



Sheldon Student Opportunity Fund

AGM Minutes – 12 June 2025

1. Welcome and apologies

Lisa Pullin (Secretary) (LP) welcomed everyone to the meeting - Danielle Deery (DD), Lauren Dare (LD), (RH) Kerry Linde (KL), Ann Neil (AN), Eugene Spiers (ES) (SLT representative) and Sharon Warne (SW) (Treasurer). Apologies were received from Nicola Dowd (Chair), Nicola Dew and Rachel Harper.

2. Minutes of AGM held on 12 June 2024 and the Committee meeting held on 20 March 2025

The Committee noted and agreed the minutes of the meetings held on 12 June 2024 and 20 March 2025.

3. Treasurers Overview of 2024/25 and Final Accounts for approval

SW circulated the draft return for the Charity Commission for the year ended 31 March 2025 at the meeting which showed that there were monies received (income) over the year of £8,047, with £9,206 paid out as grants for activities (outgoings) which meant a net spend of £1,160. With the carry forward amount from the bank balance there were total cash funds of £15,746, although there were outstanding bid commitments as of March 2025 of £10,426 included in this amount.

Income was up by £2,802 on last year due to the additional fundraising carried out by the raffle, quiz night, Just Giving donation pages and the introduction of the Sheldon lottery.

Income breakdown was as follows: Donations £1,743 (which included £500 from Louise Carver, outgoing Chair of Governors), Easyfundraising £207, Benevity Online Giving Foundation £720, Gift Aid £572, pre-loved uniform Sales £708 and other donations including fundraising events and lottery of £3,872.

There had been three funding rounds during the year distributing over £9,000 for over 24 bids and were granted to support things such as: Flying Start Challenge, PSRE workshops, Great Big Dance off, Young Enterprise Scheme, Football kits, subsidising coaches for trips, German Christmas baking, Gold Character Award, Ten Tors, subsidy for prom tickets for Pupil Premium students.

The Treasurer would like to thank the Committee for their energy and fundraising events which will bring revenue into next year and wished to give special mention to Lauren Dare for the marketing campaigns and support which would enable the fund to run for future years.

The final accounts had been sent to NDowd to approve before submission to the Charity Commission.

Agreed: That the Committee note the Treasurers overview for 2024-25 and approve the annual return for submission to the Charity Commission.

4. Sheldon Student Opportunity Fund Finance Update

SW gave a verbal finance update and informed the Committee that the approximate current balance available for bids distribution to be £5,321. The April 2025 bank statement had been received which had shown another £600 to be added to the fund from donations and the balance of the spring raffle takings. A Gift Aid claim of £345 for the last year was due and there would be further income from the uniform sale and the quiz night later in the month.

KL had prepared a grant application to the Chippenham Area Board for recycled plastic benches for two outdoor areas which could be used by the school and the wider community that attend the school out of hours for clubs etc. **KL**, **LD** and **LP** had attended the Area Board meeting on 2 June and were pleased to report that the grant was successful and £4,305 would shortly be received by the school and this was subject to match funding from the school to provide the same amount. **KL** would liaise with **LD** and **ES** to provide the details that were required for the grant to be secured.

KL suggested that if there were any further projects that needed financial, that Chippenham Borough lands might be a good option to consider and that she would be happy to assist with submitting a bid.

Agreed: That the Committee note the finance update and thank Kerry Linde for her support in acquiring this and any future bids.

5. Election of Officers/Confirmation of Trustees

5a) Election of the following Officers for 2025/26 was confirmed as follows:

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|------|-----------|--------------|
| i) | Chair | Lauren Dare |
| ii) | Secretary | Lisa Pullin |
| iii) | Treasurer | Sharon Warne |

SW indicated that she would be happy to remain as Treasurer for another year and look to stand down at the next AGM. Anyone interested in the role would be welcome to shadow during the next academic year and that she had prepared a job description for the role.

5b) The current Charity Commission Trustees were Lauren Dare, Danielle Deery, Nicola Dew, Nicola Dowd, Rachel Harper, Peter Lynch, Lisa Pullin, Ann Neil, Andrew Symes and Sharon Warne.

LP suggested that **AS** be removed as he no longer has direct involvement and that **ES** and **KL** be added as Charity Commission Trustees.

Agreed: That Eugene Spiers and Kerry Linde be added and Andy Symes be removed as Charity Commission Trustees. LP to action these changes with the with the Charity Commission.

6. Matters arising

- i) The Committee wished to re-confirm the agreement made at the AGM last year that:

Agreed: That the Finance Officer will write off any grant claims that are older than 18 months (from the date of Committee approval) where the requester has not made any contact in relation to their approved bid during that time. Details of the bids to be written off would be approved by the Chair and Leadership Team representative and noted at subsequent SSOF Committee meetings.

- ii) In that regard as above, **ES** confirmed that he had spoken to the relevant staff regarding bids that were approved over 18 months ago and they had confirmed that they would not now be claiming or the remaining balances of the bids could be returned to the SSOF as detailed below:

March 2023

- **£360** – Riding club competition entries and stabling (£400 awarded - £40 spent)
- **£114.25** – Set of world music instruments (£400 awarded - £285.75 spent)
- **£20.30** – Consumables for dissection club (£280 awarded - £259.70 spent)

Back to SSOF balance - **£494.55**

July 2023

- **£90.19** – prizes for Harry Potter week (£127.52 awarded - £37.33 spent)
- **£8.33** – Year 7 Wellbeing Club (£50 awarded - £41.67 spent)
- **£60** – Sports Ambassador hoodies (£300 awarded - £240 spent)

Back to SSOF - **£158.52**

November 2023

- **£376** – Ten Tors new mess tent (£1,400 awarded - £1,024 spent)
- **£382** – Darkroom photography materials (£382 awarded - £0 spent)
- **£478** – Lunchtime resources £1,000 awarded - £522 spent)

Back to SSOF - **£1,236**

Agreed: That the amount of £1,889.07 would be returned back to the SSOF.

- iii) **ES** had suggested at the meeting on 20 March 2025 that consideration be given to change the name of the group to something that was more recognisable or understood by parents and others, for example 'Friends of Sheldon School'.

The Committee discussed this and agreed to make the change from September 2025, subject to approval from Mr Lynch. It was noted that the original constitution dated back to 2006 and so next year the Sheldon Student Opportunity Fund would be 20 years old!

Agreed: That the SSOF be known as Friends of Sheldon School with LD to communicate this to parents and staff from September 2025.

7. Update on online banking and signatory changes

- i) **SW** updated that this had not progressed since the last meeting - existing charity account holders at NatWest are still unable to apply for online banking via Bankline (which has dual signatories to authorise payments) according to their website. Consideration could be given to opening another account either with NatWest or another bank and keep the existing one running to receive the direct debit donations. Metro Bank might be another option.

The ultimate aim was to be able to achieve online access so that the balance could be checked as regularly as required and not rely on the Finance Officer having to send a scanned bank statement following the next month to be able to see the income and outgoings.

SW agreed to try and contact NatWest again to discuss further and threaten to leave the bank if a solution could not be achieved. A dual approval/signatory process was what was preferred by the Committee but if the bank were not able to offer this then our own approval process could be set up. If an amount was requested to be paid (probably by the Finance Officer) this could be sent to the Treasurer to review the claim/amount and pass on for authorisation by either the Chair or Secretary for payment with the approval's documents via email.

Agreed: SW to contact NatWest bank and update the Committee following the discussion.

- ii) To update the bank signatories to include any changes to trustee roles – the current signatories are Lauren Dare, Lisa Pullin, Andy Symes and Sharon Warne.

Agreed: That Andy Symes be removed and Eugene Spiers be added to the NatWest bank signatories.

8. Declarations of Interest

To confirm if there are any declarations of interest in relation to the funding bids due to be considered at the meeting.

LP stated that she would have a child in year 9 next year. **DD** stated that her child would likely be involved in the Disneyland dance event. **AN** stated that she would have a child in year 8 next year.

9. Review of Funding bids received – June 2025

It was noted that the total of the 17 bid applications received was a maximum of £9,567.50. It had been reported earlier in the meeting that approximately £5,321 was available funding together with the £600+ received during April and the £1,168 added back to the fund from bids not spent which gave a possible £7,000 available (although £,500 would be planned to keep in reserves).

- a) *Bookbuzz books (Year 7) – Amount requested £852*

The Committee were happy to support this request and asked that there be a sticker in the book to state that it was donated from the Friends of Sheldon School.

Agreed: To grant a donation of up to £852.

b) Parliament and Supreme Court (Year 12) – Amount requested - £250

The Committee were happy to support this trip for the amount requested.

Agreed: To grant a donation of up to £250.

c) Darkroom conversion (Years 10-13) – Amount requested - £1,300

ES had spoken to Rhian Brunt (Applicant) to ask for further details of this application. It was noted that all of the materials and equipment was ready had been donated by a local private school but that they now needed a dark room to be able to develop photos and tie in with the GCSE photography course. The Committee felt that they did not have the funds to support this in full or think that paying for an electrical contractor and plumber was right for them but wished to look at ways that this could be supported. KL suggested looking at possible grant applications, particularly through Chippenham Borough Lands. ES suggested he liaise with Rhian Brunt and KL to see how this could be progressed.

Agreed: Not grant a donation at this time but explore supporting the with a grant application.

d) Soloman Theatre Production (Year 9) – Amount requested £1,500 for two sessions for whole year group

The Committee felt that they were not able to agree the full amount but would like to partially support in line with previous years amount of £500.

Agreed: To grant a donation of £500.

e) Year 8 First Aid sessions in lessons (Year 8) – Amount requested - £200

The Committee asked if there was a school enrichment fund – ES confirmed that there was but that he was not sure how it was used. It was noted that there had been previous bid requests for this funding and again felt that this should be funded by a curriculum budget.

Agreed: Not to grant a donation at this time.

f) MShed Transatlantic Traffic in Enslaved Africans loan box (Year 9) – Amount requested - £80

The Committee strongly supported this bid.

Agreed: To grant a donation of up to £80.

g) Year 13 visit to the American Museum (Year 13) – Amount requested - £200

The Committee were happy to support this bid at the rate of £10 per student.

Agreed: To grant a donation up to £10 per student.

- h) *Costumes and Props for dance show at Disneyland Paris (Years 8-12) – Amount requested - £400*

The Committee felt this would be a great opportunity for students but asked that the costumes/props be return to the school to be reused where possible.

Agreed: To grant a donation of up to £400.

- i) *Year 9 Language Ambassadors (Year 9) – Amount requested - £100*

The Committee were generally in support of this bid but would like to receive a breakdown when costings for items were known.

Agreed: To grant a donation of up to £100.

- j) *Dissection Club (Years 7 – 10) – Amount requested - £290.50*

It was noted that a bid for the dissection club was made in March 2025 that had yet to be claimed and assumed that this bid was for a club in the new academic year. ES highlighted that the current teacher would not be running this club in new academic year as they were leaving the school and that it was hoped that the club would be is taken on by another teacher if the grant approved.

Agreed: To grant a donation of up to £290.50.

- k) *Flying Start Challenge – Regional Finals (Year 9) – Amount requested - £370*

It was noted that this bid was in anticipation of Sheldon students reaching the regional and national finals in the next academic year as they did this year. The funding was for minibuss hire and staff cover. LD queried whether the SSOF should be paying for staff cover. LP confirmed that staff cover was in the bid agreed previously. ES agreed to speak to the Leadership Team regarding practice for staff cover and if parents be asked to help support events. The Committee also queried the minibuss cost and whether that was a charge for using the school minibuss. LD commented that previously a teacher drove students to event in own car. The Committee felt that this bid needed more consideration before it could be agreed for the next academic year and if a satisfactory response was received then this could be agreed between meetings via email.

Agreed: Not to grant a donation at this time.

- l) *French/Spanish Theatre Productions (Years 7-9) – Amount requested - £565/£865*

The Committee queried whether this would go ahead if funding was not received from the SSOF. ES was not sure but hoped that it would. Whilst the Committee would like to have as many students as possible benefit it did not feel it was able to support for the full amount of £865 and felt that they would like to offer £500 in line with other theatre requests.

Agreed: To grant a donation of up to £500.

- m) *New tents and shelter for staff at DOE events (Years 10, 12 and 13) – Amount requested - £1,433*

ES reported that he had spoken to Richard Page who organises Ten Tors events and that he confirmed they do share equipment with the Duke of Edinburgh groups. It was noted that numbers of students now completing the silver award continued to rise which was positive. ES agreed to investigate the possibility of corporate sponsorship or donations of tents and would speak to his contact at BCH camping. The Committee discussed this bid at length and whilst keen to support it did not feel it was able to grant the full amount and suggested £500 at this time and staff could consider the priority of how this should be spent.

Agreed: To grant a donation of up to £500.

- n) *After School First Aid Club (Year 8) – Amount requested - £200*

The Committee supporting this bid, preferring to fund an afterschool club for enrichment activity.

Agreed: To grant a donation of up to £200.

- o) *Christmas session for SEN students – decorate a bauble and hot choc (Years 7-9) – Amount requested - £127*

The Committee were more than happy to support this as it was requested last year and did not go ahead due to them not realising the grant had been approved.

Agreed: To grant a donation of up to £127.

- p) *Coach for visit to Bletchley Park (Year 8) – Amount requested - £700*

The Committee were happy to approve a £10 subsidy per student as per previous agreements to subsidise travel costs at that level.

Agreed: To grant a donation of up to £10 per student.

- q) *Coach travel for Maths in Action event at Warwick University (Year 10) – Amount requested - £700*

The Committee were happy to approve a £10 subsidy per student as per previous agreements to subsidise travel costs at that level.

Agreed: To grant a donation of up to £10 per student.

It was noted that funding up to £4,679.50 had been approved in this bid round leaving a balance of approximately £2,410.

10. Update on Fundraising Initiatives

- i) Easyfundraising update – 103 supporters raised £207.15 in 2024/25. **LD** would continue to promote this initiative and ask the school to consider using it when making school purchases.
- ii) The JustGiving donation page for sports kits was banked earning £110 less £4.94 fees (£105.06).
- iii) Sheldon School Lottery has raised £331.60 since January 2025 plus the amounts donated back from weekly prize winners.
- iv) To consider the purchase of SSOF banners/signs that we can use for events at the school and how this could be funded.

LD asked if the fund would consider the purchase of banners/signs at an approximate cost of £100 to be used at events. The Committee were happy to agree this and asked that once the confirmation of the new name Friends of Sheldon School had been received that they be prepared with that in mind and the possibility of a QR code be added that would take you to our website to be able to make a donation to the fund.

- v) School Open Evening 2 July: Discuss if SSOF want to be at the event to promote the fund, if so, **LD** can find out if there is a space available to set up. **DD** would be available to help at this event if it was agreed there was space for the SSOF.
- vi) Pre-loved School Uniform sale – 3 July 2025 after school from 3.15pm. Volunteers were needed to move the uniform from storage and take down to the hall and set up in the afternoon (check when Hall is booked from). **LP** would request a small float from Leah Gingham and the card reader could also be used. **LD** would do a post/letter to ask for donations of jumpers, ties and the new style PE kit. **LP** would be available to help with set up prior to the event. **AN** could be there from 3pm. The new prefects may be able to help – more volunteers would be needed for set up.
- vii) New Parents Evening: Thursday 10 July – two meetings, times TBC - **LD** and **AN** would be available to promote the SSOF at this event and **LD** would confirm times when known. Because both left and right sides were coming in on one night it was felt that there would not be time to a mini uniform sale at this event.

11. Quiz Night Planning Update

- Quiz Master – Rob Humphreys was confirmed.
- Ticket sales – currently 52 sold – limit is 120. There was an option to make a donation when purchasing a ticket and £18 had been donated to date.
- Raffle prizes – **NDew** had provided some raffle prizes previously collected – bottle of baileys, mini hamper, luxury coffee products bag, toiletries set, afternoon tea at Castle combe voucher and a golf voucher. **LP** reported that she would be donating a Friends puzzle, a Friends monopoly game, a clock photo frame and an escape room game. **KL** could donate a bottle of whiskey. **LD** would advertise the quiz night again next week and ask for any donations to be dropped off at reception.

- Winning team prizes – **ES** was asked to see if the SLT or Governors would wish to donate items or cash in order for a hamper of goodies to be made up for the winning team.
- Refreshments – **LP** had bought the following cans and bags of sweets – 48 lemonade, 30 diet coke, 24 Fanta fruit twist and 18 Doctor Pepper, 5 bags of marshmallows, 3 Fruitellas, 10 drumstick squashies and 18 bags of popcorn. **LP** would bring in cans before the event. **ES** to ask the kitchen if we can use their fridges on the Friday to chill the drinks. **AN** had bought 40 bags of crisps. **AN** would also bring tea/coffee/sugar/milk. **LD** to check on our supply of paper cups. **DD** happy to serve on the refreshment stall and would bring her large cooler to also store the cans in.
- Rubbish/Recycling facilities – **LP** would ask **NDew** if she could provide the rubbish/recycling boxes like last year. **LP** to bring some slop buckets.
- Quiz answer sheets – **LD** would prepare these.
- Quiz slideshow showing SSOF support – **LD** would prepare this.
- Heads and Tails – **LD** was asked to prepare a slide on this to explain the game and to ask all quiz goers to bring a £1 to be able to join in with this game. 50% of takings to the winner and 50% to the SSOF.
- Float – **LP** would arrange for a £100 float (including £1 coins for Heads and Tails).
- Card reader/iPad set up – **LP** would update the Zettle reader with the items to sell. **LD** to send price list from last year's refreshments as a reminder. **LD** to check with IT for an iPad and portable Wi-Fi router for the hall.
- Technical support – IT/sound – **LD** to ascertain who was able to provide this before/at the event.
- Scoring between rounds – **LP** to set up scoring spreadsheet. On the night would need people to collect completed quiz sheets and enter scores onto the spreadsheet.
- **LP/LD** would prepare a spreadsheet of quiz night/preparation roles and share with the Committee to ensure that everything is covered.

12. Date and time of next and future meetings

It was agreed that the next fundraising Committee meeting would be agreed via the WhatsApp Group for September 2025, with a bids meeting to be arranged for October/November 2025. The meeting ended at 8.50pm.