



Sheldon Student Opportunity Fund

AGM Minutes – 12 June 2024

1. Welcome and apologies

Nicola Dowd (Chair) (NDowd) welcomed everyone to the meeting - Danielle Deery (DD), Lauren Dare (LD), Nicola Dew, (NDew) Rachel Harper (RH) Ann Neil (AN), Lisa Pullin (LP) (Secretary), Andy Symes (AS) (SLT representative) and Sharon Warne (SW) (Treasurer). There were no apologies received.

2. Minutes of the last AGM held on 15 June 2023 and the Committee meetings held on 14 March, 18 April and 16 May 2024

The Committee noted and agreed the minutes of the meetings held on 15 June 2023, 14 March, 18 April and 16 May 2024.

3. Treasurers Overview of 2023/24 and Final Accounts for approval

SW reported that on the draft return for the Charity Commission for the year ended 31 March 2024 it showed that there were monies received (income) over the year of £5,586, with £12,300 made in payments (outgoings) which meant of net balance of £6,724 and with the existing bank balance there were total cash funds of £16,906, although there were outstanding bid commitments as at March 2024 of £9,760 included in this amount. £699 remained in the hardship fund.

This year saw the SSOF spend some of last year's large donation (of £15k), so that resulted in a net reduction of cash in the bank. Income remained stable at around £5k and was supported by staff activities (Chippenham Half Marathon and uniform sales) and backdated gift aid claims over previous years and regular donations which were decreasing. The totals above did not include the spring raffle takings of over £750, the latest Gift Aid claim and the JustGiving fundraising donations.

Income breakdown was as follows: Donations £2,840, Easyfundraising £338, Amazon Smile £210, Benevity Online Giving Foundation £330, Gift Aid £751, Uniform Sales £818 and other donations and 500 club £300. **LP** had queried the split between donations received and 500 club takings (the latter of which she had calculated to be higher than the stated amount) and **SW** agreed to look at this outside of the meeting.

There had been three funding rounds during the year distributing over £12k to approximately 25 bids and were granted to support things such as: Book Buzz books, PSRE workshops, Year 8 art, Maths Challenge, Ten Tors, PE gazebo, theatre production, prizes for Harry Potter themed week, contributions to coaches to enable trips, Lego Club, subsidies for Y11 prom and Y13 ball, lunchtime resources, netball dresses and Duke of Edinburgh.

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

Agreed: That the Committee note the Treasurers overview for 2023-24 and recommend the annual return for submission to the Charity Commission (subject to clarification as to the breakdown of donations and 500 club income).

4. Sheldon Student Opportunity Fund Finance Update

The Committee noted the June 2024 finance update that was circulated with the agenda showing the approximate current balance available for bids distribution to be £7,145.55. Monies to be added to the fund would include the proceeds from the raffle, the JustGiving donation page, the uniform sale and the quiz night;

Agreed: That the Committee note the finance update.

5. Election of Officers/Confirmation of Trustees

5a) Election of the following Officers for 2024/25 was confirmed as follows:

- i) Chair Nicola Dowd
- ii) Secretary Lisa Pullin
- iii) Treasurer Sharon Warne.

5b) The following Trustees confirmed that they wished to continue as Trustees for the 2024/25 year: Lauren Dare, Danielle Deery, Nicola Dew, Nicola Dowd, Peter Lynch, Lisa Pullin, Ann Neil, Andrew Symes and Sharon Warne.

Agreed: That Rachel Harper become a Trustee for 2024/25. LP to action this addition with the Charity Commission.

6. Matters arising

The Committee discussed and confirmed the following agreements that were made outside of the last Committee meeting:

Agreed:

- a) ***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.***

In that regard as above, on 26 March 2024 the following awarded grants were recommended to be written off/amended as detailed below:

- b) ***April 2022 bids – nothing now outstanding following a write off of £136.50 that was not claimed for the Year 7 Science fair entry costs.***

- c) **November 2022 bids - £750 paid out for theatre production. Treasurer's records state that they bid for £1,000 and £500 was agreed by SSOF. Finance Officer records show it as £750 agreed so as this has been paid this the adjustment is to be minuted. The £350 approved for Year 7 Camp was written off as not claimed. Coach for Further Maths event was paid at £744 although Treasurer's records show £500 agreed – extra £244 approved by Jude Owens, Leadership Team representative.**
- d) **The hardship fund would continue to be carried over to the next financial year and current balance was £699.**

7. Update on bank signatory and account changes/HMRC name change

- i) **SW** updated that the request for the bank signatories to be amended to remove the two signatories (as required for the online Bankline application) had been completed and that the request to update the account name to SSOF had also now been confirmed. **SW** had spoken to NatWest at length and was extremely frustrated to report that they had now advised that existing charity account holders are unable to apply for online banking via Bankline (which has dual signatories to authorise payments). The Committee discussed this and agreed to look at other options outside of the meeting including opening a new account with NatWest or another bank in order to be able to achieve online access.
- ii) **LP** reported that the application to change the charity name with HMRC was made on 17 May 2024 and that all current Gift Aid claims have been settled.

Agreed: That consideration for other online banking options for the fund.

8. Update on Fundraising Initiatives

- i) 500 club – **LP** reported that two further numbers had been sold since the last draw making a total of 95 numbers being entered in the final draw which would be on 15 July 2024.
- ii) JustGiving donation page for break/lunchtime play equipment – **LP** reported that £125 was collected in donations via this page and the page had now closed and £119.25 had been deposited into the account (£5.75 were JustGiving fees)
- iii) Sheldon School Lottery – this had now been set up to launch with the first draw on 20 July. To date 29 tickets out of the 75 target had been sold. **LD** had included details in a SSOF newsletter sent out this week and this would also be plugged at the Quiz Night and new Y7 parents evening in July. **AS** would also promote this amongst staff.
- iv) Football shirt raffle – The Committee felt that a raffle for the signed Chippenham shirt would have quite a limited appeal and that they would like to look at other ways that this could be offered as a prize to a fundraising initiative or event. **NDowd** agreed to contact the PE faculty to see if they had any suggestions or if they thought a penalty shootout style event with a small entry fee might be viable – also to consider if there could be involvement in an event with the Sports ambassadors.

- v) Clubbercise event – **DD** was not present at the meeting at this stage to update on this possible event that Roz Chandler (parent) had offered to host as a fundraiser.
- vi) School Uniform Sale – 27 June 2024 – This would be held after school and Mrs Collins the Year 7 transition lead had asked for any possible support from the SSOF members to help sort the uniform prior to the event and help with the sale after school on 27 June. **LP** to respond with names of those able to assist with this.
- vii) Any other fundraising ideas – **NDew** suggested that the possibility of a Rags2Riches or other clothes recycling fundraiser be considered at a future meeting with her driveway as a possible collection site.
- viii) New fundraising focus – **LD** highlighted that it would be good to have a new fundraising focus that could be referred to for literature for new year 7 parents, on our website and at the quiz night etc to encourage donations. After discussion it was agreed that a new JustGiving page could be set up to look to raise money for the new sports kits (that was requested in the March 2024 bids round) that would be extended to stay open as long as possible.

Agreed: That LP would send up a new JustGiving page for fundraising for Sheldon sports kits as soon as possible.

9. 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 2024, with a bids meeting to be arranged for October/November 2024.