissa Bindloss, Pauline Mashiter, Briony Newsome, Emma Topping, Tamara Jopson.
2. Minutes from the 2022-23 AGM were agreed.
3. Matters arising from the minutes: no matters arising

### **4. Chair's report**

As this has been my first year as Chairperson, I would like to start by thanking all of the committee members and school staff for your help and support since Kim stepped down. I couldn't have done it without such an amazing team! I think we've had a successful year despite the cost of living crisis. We have aimed to consider this when organising our events.

Since our last AGM meeting, we held the leavers BBQ, which, due to the weather, had to be moved indoors. Ice Cream Fridays were a hit as usual, and we also provided each child with an ice lolly on sports day.

During the Autumn term we held a 'Shapwarts Disco' in the School Hall, a Cash Prize Bingo, which included a raffle, tombola and Christmas quizzes, just to name a few. We teamed up with Shap Swimming Pool to serve the refreshments and run a fundraising stall at the Shap Farmers and Makers Market in November.

We were lucky with the weather this year to be able to have the Carols Around the Tree. It was a lovely atmosphere with mulled wine and minced pies, whilst enjoying Shap Band play. The Christmas hampers were a success thanks to all the wonderful donations and the teamwork of the committee. We introduced the pre-ordering of school calendars this year, which seemed to work a lot better.

In the spring term we had the Valentines disco in the school hall and the Big Breakfast. This year we held a fruit and vegetable model competition for the children to bring in and be judged at the Big Breakfast. It was fantastic to see all the amazing entries and effort that they'd put in.

So far this term we served the refreshments at Shap Farmers and Makers market in April. We're having a Summer Cream Tea in June and Ice Lolly Fridays before the leavers BBQ in July.

All these events are to help fund extra activities and trips for the children such as: Penrith Cinema, Kendal College for the Christmas production of Jungle Book and Dove Cottage Grasmere for an educational trip. FoSS also provide each pupil with a book every Christmas, Leavers' hoodies and BBQ food for the year 6's and the mulled wine and mice pies at carols around the tree.

I would like to give thanks to everyone for making it a fantastic year for the children, including:

- The families of Shap School for supporting our events and contributing to donation requests.
- The community for supporting our bigger events.
- The school staff for giving up your time outside of school hours to help.
- DJ James Horrocks for providing the children with great discos.
- Our local businesses for supplying amazing raffle prizes.
- Jill Bawden for her continued hard work with securing grants.
- Not forgetting our FoSS committee, for the time you dedicate to the organising and running of our events and the fantastic ideas you bring to the meetings.

A goal for this next year is to research and source a card machine for our events.

## **5. Treasurer's report**

The funds raised from events this past year was £2653.85. FoSS were able to support all requests from school for educational trips and events. Further funds will come in over the summer term from ice cream Fridays and the summer cream tea event.

The Treasurer has proposed to bring in a short form for staff to use when requesting funds from FoSS, so there is a record of requests, and they can be shared with the committee. We would ask for sufficient time from the request coming in to allow the committee to be consulted in the decision making process.

We continue to work with the school's volunteer fundraiser, Jill Bawden, on grant applications for projects in school. A separate bank account has been set up for grant money to be paid into and out of, to ensure it is simpler to track and balance money for the specific grant funded projects.

Grant funding has been very productive this year. The majority has been to convert the room in the top of the building from the adult education area into a wraparound care room called "The Nest". Thanks to the following grant funders:

Cumbria County Council - flooring

Eden District Council - kitchen/flooring.  
Cumbria Community Foundation (Westmorland Family)  
Nineveh foundation - science equipment for science club  
Fibrus IT - iPads for Nest  
Frieda Scott - sensory area and products  
Scotmid - white goods for kitchen and kettle etc  
Royal Society for Chemistry - chemistry equipment for science club  
Sainsburys - paint and coat pegs etc  
Cumberland Building Society - microscopes for science club  
Blakemore Foundation - Grand draw first prize for "Nest refurb"

As well as the grant funding successes, we pass on our huge thanks to Jill and Andrew Bawden for putting the room together and doing numerous jobs in including cleaning, painting, kitchen fitting and more! As well as the converted room, their work has supplied school clubs with equipment and given the school an area that meets the needs of both breakfast club and afterschool provision. The wider community benefited also by giving the local band an area to practice.

We are also grateful to local companies and business who have provided materials and donations, and raffle prizes to support our work and events throughout the year.

An annual set of accounts has been prepared for review and sign off by the committee. All agreed, and the annual return will be uploaded to the Charity Commission website for FoSS. It's included as an appendix to this document.

## **6. Election of Officers and Trustees**

Kerry Millican will step down as Joint-Chair from July 2024, when she leaves the FoSS committee. The Committee gave their thanks to Kerry for all her hard work and support for FoSS over the time she has been involved.

Rachel Brough was proposed to continue as sole chair, all at the meeting agreed to the proposal.

Val Sowerby was proposed to continue as Treasurer, all at the meeting agreed.

As reported at the previous AGM, Sarah Bruce will step down as Secretary due to other commitments including Treasurer at Shap Swimming Pool. She will continue to support FoSS for the time being, until a new Secretary is appointed.

Sarah has updated the role descriptions for Secretary, Treasurer and Chairperson and we will use them to advertise Secretary role, as well as encouraging other volunteers to join the FoSS team, either as a committee member or a regular or occasional helper at events. Katie Chappell offered to send the advert out to all parents/carers as a Microsoft Form, so we can track responses and give everyone a chance to volunteer for the different opportunities.

## **7. Special business** - No special business to report on

## 8. Any other business – No other business brought.

Meeting closed at 4.30pm

### Annex one – Financial Accounts 2022-23

Friends of Shap School	Charity Number 1105754	
Annual accounts summary year 2022/23 Period 01/10/22 to 30/09/23		
Balance brought forward from previous academic year FOSS fundraising £1331.91 Grant funding £3440.23		
<b>Income</b>		
Voluntary income	0	
Fundraising event money raised	£2653.85	
Investment income	0	
Incoming resources from charitable activities	0	
Grants	£4671.41	
Other incoming resources		
Total	£7325.26	
<b>Expenditure</b>		
Cost of generating funds		0
Costs of generating voluntary income		0
Fundraising trading costs		0
Investment management cost		0
Charitable activities – funds paid out		£1842.59
Grant funding – paid out		£4319.18
Governance costs		0
Other resources expended (banking cost and insurance)		£100
Total expenditure		£6261.77
Total funds carried forward	0	FOSS £2043.17 Grant funding £3792.46