

FRIENDS OF ROWAN ASSOCIATION ('FoR' or 'Association')

Annual General Meeting Follow-up Meeting: held on 1st July 2025 at Rowan Preparatory School, 6 Fitzalan Road, Claygate, KT10 0LX.

Meeting Minutes

1. Welcome and introductions

Mrs Flo Milford (FM, previous Secretary) welcomed attendees to the meeting. There were 12 attendees including the following Officers (Trustees) of the Association: Mrs Sarah Raja (SR, Headmistress,); Dr Alex Simonovic (AVS, Chair), Mrs Elizabeth Stephenson (ES, Vice Chair); Yasmeen Sra (YS, Secretary); and Jennifer Hudson (JH, Treasurer). AS, ES, YS, and JH had been newly elected as FoR Trustees and Committee Members at the AGM held on 25 June 2025.

Also in attendance were Mrs Vicky Langham (VL, School Business Manager), Mrs Achana Sanjeev (AS, Committee Member, previous Treasurer), Mrs Alex Leighton-Davies (ALD, previous Treasurer prior to AS), Mrs Ann Cowling (AC, Committee Member), and previous Committee Members Mrs Inga Ross (IR) and Mrs Sally Bunting (SB).

2. Recap of previous week's AGM

SR and VL apologised for being unable to attend FoR's formal AGM the previous week when the school inspection arose without notice. Consequently, the AGM only considered the formal proposed resolutions previously circulated to parents in the AGM Notice and as set out in Appendix 1. FM noted that all parents had subsequently also been invited to this follow-up meeting to discuss FoR's current year activities, funding projects and future plans.

a. Accounts for the year ended 31 August 2024

ALD recapped that the draft FoR financial statements for the year ended 31 August 2024 had been presented at the AGM on 25 June 2025. ALD confirmed she had prepared the financial statements; they had been independently reviewed by Mr James Brimlow (FCA); circulated to all parent members on 2 June 2025; approved at the AGM the previous week; and submitted by AS to the Charity Commission before the statutory filing deadline of 30 June 2025.

2023/2024 was the third and final year that the previous parent team, led by Victoria Buss (previous Chair), was responsible for FoR. ALD confirmed they had run the usual events during the year: Christmas and Summer fairs, Brae and Hill Valentine discos, sports day refreshments, Christmas card sales, termly uniform sales, plus an additional movie night for Hill girls and a Summer Ball for parents at the Woodlands Park Hotel with a live auction.

ALD outlined that a profit of £31k was made during the year, of which £3k was specifically raised for the school's nominated charities. The £31k profit was the same as the prior year, and slightly less than the £39k profit made in 2021/2022 when there had been two extra events.

FoR began the 2023/2024 year with general funds brought forward of £50k and continued to make a dedicated effort with school during the year to identify significant funding projects to support. These included large co-funded projects such as the Hill and Brae library redesigns and a new projector and large screen for the performing arts department, as well as a wide range of other funded items covering different departments (see A/C Note 4, page 12 of the financial statements). In total, £55k of projects were approved in the year ended 31 August 2024: £43k undertaken in the year and £12k designated for future financial periods. ALD confirmed that FoR's funds carried forward at 31 August 2024 were £35k, comprising the £12k designated for already approved funding projects and £23k of general funds.

b. Election of new trustees and committee members

At the AGM the previous week, AVS had been elected Chair, ES had been elected Vice Chair, YS had been elected Honorary Secretary and JH had been elected Honorary Treasurer. AC, AS and Natasha Patel were also elected as Committee Members.

c. Approval of remaining resolutions in AGM Notice

FM noted that the remaining resolutions (see Appendix 1) were also approved at the AGM in relation to appointing an independent reviewer of next year's financial statements and updating FoR's bank signatories, banking correspondence address, and contact names for payment platforms (iZettle and Paypal).

3. Summary of current year ending 31 August 2025

FM recapped FoR's main events for the current year: very positive feedback had been received for the Christmas Fair and, more recently, the Summer Fair; as well as the Valentine's Disco. The parent party had also proved extremely popular at Burhill Golf Club. Using external food trucks for the first time at the Christmas and Summer fairs had reduced the burden on parent volunteers/FoR and the event was still profitable. FM also noted that the sale of second-hand uniform had been changed by the new FoR Committee during the current year to (i) no longer pay the previous 50% commission to parents on sales of donated blazers; and (ii) no longer retain a second-hand uniform stocklist and to have one price for each type of item (instead of graded pricing depending on the condition of the donated item). These changes were introduced to reduce the operational burden on individual FoR volunteers.

AS provided a financial overview for the current year 2024/25 to date. In summary, FoR began the year with funds of £35k and had raised £17k so far from its various events

(including £620 for Shooting Stars, the school's nominated charity). There had been approved funding projects totalling £10k so far that year, such that FoR expected to have closing funds of c.£42k at the year-end. AS noted that FoR had recently circulated a proposed large funding project to parent members to consider co-funding, with the school, the full redesign of the Glen outdoor play area at the Brae next year.

SR expressed her sincere thanks to outgoing Committee Members for their hard work and dedication throughout the year, and congratulated them on running successful events. This was echoed by VL and all attendees.

4. FoR Workstreams - Volunteer Leads for 2025-26

In addition to recapping the new FoR Committee members for the coming year, AVS noted the following parents had volunteered to lead specific FoR workstreams next year:

- Second-hand Uniform Rep – Committee responsibility (in absence of a volunteer lead).
- Social media (Instagram) – Nataliya Lloyd continuing in role.
- New Parents' Reps – Genny Assersohn continuing, with Nilufer Karim and Lucy Walsh also volunteering.
- Christmas Card Lead - FM would continue to do this.
- Local Charity Rep – Committee responsibility, to work with school on main charities.
- Website Rep – ALD agreed to update FoR's website, hosted on the school's website.

5. Future funding projects

VL and AVS provided a summary of future FoR funding project ideas. As already noted, a funding proposal for the redesign of the Glen play area at Rowan Brae was currently being considered by parents, with the voting closing date on 9 July 2025. It was proposed that this would be co-funded by the school and FoR; the total cost was £60,000, with a proposed contribution of £30,000 from FoR. *[PMN: The proposal was approved by parent members before the end of Summer term 2025 and the work took place in October 2025 half-term.]*

Other possible future funding project ideas to be carried over to next September included requests to purchase a mixer for the school/cook & bake club, a kiln for the art department and a portrait painting workshop with the prominent artist Basia Hamilton.

6. Outline of current plans for upcoming year 2025-26

AVS began by thanking Mrs Raja and the previous Trustees: Mrs Anu Brown (previous Chair), Mrs Julia Whittaker (previous Vice Chair), FM and AS for their time and efforts, particularly with regard to handing over to the new team.

AVS introduced the new trustees and appreciation was expressed for the continued support of Committee members: AC (especially for her experience with preloved uniform), AS and Mrs Natasha Patel. Thanks were also extended to SB and IR who were stepping down as committee members, and to ALD for background information and continuing to be available to assist the new team with queries. AVS additionally thanked school staff members Miss Smith, Mr Jackson, Mr Secret and Mrs Langham for warmly welcoming and aiding the new team.

AVS then gave an overview of the initial plans for 2025/26, including events such as the annual Christmas and Summer Fairs, a formal Parent Ball for Rowan's 90th anniversary, the Valentine's Discos and a new Halloween movie night. (A draft timeline of FoR events for 2025/26 is included as **Appendix 2**).

AVS wished to reassure everyone that the new team intended to honour existing FoR relationships with sponsors, collaborators and suppliers. AVS confirmed the new team would also endeavour to continue to support other charities, including the school's nominated charities next year. They would deliver some smaller FoR events and experiences for the girls throughout the year as well.

AVS had already set up a new WhatsApp 'community' for the upcoming year to ensure good communication. The FoR volunteer subgroups so far within the community included a handover group, the committee, trustees, social media, new parent reps, incoming class reps and a general volunteers group.

7. Meeting close

FM thanked everyone for attending, wished the new team the best of luck, and closed the meeting.

Appendix 1

RESOLUTIONS OF THE FRIENDS OF ROWAN ASSOCIATION (FoR)

Passed at the AGM on 25th June 2025 at The Foley, Claygate KT10 0LZ

ORDINARY RESOLUTIONS

1. It was proposed that in relation of the Officers of the Association and the other Committee Members, other than Mrs Sarah Raja as Headmistress, and all with effect from the end of the Meeting:

- a. Anuradha Brown (Chairman), Julia Whittaker (Vice-Chairman), Achana Sanjeev (Honorary Treasurer), and Florentyna Milford (Honorary Secretary) shall retire and not stand for re-election;
- b. Alexandra Simonović who has indicated a willingness to be elected as Chairman, shall be so appointed;
- c. Elizabeth Stephenson who has indicated a willingness to be elected as Vice-Chairman, shall be so appointed;
- d. Yasmeen Sra who has indicated a willingness to be elected as Honorary Secretary, shall be so appointed;
- e. Jennifer Hudson who has indicated a willingness to be elected as Honorary Treasurer, shall be so appointed;
- f. Inga Ross and Sally Bunting (Committee members) shall retire and not stand for re-election;
- g. Ann Cowling and Natasha Patel (Committee members) shall retire as required but stand for re-election as Committee members, and shall be so appointed; and
- h. Achana Sanjeev and any other persons who indicate a willingness to be elected as a Committee member (either present at the Meeting or who have given written notice of such to the Committee beforehand) shall be so appointed.

In relation to the above **IT WAS RESOLVED THAT:**

- Alexandra Simonović is appointed as Chairman
- Elizabeth Stephenson is appointed as Vice Chairman
- Yasmeen Sra is appointed as Honorary Secretary
- Jennifer Hudson is appointed as Honorary Treasurer
- Ann Cowling and Natasha Patel are re-appointed as Committee members
- Achana Sanjeev is appointed as a Committee member

2. It was proposed that the FoR accounts for the period ended 31st August 2024 as previously circulated to Members on 2nd June 2025 shall be approved;

In relation to the above **IT WAS RESOLVED THAT** the FoR accounts for the year ended 31st August 2024 are approved.

3. It was also proposed that the Committee be free to appoint such independent examiner for the accounts as shall be required for the year ending 31st August 2025, and shall assess his/her appropriate remuneration without further reference to the Members;

In relation to the above **IT WAS RESOLVED THAT** the Committee be free to appoint such independent examiner for the accounts as shall be required for the year ending 31st August 2025, and shall assess his/her appropriate remuneration without further reference to the Members.

4. It was proposed that Anuradha Brown and Achana Sanjeev be removed as bank signatories and replaced by Alexandra Simonovic, Jennifer Hudson, Elizabeth Stephenson and Yasmeen Sra;

In relation to the above **IT WAS RESOLVED THAT** Alexandra Simonovic, Jennifer Hudson, Elizabeth Stephenson and Yasmeen Sra replace Anuradha Brown and Achana Sanjeev as bank signatories.

5. It was proposed that Achana Sanjeev's home address be replaced for all banking purposes of the Association by the home address of Alexandra Simonović;

In relation to the above **IT WAS RESOLVED THAT** Achana Sanjeev's home address be replaced for all banking purposes of the Association by the home address of Alexandra Simonović.

6. It was proposed that Achana Sanjeev be replaced by Jennifer Hudson for the purposes of other payment platforms used by the Association (including iZettle and Paypal).

In relation to the above **IT WAS RESOLVED THAT** Achana Sanjeev be replaced by Jennifer Hudson for the purposes of other payment platforms used by the Association (including iZettle and Paypal)

By order of the FoR Committee

Yasmeen Sra
Honorary Secretary
25th June 2025

Appendix 2

Incoming FoR Committee - Draft Timeline of FoR 2025/26 Events

Sept 4th FoR committee meeting

Sept 9th & 10th Parent introductions (FoR video to play and trustees to attend if possible)

Sept 11th New parent coffee morning

Sept 15th Mrs Langham (VL) meeting regarding funding projects (pending availability)

Sept 19th pre-loved uniform sale at the Hill hall (both Brae and Hill clothes)

Oct 10th Halloween movie night for Hill

Nov 24th Wreath workshop for parents (and teachers invited)

Dec 6th Christmas fair at The Hill

Jan 12th FoR committee meeting

Jan 15th VL meeting regarding funding projects (pending availability)

Feb 13th non-uniform 'sparkle day' followed by Brae/ Hill Valentine's disco

March 13th- pre-loved uniform sale at Colour Run

April 22nd FoR committee meeting

May 1st Spring festival with alumni BBQ FoR committee meeting

May 16th Parent Ball

Late May -VL meeting regarding funding projects (pending availability)

5th June -Crazy hair day or similar with donations for fair

13th June- Summer fair with pre-loved uniform sale

Late June -Sports day (cold drinks and pick & mix sale by FoR)

25th June AGM

inc. ad hoc small projects (e.g. planetarium, living eggs etc.) and wellbeing week (date tbc)