

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

Annual General Meeting on 25th June 2025 at 8:45am - The Foley, 106 Hare Lane, Claygate, KT10 0LZ ('the Meeting')

Meeting Minutes

1. ATTENDEES

There were 11 Members in attendance including the following Officers (Trustees) of the Association: Mrs Flo Milford (Honorary Secretary) and Mrs Achana Sanjeev (Honorary Treasurer) and the following FoR Committee members: Ann Cowling, Sally Bunting, Natasha Patel and Inga Ross.

Mrs Sarah Raja (Headmistress), Mrs Anuradha Brown (Chairman), Mrs Julia Whittaker (Vice Chairman) sent their apologies for being unable to attend due to the school inspection which had arisen this week and their respective work commitments.

Flo Milford (FM) welcomed everyone to the meeting and thanked them for their attendance.

FM outlined that the Meeting would consider the formal proposed resolutions circulated to all Members in the AGM Notice on 2nd June 2025 in order to approve last year's financial statements before the submission deadline of 30th June 2025 and to appoint the new Trustees and Committee Members for next year.

FM confirmed that all parent members had also been invited to a follow-up meeting at 8:45am on Thursday 3rd July 2025 with the current FoR Committee, the newly appointed FoR Committee, Mrs Raja and Mrs Vicky Langham (School Business Manager) to discuss FoR events for the current year, funding projects and future plans.

2. SUMMARY OF PREVIOUS YEAR ENDED 31st AUGUST 2024

Alex Leighton-Davies (ALD), the previous Treasurer, presented the draft FoR financial statements for the year ended 31st August 2024 at the Meeting; confirmed that they had been independently reviewed, and circulated in advance of the Meeting to all Members on 2nd June 2025 for consideration.

2023/2024 was the third and final year the previous parent committee team, led by Victoria Buss (previous Chariman), were responsible for FoR. ALD confirmed it was another busy and successful year for the Association and provided the following summary of the year's events: a movie night for Hill girls (£340); the Christmas Fair (£5.2k); Christmas card sales (£465); a wreath-making workshop for parents (£60); the Valentine's Discos (Hill & Brae - £1.7k); a parents' Summer Ball at Woodlands Park Hotel, including a live auction (£4.2k); the Summer Fair (£4.7k); and refreshments including pre-ordered picnic lunches at Sports Day (£878). It was also a very successful year for second-hand uniform sales, led by Ann Cowling, with termly sales raising a total of £7.8k.

The FoR team presented to parent members at both the Hill and Brae information evenings in September 2023 and hosted new parents' coffee mornings, as well as supporting the local charity Smiles2Smiles with collecting Christmas gifts (hamper items and Amazon wish-list orders) and Easter egg donations to support vulnerable families in the Elmbridge area.

Total income for the period was £65,686, with net funds raised during the year of £30,714. This included £2,935 for the school's nominated termly charities: Shelter (£249 from Christmas card sales), Young Minds (£1,747 from the Valentine's Discos) and Barnardo's (£939 from the Summer Ball's live auction).

School projects funded by FoR in the period amounted to £42,550. ALD explained that their committee had worked very hard with the school to identify a number of new projects that FoR could fund (or co-fund with school) to invest significant available FoR funds into the current pupils to enhance their learning and experiences - since monies raised by FoR should be spent on a more real-time basis, on current pupils (as opposed to accumulating funds).

The £42,550 of current period funding projects included two co-funded projects with the school: firstly, the full redesign and refurbishment of the libraries at both the Hill and the Brae (FoR's contribution £17,419) and, secondly, the enhancement of the school's Performing Arts equipment with a projector and large screen to allow dramatic projection of scenery in school productions (FoR's contribution £7,130). The remaining funding projects for the year represented a variety of equipment and experiences across different subject areas including: 4 full, re-usable kit cars for Hill pupils to build and drive life-size electric vehicles (£7,700); 12 Dash robots (£2,642) to upgrade the Brae's computing curriculum; high jump equipment (£1,905) for the Sports department; an immersive visiting planetarium dome (£900) and hatching chick eggs (£342) for the Science department; an outdoor history illustrated timeline (£414); water play resources (£708) for Early Years at the Brae; house flags and pins (£900); and more. *[PMN: See page 12 of the FoR financial statements for the y/e 31 August 2024 for a full breakdown of all the year's funding projects.]*

Closing FoR funds at 31 August 2024 were £35,047 - of which £11,961 was already designated to be spent in future periods on approved funding projects: new staging for performing arts (£6,871); DASH robot subscriptions (£500 p.a. for 9 years); and a Bounce Beyond sports workshop for all pupils on National Fitness Day in September 2024 (£590).

ALD noted that in 2021/2022 to 2023/2024 the previous FoR committee raised total funds of £100k with the phenomenal support of Rowan parents – namely £38.9k, £30.9k and £30.7k in the three years respectively. £92k was used to fund projects in those three years for the girls at school and £7k was raised specifically for other charities. The carried forward balance of £35k represents the remaining £1k raised in those three years plus £34k of funds originally from earlier, pre-covid periods - of which £12k is already designated to be spent in future periods as outlined above.

APPROVAL OF THE 2024 ACCOUNTS

The draft financial statements were circulated to Members on 2nd June 2025 and approved at the Meeting. AS confirmed they would be submitted to the Charity Commission before the 30th June 2025 filing deadline, together with the annual return. *PMN: The financial statements were submitted on time and a copy is now available on the Charity Commission's website* <https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/1058466/accounts-and-annual-returns>
A copy is also available on FoR's website: <https://www.rowanprepschool.co.uk/parents-information/friends-of-rowan>

APPROVAL TO APPOINT INDEPENDENT REVIEWER FOR 2025 ACCOUNTS

ALD explained that, under FoR Rules, the appointment of an independent reviewer (if required) and their remuneration is to be voted on at the AGM. As it is not certain at this stage who the independent examiner will be (if required for the year ended 31 August 2025) nor what they will charge, it was unanimously agreed at the Meeting (as in prior years) that the FoR Committee could approve this without further reference to the Members.

3. ELECTION OF TRUSTEES / COMMITTEE MEMBERS

Other than Mrs Raja, as an ex-Officio appointee, all the Officers and Committee members retired from the Committee (as required under the Association's rules as registered with the Charity Commission for England and Wales). FM confirmed that AB, JW, AS and FM would not be standing for re-election. Similarly, Sally Bunting and Inga Ross (Committee members) did not stand for re-election.

VOTING OF COMMITTEE OFFICERS (TRUSTEES)

- (a) Dr Alex Simonovic was elected as Chairman.
- (b) Mrs Elizabeth Stephenson was elected as Vice-Chairman.
- (c) Mrs Jennifer Hudson was elected as Honorary Treasurer.
- (d) Mrs Yasmeen Sra was elected as Honorary Secretary.

VOTING OF COMMITTEE MEMBERS

- (e) Mrs Ann Cowling and Mrs Natasha Patel were re-elected as Committee Members.
- (f) Mrs Achana Sanjeev was elected as a Committee Member.

The incoming FoR Committee includes both Hill and Brae parents to help consider the appropriateness of future events and funding projects for both Hill and Brae pupils and sites.

4. APPROVAL OF OTHER RESOLUTIONS IN AGM NOTICE

It was agreed that Alex Simonovic and Jennifer Hudson would replace AB and AS as bank signatories. It was also agreed that applications would be made to NatWest for two new debit cards in the names of Alex Simonovic and Jennifer Hudson (maximum two debit cards, per the FoR Bylaws).

It was agreed that AS's home address be replaced with the home address of Alex Simonovic for banking purposes. It was also agreed that AS be replaced by Jennifer Hudson for the purposes of all payment platforms used by FoR (including Zettle and PayPal).

5. AOB

- a) **Handover to new FoR team** – The outgoing FoR team had already met with members of the new team prior to the Meeting for handover discussions. At the Meeting, ALD shared a handover document listing all FoR registrations and logins to be transferred over to the new team, and noted that all information and documents are saved in the FoR folder on the school's Sharepoint site.
- b) **Parentkind** - ALD confirmed that helpful guidance can be found through FoR's membership of Parentkind: www.parentkind.org.uk – including FoR's own insurance and guidance for PTAs on different topics.

9. CLOSE OF MEETING

ALD thanked FM, AS and the rest of the outgoing FoR team for their time and effort over the last year. FM closed the meeting.