



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

Annual General Meeting on 21 March 2022 at 2pm – Garden Room, Rowan Hill

Meeting Minutes

1. ATTENDEES

There were 9 Members in attendance including the following Officers (Trustees) of the Association: Mrs Susan Clarke (Headmistress), Mrs Taeryn Jurd (Chairman), Mrs Victoria Buss (Honorary Secretary) and Weijia Peng (Honorary Treasurer). Victoria Buss (VB) welcomed everyone to the meeting and thanked them for their attendance.

2. UPDATES SINCE PREVIOUS AGM

VB noted that the Association's last AGM was on 27 June 2019. Since then there has been a completely new FoR team with Weijia Peng appointed at the June 2019 AGM and VB and Taeryn Jurd (TJ) assuming the roles of Chair and Secretary respectively in October 2020. FoR's activities have been limited since the 2019 Christmas Fair up until the start of the 2021/22 academic year due to the covid-19 pandemic. Going forward, an AGM will be held within fifteen months of the previous AGM.

3. SUMMARY OF PREVIOUS YEAR ENDED 31 AUGUST 2021

TJ outlined that fewer activities were undertaken in the previous financial year due to the continuing impact of the global pandemic throughout the whole year. FoR organised virtual events - an online Christmas Quiz for parents in December 2020, virtual Christmas stories for pupils during the Christmas holidays 2020 and an online Valentine's Disco for pupils in February 2021 - together with some other fundraising activities such as Christmas card sales, Christmas craft packs for pupils, and refreshments at the school's sports days in June 2021. FoR also funded Willow Weaving Workshops for all pupils from Preschool to Year 6 which led to the creation of the sculptured garden and living tree dome in recognition of the school's 85th Anniversary. The net income for the year ended 31 August 2021 was £238. *[Closing FoR Funds as at 31 August 2021 were £33.7k, see financial statements for details.]*

4. RETIREMENT OF EXISTING OFFICERS AND COMMITTEE MEMBERS

- (a) Other than Mrs Clarke, 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).
- (b) Weijia Peng did not stand for re-election and was thanked for all her hard work over the years for FoR.

5. VOTING OF COMMITTEE OFFICERS (TRUSTEES)

- (a) Taeryn Jurd was unanimously re-elected as Chairman.
- (b) Victoria Buss was unanimously re-elected as Honorary Secretary and unanimously elected as Vice-Chairman.
- (c) Alex Leighton-Davies was unanimously elected as Honorary Treasurer.

6. VOTING OF COMMITTEE MEMBERS

Deborah Allen was unanimously elected as a Committee member.

7. APPROVAL OF FINANCIAL STATEMENTS

The accounts for the year ended 31st August 2021 (as previously circulated to parents on 16 March 2022) were approved. *PMN: Copy available on FoR website:*

<https://www.rowanprepschool.co.uk/parents-information/friends-of-rowan>

8. APPOINTMENT OF INDEPENDENT EXAMINER FOR 2021/22 ACCOUNTS

Under the Charity Commission Rules, the annual accounts of the Association should be scrutinised by an independent examiner if its annual income is over £25,000¹. The previous year's income was under £25,000² but FoR may exceed this figure for the year ending 31st August 2022. Under the FoR Rules, the appointment of such an independent reviewer (if required) and their remuneration is to be voted

¹ (A full audit would be required if the Association's annual income was over £1million, or if gross assets are over £3.26million and annual income over £250,000.)

² An independent review of the 2020/21 accounts was performed by Wei Zhang ACA in any case, as a matter of good practice.

on at the AGM. However, as we are not sure at this stage who the independent examiner will be (if required) nor what they will charge, it was unanimously agreed that (as in prior years) the Committee could approve this without further reference to the Members.

9. BANKING MATTERS

- (a) **Signatories:** It was agreed that Donna Cuff (ex-Honorary Treasurer) and Weijia Peng be replaced as bank signatories by Taeryn Jurd and Alex Leighton-Davies. It was also agreed that Donna Cuff and Weijia Peng be replaced by Alex Leighton-Davies for the purposes of online payment systems used by the Association (including Paypal, and Zettle used by FoR for taking card payments).
- (b) **Address for Communications:** It was agreed that Weijia Peng's home address be replaced by that of Alex Leighton-Davies for all banking purposes.

10. PROGRESS YEAR TO DATE

EVENTS

It was FoR's intention to hit the ground running at the start of the new academic year and organise events to bring Rowan families together. VB provided the following summary of 2021/22 events to date, including 3 events during a very busy and successful Autumn Term:

- (a) The **Late Summer Fair** (25 September 2021) was well attended and received great feedback. We will use learnings from the event for the upcoming Summer Fair this June. *Raised £5.5k.*
- (b) The **85th Anniversary Ball at Denbies Wine Estate** (6 November 2021) for Rowan parents and staff was also well attended and received super feedback. *Raised £9.6k*, including procuring 25 wishlist items (worth £3.6k) as identified by Rowan teachers for the girls through the generous winning bids from parents in our Silent Auction.
- (c) The **Christmas Fair** (4 December 2021) presented some challenges with having to adapt the event to be largely outside due to covid-19. We aimed to still make the event special for the girls with an outdoor 'winter wonderland' and entertainment including a Magic Show, Silent Disco, and also a Snow Globe to add something extra to Santa's Grotto this year. A new sponsor, Savills, was found to cover the majority of the cost of the Snow Globe. *Raised £4.2k.*
- (d) **Two Valentine's Discos** (Hill - 4 February & Brae - 11 February 2022) – Both evening discos were held at Rowan Hill, with pocket money and cake stalls and an art & craft activity area. The Brae

party was the first such Valentine's event for the Brae and had two children's entertainers; whilst the Hill event was the traditional louder disco and dancing. We had some good feedback and some learnings from both events. *Raised £2.1k.*

- (e) The **Curry & Quiz Night (18 March 2022)** for parents was hosted by FoR at Rowan Hill with positive feedback, especially for the food prepared by Tom Allen (Rowan parent and professional chef). *Raised £2.4k*, including £1,000 for the DEC Ukraine Humanitarian Appeal from the Live Auction during the evening.
- (f) **Other FoR fundraising activities** this year have included Christmas cards, a wreath making workshop with local florist SurreyFlowerBee, and the 1930s Artwork Project in collaboration with Mrs Broadbent (A5 canvases produced by each pupil and on sale at the Denbies Ball).

Alex Leighton-Davies (ALD) noted that £21.5k has been raised since 1 September 2021 from the above events and activities, after procuring the Silent Auction wishlist items (£3.6k) and making the £1,000 donation to the DEC's Ukraine Humanitarian Appeal and total donations of £518 to the school's nominated charity Princess Alice Hospice (i.e. £400 from Christmas Card sales and £118 from an activity at the Curry & Quiz Night).

OTHER FoR WORKSTREAMS

VB shared the following updates:

- (g) **Smiles2Smiles** – FoR received a great response from Rowan parents to the Christmas 2021 appeal for new toys and food items to support 300+ local families. *PMN: FoR also recently collected Easter egg donations for Smiles2Smiles; and, donations of children's footwear for the charities Sal's Shoes and Conversion.*
- (h) **Second Hand Uniform Process**
- In February 2020, Uniformis started to fulfil FoR's second hand uniform sales, allowing parents to buy and sell uniform 24/7 through Uniformis' online platform. This received mixed feedback with some parents finding turnaround time slow and missing the opportunity of onsite sales to check the quality and sizing of items before purchasing.
 - With effect from 4 March 2022, FoR has brought its second hand uniform sales back in-house and will run our own termly onsite sales. All sale proceeds will go to FoR, with the exception of blazers which are high value items and for which parents will receive 50% commission (where a Blazer Submission Form is enclosed with the blazer donation). Uniformis online sales will continue for parent-to-parent sales only - with no involvement or commission for FoR. The parent seller receives 88% of the sales price; Uniformis charge

10% commission and there is a 2% transaction fee. *PMN: Details of the new second hand uniform arrangements were set out in FoR's clarion of 11 February 2022.*

- VB and TJ collected the FoR's second hand uniform stock from Uniformis and VB has sorted it in readiness for our onsite sale in the Hill playground on 24 March 2022, including compiling a new stocklist of 570 items. The FoR shed at the Hill has been cleared to store the uniform stock going forward. It was noted that a lot of FoR stock was collected from Uniformis and not all of it appears to have previously been listed on Uniformis' website, thereby supporting the decision to bring FoR's uniform arrangements back in-house.
- Any uniform items donated under the old arrangements (i.e. pre-4 March 2022 and with a completed Uniform Submission Form) should continue to have parent commission paid once those items are sold. It was acknowledged in the meeting that tracking such individual sales and the associated commission is an onerous process for FoR's Uniform Reps and Weijia Peng (ex-Treasurer) confirmed it is very time consuming organising the payment of parent commissions - typically for small amounts and often to ex-Rowan parents. Deborah Allen suggested a blanket communication to ex-Rowan parents to waive their commission. Mrs Clarke proposed giving parents a window to revert to FoR on any outstanding commission payments, with a view to FoR being in a position by the end of 2022 of only having stock subject to the new arrangements – i.e. no parent commission payable, except on blazers. FOR Committee to discuss further at their next committee meeting and develop a proposal.

- (i) **FoR Website** – The FoR webpage is now hosted under the school's website:

<https://www.rowanprepschool.co.uk/parents-information/friends-of-rowan>

It has been updated this term to include an overview of FoR, its activities and second hand uniform information - as well as key documents for parents' information such as FoR's Rules & Bylaws, Funding Proposal Voting Procedures, Funding Request Form, Accounts, Committee List, Blazer Submission Form etc. United Learning will be updating the FoR webpage in due course to include an additional page of photos of FoR events and sponsored projects.

- (j) **Social media** – FoR provides updates on its activities and events on Instagram & Facebook

<https://www.instagram.com/friendsofrowan/?hl=en> &

<https://m.facebook.com/FriendsofRowanPrep/>.

We plan to use our social media accounts (and Twitter <https://mobile.twitter.com/friendsofrowan1>) more regularly going forward to raise FoR's profile. This is in line with suggestions previously made at Class Rep meetings this year.

11. FUTURE PLANNED EVENTS & FUNDRAISING ACTIVITIES

TJ provided the following update on FoR's plans for Summer Term 2022:

- (a) **Art Auction** in collaboration with Mrs Broadbent (Art Department) - Each Hill & Brae class has prepared a large canvas painting for FoR to auction during Arts Festival week. We are planning a silent auction and considering options for running it online. Mrs Clarke offered to include images of the canvases in Friday Notes/Sway or for Emma Ferguson to create a flipbook of the images. It was also agreed that we should launch the auction at the Arts Festival and close it at the Summer Fair, with the canvases on display at both events.

- (b) **Summer Fair – 11 June 2022** - We have a new range of inflatables booked and 7 external stalls already signed up for the event. Savills has been secured as a sponsor and FoR will be seeking 15-20 local Claygate families to display Savills boards in the run up to the fair. Mrs Clarke noted that her Savills board for the Christmas Fair did not mention Rowan. VB confirmed the signs should have named the school (without noting event details) and that we will check this with Savills for the summer fair. Raffle prizes will be themed hampers, organised by the Class Reps. FoR will inform Class Reps of their respective year group's hamper theme before the Easter holidays.

- (c) **Sports Days** - FoR will be providing refreshments at both the Brae & Hill Sports Days this June/July. Mrs Langham asked whether FoR planned to sell picnics online in advance for collection at sports day (as originally intended last year before covid-19 restrictions disrupted this). VB and TJ said FoR will consider this, perhaps for the Hill Sports Day which runs across lunchtime. Mrs Clarke noted that the Hill timings could be reviewed to see if there is any scope to allow the girls to join their families for a picnic lunch between events. Attendees at the AGM noted that parents would expect the girls' lunch to be provided by school and that some pupils may not have their family in attendance. It was also agreed at the meeting to have a separate area for any picnics, in order to avoid picnic blankets next to the events or the finish line. Mrs Langham asked if FoR had managed to book DE Photography to take photos on the sports days for parents to purchase and take home with them. VB confirmed that sadly the photographer is already booked on those dates and that she has not had much luck sourcing an alternative photographer who can offer the same 'on the day' printing service. Deborah Allen

mentioned she has a contact who may be available and would share their contact details with the rest of the Committee.

There was also discussion at the meeting regarding event ideas beyond this year:

- (d) **Bonfire Night** – Mrs Clarke noted that a Bonfire Night event was very popular at her previous school - for example, a family ticket priced c.£25 for a fireworks display and a small funfair at Hinchley Woods Sports Ground, with hot drinks and pies on sale. There was enthusiasm at the meeting for this. Comments included the possibility of combining with another school (e.g. Shrewsbury) to help cover costs; complimentary tickets for school's neighbours; and, the need to consider marshalling for the event and parking arrangements, particularly the use of Telegraph Lane parking at night.
- (e) **Parent event for 2022/23** – Following the success of the Denbies' Ball, another parent party is planned for Spring Term 2023, less formal than a ball on this occasion. Deborah Allen confirmed that FoR are already looking at possible venues for this.
- (f) **Wine tasting** – Mrs Du Toit noted that a previous FoR wine tasting evening had been very popular and could be repeated.

12. FUNDING PROPOSALS

- (a) **Process** – VB reminded those in attendance that requests may be made by the school, FoR or any parent member to the FoR Committee to spend FoR funds on extra facilities for the benefit of Rowan pupils. Per FoR's Bylaws, funding requests up to £500 are considered by the FoR Committee. For funding requests over £500, all parents have a say in accepting such a request via the Class Reps' vote. *PMN: FoR Rules & Bylaws, Funding Request Form & Voting Procedure are available on the FoR website.*
- (b) **Historic projects** – ALD provided the following examples of FoR sponsored projects over the last seven years: Playground equipment (£14k), Additional cellos & violins (£1k) for FoR's Y1 String Initiative; Y6 Gazebo (£10k), Rowan Radio equipment (£6k), Outdoor instruments (£8.7k), Lego Kits (£6k), Retractable Tiered Seating in Hill Hall (£15k), Hill Trim Trail (£10k) and Forest School (£1k) as well as co-sponsoring Author Visits and Library Resources with the school on an annual/bi-annual basis.

- (c) **Current Year** – ALD confirmed that the following funding requests have been approved since 1 September 2021:

Author Visits for 2021/22 - £500 (not yet paid)

Library Resources (Brae & Hill) for 2021/22 - £1,000 (not yet paid)

Wellbeing Week – Mobile Climbing Wall for the Hill- £1,440 (paid)

Wellbeing Week – Circus Skills Workshop for the Brae - £355 (paid)

After the above pledged amounts (and known expenses payable for the upcoming 2022 Summer Fair), FoR has total funds of £49k³. As per FoR's Bylaws, ALD noted that it is not the object of FoR to accumulate funds but rather to fund extra facilities for the school and engage in activities which support the school and advance the education of Rowan pupils. FoR met with Mrs Clarke and Mrs Langham (School Business Manager) on 25 January and 14 March 2022 to discuss funding ideas.

During the AGM, Mrs Clarke outlined the following two priority funding requests which the school are in the process of preparing:

- (i) **Development of the Spinney at Rowan Hill** – A significant, phased project co-funded by the school and FoR. At present, Rowan girls can only use the Spinney for half the year as the winter weather makes it muddy and unusable from October to March. Whilst school has worked hard on the front playground at the Hill, the Spinney is widely acknowledged as the girls' favourite place to play and hugely enhances their wellbeing and imaginative and collaborative play. Phase 1 would involve re-surfacing the Spinney's grass playground area with artificial grass to allow use all year round, whilst maintaining the natural wooded area on the other half of the Spinney. Phase 2 would include the installation of an Eco-house (on the back strip of the Spinney, subject to planning permission) to enhance the girls' STEM learning, incorporating weather and plant studies as well as supporting wellbeing and sensory needs.
- (j) **Virtual Reality Kits** – Technology to bring a fully immersive VR experience to Rowan pupils, bringing lots of different environments to the classroom across a range of subjects.

School plans to present the above two funding requests to FoR at the start of Summer Term 2022 for discussion with Class Reps, with a view to Phase 1 of the proposed Spinney development project being undertaken during the summer holidays.

³ Total current funds of £49k does not include 2021/22 membership subscriptions due of £2.3k or uniform sale proceeds for the year.

13. Date of Next Class Reps Meeting

The next Class Reps meeting is on Wednesday 27th April 2022 (9am) at The Foley, Claygate.

14. Any Other Business

- There was some discussion at the meeting as to how best FoR could communicate with parents (e.g. to share deadline reminders, request volunteers or donations for FoR events), whilst being mindful that parents already receive a lot of information from school. VB confirmed that FoR have historically only emailed Class Reps but we now have a Class Reps WhatsApp Group to assist in more easily sharing information and reminders. The 'Class Lists' app and shared Google spreadsheets were both suggested as transparent, interactive ways of sharing information on event volunteers and planning. FoR will give consideration to both of these suggestions.
- Mrs Achana Sanjeev, who's daughter has recently joined Reception, kindly offered to help FoR when she can.
- Mrs Clarke invited FoR to present at the Parents Information Evenings in September 2022.
- Mrs Clarke thanked Mrs Buss, Mrs Jurd and the FoR team for all their efforts this term and for organising so many events with great success.
- VB thanked everyone for attending the AGM and closed the meeting.

Appendix: AGM Meeting Agenda 21 March 2022

FRIENDS OF ROWAN ASSOCIATION (FOR)
ANNUAL GENERAL MEETING - MONDAY 21 MARCH, 2PM - GARDEN ROOM, ROWAN HILL

AGENDA

- | | |
|---|----------|
| 1. Welcome, introductions & outline meeting structure | VB |
| 2. Apologies for absences | VB |
| 3. Updates since the last AGM | VB |
| 4. Summary of the year ended 31 August 2021 | TJ |
| 5. Election and re-election of trustees / committee members | TJ / VB |
| Approval of other resolutions in AGM Notice (circulated to Members on 25 February 2022) | |
| 6. Progress year to date | VB |
| a) Events and fundraisers since 1st September 2021 | |
| b) Other ongoing workstreams | |
| 7. Planned events and fundraising activities | TJ |
| 8. Funding Proposals | VB / ALD |
| 9. AOB | All |
| 10. Date of next class reps meeting | VB |
| Wednesday 27th April, 9am at The Foley. | |
| 11. Close Meeting | VB |

[VB – Victoria Buss, TJ – Taeryn Jurd, ALD – Alex Leighton-Davies]