

Friends of Tottenham and St. Michael at Bowes School Association - FOTSA
Registered Charity No. 1176088

ANNUAL GENERAL MEETING
7.00pm, 1st November 2018
St. Michael at Bowes School Hall
(Drinks and introductions from 6.30pm)

AGENDA

Ordinary Business

- 1) Apologies for absence
- 2) Minutes of the last Annual General Meeting held on 29/09/2017 and subsequent Extraordinary General Meeting held on 3/11/2017. Notes to actions recorded on minutes;
 - Successful registration as a Charity
- 3) Chair's Report for 2017/2018. Events held
- 4) Treasurer's Report for the year ending August 2018;
- 5) Election of Officers and Trustees of the Committee for 2018/2019;
 - Chair
 - Treasurer
 - Secretary
 - Charity Trustees

2018/2019 Planning

- 6) Summer Fair – agreement required on
 - Date
 - Volunteers required
- 7) Other Potential Events for 2018/2019 and volunteers required. Meeting to discuss and agree events. Agreement on events dependent on identification of sufficient volunteers.
- 8) Potential other objectives for the year. Meeting to discuss agree other objectives and nominate volunteers for further actions. Suggested items;
- 9) Potential spending for the year. Additional suggestions invited from attendees. Meeting to agree main spending priorities.

Any Other Business

- 10) Other business
- 11) Next ordinary FOTSA meeting
- 12) Next FOTSA AGM meeting

DETAILS TO AGENDA ITEMS

1)-

2) Minutes from previous AGM (and following EGM)

a.

FOTSA Annual General Meeting : Minutes

Meeting held at SMAB school, 29/9/2017 9.00 am

Attendees: Slan M, Jan H, Johanna L, Claire V, Amy A, Suzie G, Natalie D, Belinda G, Zibby, Zulu

1. Welcome and introductions

- Claire welcomed all attendees – existing members and new members. Everyone introduced themselves

2. Review of last year

- We briefly reviewed the events and activities from last year including the total monies raised. Amy confirmed that the schools had raised £7,268 in total between the two schools – our highest amount ever.

3. Overview of priorities for the 2017-18 school year

- We briefly discussed events for the school year ahead, agreeing that a quiz night should be re-run this year building on the success of last year. However, all agreed that it should be earlier in the new year so that organisation did not interfere with summer fair planning

4. Committee structure and appointments

- Amy talked us through committee requirements with respect to potentially applying for charity status. Claire V was nominated as the chair, and Amy A was re-appointed as the treasurer. Staff representatives would be Slan M from Tottenhall and Johanna L from SMAB.
- Other attendees are recognised as committee members with no named roles

5. Charity registration

- Amy had circulated documents relating to the process of charity registration. Slan asked that we postpone a decision to allow her time to discuss with her senior staff team.
- We agreed to hold an Extraordinary General Meeting to finalise the decision to be held on November 3rd

6. Events and dates for the 2017-2018 calendar

- We agreed to hold a school disco before Christmas for KS1 – date tbc
- We agreed on a quiz night at SMAB – date tbc
- We discussed a film night but we need more information to confirm how this might work and a potential date

7. Non-event based fundraising (Claire)

- We discussed other fundraising options including:
 - i. Cards
 - ii. Recipe book
 - iii. Happy bags

- It was decided to organise a second happy bag collection for Tottenhall School – Natalie will liaise with the Happy Bag organisation to arrange a date

8. AOBs

- We also discussed the way that tasks and events are organized and managed and a few options were proposed. We will look into these alternatives in future meetings
- We raised the ongoing difficulty in identifying enough parental support to be able to effectively run events and agreed to consider new strategies to encourage support during the year ahead.

9. Date / time for next meeting

- All agreed to take time to fully consider the charity registration application proposal and to convene an Extra-ordinary General meeting to decide upon how to take this forward on Friday 3rd Nov 2017

b.

FOTSA Extraordinary General Meeting : Minutes

Meeting held at Tottenhall Infants school, 3/11/2017 9.00 am

Attendees: Sian M, Jan H, Johanna L, Claire V, Amy A, Natalie D, Aimee

Apologies: Suzie G, Zibby, Tamzin

1. Welcome and introductions

- Claire welcomed all attendees and stated that the only item on the agenda was that of the possibility of charity registration


2. Charity status

- We briefly recapped the reasons why it would be beneficial and necessary for FOTSA to consider becoming a registered Charity
- All present were in agreement that on consideration of the documentation provided at the AGM, this was a positive move for the association. Claire also noted that some regular members, who had sent apologies, were also in agreement regarding FOTSA becoming a registered charity.
- We reviewed the documentation including that downloaded from the PTA.UK website to aid with the process of charity registration, i.e.
 - i. The accounts for 2016-17 school year (as reviewed and agreed at the AGM in September 2017)
 - ii. The model constitution that we need to adopt in order to meet the requirements for charity registration
 - iii. Requirements of trustees.
 - It was noted that the constitution and membership of the committee as ratified at the AGM meeting (September 2017) was in keeping with the requirements of charity registration
 - Sian (HT, Tottenhall) and Jo (AHT, SMAB) were willing to become charity trustees representing the staff bodies of the two school along with Claire (FOTSA Chair) and Amy (FOTSA treasurer)
- Claire and Amy agreed to oversee the submission of the documentation and application form via the Charity Commission website.


3. Date / time for next meeting




- Next meeting to be held on December 8th 2017

Charity Commission Confirmation

20171205 DC FRIENDS OF TOTTENHALL AND ST. MICHAEL AT BOWES SCHOOLS ASSOCIATION : 1176088 CRM:0001903 



RTN 7-Correspondence <registrationapplications@charitycommission.gsi.gov.uk>
 to me, CLAIRE, JOHANNA, VIVIENNE

Tue, 5 Dec 2017, 10:24   

Dear Trustee

You have applied to register the above organisation as a charity.

We are satisfied that FRIENDS OF TOTTENHALL AND ST. MICHAEL AT BOWES SCHOOLS ASSOCIATION is a charity and it has been entered onto the Register of Charities with the Registered Charity Number **1176088**.

Our decision

The decision to register was based on our assessment of the information supplied during the application process and the declarations given in the trustee declaration form and we are satisfied that FRIENDS OF TOTTENHALL AND ST. MICHAEL AT BOWES SCHOOLS ASSOCIATION is established for charitable purposes only for the public benefit.

The trustee declaration gives a reminder that it is an offence under section 60 of the Charities Act 2011 to provide false or misleading information.

What to do now

Please ensure all of the trustees read this email.

The charity's details will be publicly available on our website within 48 hours.

It is essential that the trustees check that all the details on the [Register of Charities](#) are accurate and that they are kept up-to-date by requesting a [password](#) to access our online services. With a password they can also obtain a [Registration Certificate](#).

It is the trustees' duty to operate their charity for the public benefit.

In applying to register FRIENDS OF TOTTENHALL AND ST. MICHAEL AT BOWES SCHOOLS ASSOCIATION as a charity we have referred you to our guidance in [What makes a charity \(CC4\)](#). Our guidance explains and links to the Public Benefit Framework and our guidance in Public Benefit: [running a charity \(PB2\)](#) and Public Benefit: [reporting \(PB3\)](#).

Operating a charity and reporting: sources of support and guidance

We recommend the trustees read our [guidance on the trustee role and board](#).

Registration is just the first stage of a potentially long journey for many charities. Our [website](#) has a huge amount of specialist advice and guidance to help a charity run as effectively as possible and assist in the most common areas that affect charities.

Use the [Managing your charity](#) section of our website to notify us of any changes and comply with legal obligations; whether it is filing accounts or completing the Annual Return, changing the governing document or alerting us to a serious incident.

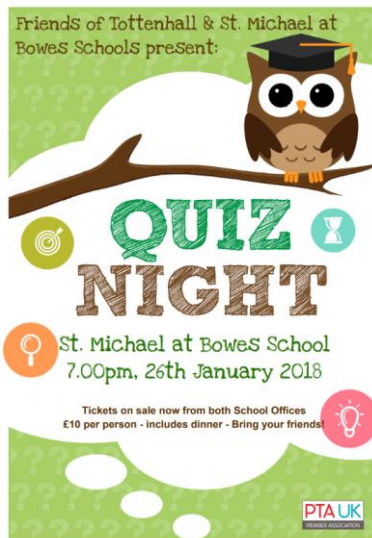
Yours faithfully

Daniel Callow

On track to meet your filing deadline? Charities have ten months from their financial year end to file their Annual Return and Accounts. Find out more at www.charitycommission.gov.uk. Remember to file on time and use our online services.

Consider the environment. Please don't print this e-mail unless you really need to.

3) Chair's report



- Christmas Disco Year 1 & 2
- Parents Quiz night and curry
- Valentines Disco
- Summer Fair

4) Treasurers report

a. FOTSA end of year summary 2017/2018

Sum of Income	Sum of Expenditure
£5,905	-£6,848

b. Noted 2016/2017 FOTSA income and expenditure summary

Sum of Income	Sum of Expenditure
£7,304	-£4,940

Row Labels	Sum of Net Income
SMAB	£2,742.39
Valentines Disco	£479.39
Half of Quiz night	£333.17
Half of summer fair income	£1,929.83
Tottenham	£3,162.77
Happy Bags collection	£485.55
Half of Quiz night	£333.17
Half of summer fair income	£1,929.83
Summer fair non uniform day	£110.00
Christmas disco	£304.22
Grand Total	£5,905.16

c. Detail of income as divided between SMAB and Tottenham, net of expenses associated with events

Row Labels	Sum of Expenditure
SMAB	-£3,751
Christmas presents for the children - £60 per class x 12 classes	-£720
Christmas tree for SMAB	-£49
Christmas crackers	-£108
100 chairs for Year 5 - Postura+EN5 430 mm high yellow	-£1,650
All Stars Ltd - Year 6 Leavers books	-£675
Green grass sofa for playground	-£549
Tottenham	-£3,097
Fish tank maintenance	-£600
Coaches to Christmas show	-£600
Christmas theatre - drinks and snacks for children	-£20
Material for Christmas costumes	-£20
Whistles	-£31
Dictionaries - book people	-£18
Macpac - bookbags	-£472
Citizenship picture books	-£24
Easter eggs	-£47
Books	-£15
Butterflies for Nursery	-£33
Coaches for summer trips	-£915
Colourful friendship bench for playground	-£284
Plaque for bench in reception playground	-£18
Grand Total	-£6,848

d. Detail of spending (excludes expenses associated with events)

Row Labels	Net income per grouping
Programme	£1,395.00
Estate Agent Boards	£600.00
Raffle	£426.00
bbq	£297.96
bar	£234.50
Auction	£180.51
cakes	£176.00
toys and books	£169.60
bouncy castles	£166.00
External Stalls	£160.00
Non uniform Tottenham donations	£110.00
face painting	£50.20
uniform	£43.50
plants/school council	£42.40
Tiger tiger	£26.20
Cash donations	£25.81
Teddy tombola	£20.00
Craft table	£18.81
splash the teacher	£17.90
beat the goalie	£15.30
Dolphin class crafts	£8.42
Lucky dip	£7.55
Steel pans	-£100.00
Insurance	-£122.00
Grand Total	£3,969.66

e. Detail from Summer Fair income 7th July 2017

5) Election of the Committee Roles

- Chairperson - The Chair directs the FOTSA meetings, liaises with the schools and ensures that the FOTSA committee are working together to plan events and fundraising. The Chair is a signatory on the FOTSA bank accounts.
- Treasurer - The Treasurer ensures financial records are kept, liaising with school offices and prepares reports on funds for committee meetings and for the Charity Commission. The Treasurer assists to provide small change floats for events and to bag and deposit proceeds from events. The Treasurer is a signatory on the FOTSA bank accounts.
- Vice Chair/Secretary - Distributes the meeting agenda, takes minutes of meetings and distributes the minutes to schools and attendees.
- Charity Trustees

6) . Summer Fair

a. Volunteers to co-ordinate and prepare the fair

b. Date for summer fair

- Proposed date of Saturday 29th June 2019

2018

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2019

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For Reference – to avoid clashes with sporting events – dates of known events 2019 are:

May 30-Jul 15 Cricket World Cup England
 Jun 7 - Jul 7 Football (Soccer) Women's World Cup France
 Jun 13–16 Golf US Open Pebble Beach, California
 Jun 14-30 Multi-sports European Games Minsk, Belarus
 Jul 1-14 Tennis Wimbledon London, England
 Jul 6-28 Cycling Tour de France Belgium, France

For Reference – to avoid clashes with religious festivals – dates of known events 2019 are:

2 May Thursday Yom HaShoah Jewish commemoration
 6 May Monday Ramadan Start Muslim
 6 May Monday Early May Bank Holiday Bank holiday
 9 May Thursday Yom HaAtzmaut Jewish holiday
 23 May Thursday Lag B'Omer Jewish holiday
 27 May Monday Spring Bank Holiday Bank holiday
 30 May Thursday Ascension Day Christian
 31 May Friday Laylatul Qadr (Night of Power) Muslim
 4 Jun Tuesday Eid ul Fitr Muslim
 9 Jun Sunday Pentecost Christian
 9 Jun Sunday Shavuot Jewish holiday
 10 Jun Monday Whit Monday Christian
 16 Jun Sunday Trinity Sunday Christian
 16 Jun Sunday Father's Day Observance
 20 Jun Thursday Corpus Christi Christian
 21 Jun Friday June Solstice Season
 12 Jul Friday Battle of the Boyne Local Bank Holiday Northern Ireland

7.) Other potential events

Event	Parent Volunteers Required	Potential Dates
Happy Bags Collections	1	
Christmas Disco - Tottenhall	6	Fri 14 th Dec
Christmas Fair	15	Dec
Parents Quiz night/ Curry night	10	Jan
Valentines Disco	6	Fri 15 th Feb
Cake Sale/ Craft afternoon	6	
Reception Parents Evening	4	July
Tea and cake at parents' evenings	4	
Nearly New Sale	10	
Welcome new parents event	4	Sept 2019

8) Potential other objectives for the year. Suggested items;

- Classlist www.classlist.com
- Easyfundraising <https://www.easyfundraising.org.uk>
- Class Reps <https://www.theschoolrun.com/what-is-a-class-rep>
- School recipe book

9) Potential spending for the year 2018/2019

Known spending

SMAB (£1560)

Year 4 Chair replacement £1560

Tottenham (£1400)

Book bags for reception £400

Half cost of Coaches for December Panto £600.00

Part cost of cushions for early years £230.00

Part cost of carpets (1 of 3 purchased) £170.00

Probable spending

SMAB

Leavers books

Christmas presents and tree

Tottenham

Coaches for summer trips

Other spending suggestions

10) Other business

11) Next ordinary FOTSA meeting

Previous FOTSA meetings ran on a once per half term basis, at the beginning of the half term.

Next meeting proposed week of the 7th January, date and venue tbc.

12) Next FOTSA AGM meeting

AGM preferable to be held in the first half term of the school year.

Next AGM proposed for week of 16th September 2019, date and venue tbc.

CLOSE