

FTS ANNUAL GENERAL MEETING

Meeting date: **Thursday 9 November 2023**

Time: 09:00-12:20

Venue: Heseltine Gallery, Truro School

Committee Members present:

Lynette Smith	(LS)	Chair	(Prep)
Andrew Gill	(AG)	Vice Chair	(TS)
Doremi Vaardal	(DV)	Treasurer	(TS)
Emma Cadis	(EC)	Committee	(Prep)

Truro School Staff Members present:

Andy Johnson	(AJ)	Head
Rob Morse	(RM)	Head of Prep
Zoe Jobling	(ZJ)	Dep. Head Partnerships/Co-Curr.
Lorraine Evans	(LE)	Finance Director
Carla Lamb	(CL)	Head of Marketing & Comms.
Sam Willsher	(SW)	Dev/Alumni Relations Manager
Joanna Wood	(JW)	Head of Events
Helen Byrne	(HB)	Chaplain
Siobhan Lynch	(SL)	PA & Minute Taker

Parents present:

Joanna Daoud	(JD)	Prep 1
Katie Farago	(KF)	Prep 1 & 5
Jayne Fay-Spinks	(JF)	Prep 2 & 6
Julie Perry	(JP)	Prep 3 & Pre-Prep
Zoe Gilbert-Pocock	(ZG)	Prep 5 & Senior 7
Tracy Baker	(TB)	Prep 6 & Senior 9
Annabelle Hennessey	(AH)	Prep 2
Natalie Preston	(NP)	Prep 2
Joanna Craze	(JC)	Senior U6

MINUTES

LS welcomed everyone to the AGM of the Friends of Truro School.

1. **Apologies**

- Apologies were received from Kieran Topping, Catherine Wood and Andie Underwood.

2. **Acceptance of previous AGM minutes (December 2021)**

- The acceptance of previous minutes from November 2022 were proposed by LL and seconded by EC.

3. **Chair's Report**

- A copy of the Chair's Report is attached (Appendix 1).
 - LS gave a summary of the year's events.
 - AJ thanked LS.

4. **Treasurer's Report & Approval of Accounts**

- A copy of Treasurer's Report and Financial Accounts are attached (Appendix 2 & 3).
 - DV gave a summary of the report and accounts.
 - Events at Prep returning to pre-pandemic numbers. Profit and loss account provided. Full bank account reconciliation as a spreadsheet can be provided by email from DV. Summary of financials for every event also available upon request from DV.
 - Events at the Senior site are organised with Joanna, worked with Lorraine and Cat as a cashless site.

Treasurer reigns to be handed over to Andie at Prep. DV's proposal of funds, which was suggested by the Rev (Aubin) to give some money towards the Chapel's 100th Anniversary with Artwork Commission. Thank you to the Committee and Lynette, Carla and Joanna. Proposed by DV and seconded by EC.

- AJ: Thank you, regarding the finance handover, Lorraine and her team would be happy to help. Bank charges of £30/£40 to be considered. Arrangement with Joanna needs to be super clear, clarity over roles is key. JW: Ally and I love the events, we are also grateful to Probus Parish Players who have contributed to those events.

HB joined the meeting.

AJ: Chapel – Art above altar moved from foyer, could in time (perhaps for anniversary in 4 or 5 years) move back and new art commissioned could be positioned on the front wall of Chapel. Fantastic for FTS to be involved, Helen Byrne to be included in this decision. HB: Pupil's artwork to be considered – Prep have lightboxes with pupil's artwork. SW: TS Art Collection – Famous or interesting artwork – SW could have some conversations with connections if FTS would like. LS– Suggested a Steering group for the Art Project, volunteers to be requested when minutes are circulated.

Rob on behalf of Prep and James – Thank you for the gifts, events and time spent. DV thanked LS.

5. **2023 Plan:**

Constitution:

LS: At the beginning of last year we worked through the constitution. A new draft circulated, AJ also reviewed and circulated his offer of the School seeking professional advice to identify strength and risks associated with the proposed changes. Constitution steering group to review School feedback once secured and then arrange an EGM to agree any changes to be made. AG – Great to have someone to cast an eye over the legalities of the constitution, AJ to action by first half of next term.

Communication update:

LS: Communication is a challenge as we are reliant on class reps speaking to parents and relying on Social Media – Facebook, WhatsApp (are not supported by the School), LS has created a set of guidelines for WhatsApp and will share this document. Thanks to Carla and Anna for an amazing for space in Newsletter and continue to be proactive about features.

We've launched the FTS Community Noticeboard Facebook Page, we post events on there. 166 members active and engaged. CL – You need to be on all channels, Instagram and Facebook are both used by the School. Parents mainly use Facebook. Challenge with Instagram is creating content.

AJ: The School cannot share personal information (pupil names or parent contact details, etc.) on WhatsApp or Social Media.

LS: We had an issue recently on WhatsApp where one parent didn't recognise another parent, and was removed from group, no way of verifying. Guidelines are helpful – Hopefully read and observed.

RM: There are Apps that join up Instagram and Facebook posts.

LS: Facebook Noticeboard page is an improvement. Class reps trial being undertaken, which will help. Thank you to Rob and team help who help to promote FTS events.

CL: Quite often communicating events early really helps, easier flow of communications.

DV: When Laura was Chair, she would attend Calendar meeting.

AJ: The noticeboard is progressive step, if there is anything more as a School we can do, please let us know. We are also seeing what we can do as a School, we have created supportive steering/advice document re communications

for Parents, there is a section for FTS. We can link your guidance from our Communication document. Continuity between documents, we can support you. Feedback from what we have circulated will be helpful. Once you are happy with your document we can link together.

AG: Read our comms document and it is a very good idea for our guidance to be mirrored. One community and should have a common values basis.

KF: Portal on Website could be considered. CL: Vision needed as is this one way or two way communication? There are ways of creating this if beneficial, i.e.. a simple form to FTS – one way communication. Digital Strategy includes the parent portal being reviewed at Easter.

AJ: Slightly nervous around the School hosting platforms, there are obligations in a space, we are responsible for the content and communications.

CL: The School Calendar is not utilised well for FTS. Separate page for FTS can be populated over the Summer. Ideas to be sent to CL. ZJ – Laura used to meet with Zoe and establish events in advance and it would be good to arrange this again. When FTS are attending events, it would be great to identify and flag that i.e. Umbrella for FTS representative present.

Events: AG: During lockdowns – Many formed a ‘village’ at Prep School gates, but the Senior School covers a bigger geographic area, the opportunity at the Senior School instantly disappears, we need to try and find a digital opportunity like the school gate. AG recently shared cycling with FTS community, using a new opportunity will hopefully mean we start consolidating the ‘village’ and we can attend events with others.

SW: Sounds like there is a good opportunity at Prep to meet other parents, is the café at the Senior School being promoted at drop off and pick up?

RM: Previous experience in a boarding School, key events are identified, table with coffee / drinks were arranged, the cost is minimal but the benefit is amazing.

LS: Previous criticism of being a clique but we don’t know how to achieve more involvement from Parents.

JD: Networking group to be considered to support each other, FB page or group to share events, raffle prizes etc. with Alumni. SW: We have arranged London and Bristol events, but never previously arranged in Cornwall. There is an opportunity to promote FTS to Alumni.

HB: I have found whilst being new, being around the School in-person is most useful.

DV: We weren’t at the Open Day this year.

AG: Badges for FTS to be provided? CL: Nice way to identify FTS. DV: Nice to not to be given a visitor badge. AJ: No issue with FTS Committee, wearing an FTS badge. Schools events at which FTS can pick their attendance, FTS have sight of the calendar, no pressure to attend but can choose events.

RM left the meeting.

Communication:

Preview of draft Comms document circulated. Acronyms without explanation: TSA, MISOCS / SOCS - Definitions to be added CL/AJ. AJ: The document has been created to shape and strengthen culture, there is still time to provide feedback.

LS: As a parent of a SEND child, there is confusion re. who do we speak to with regard to SEND. SENDCO details to be added by CL/AJ.

AG: First paragraph – “Small number of staff to help” needs re-wording.

CL: The document still needs formatting to be a user-friendly document for both sites.

LS: FTS email to be added to Comms document and link to website page.

AJ: No timescale on feedback on the Comms document as it will evolve over time from first published version.

LS: Year 7 parents do not know how to use Everest. We feel perhaps the School is missing a trick re. feedback given to FTS but not shared with the School. AJ: Refer to Comms documents in the future and to the wider surveying of parent reviews. Cycle of surveys – every parent contacted but not everyone replies, proactive canvassing.

TB: Joining at year 7 is difficult as teachers are extremely busy and hard to contact as scared of the 'big School'. Can see as a parent it is hard to interact.

CL: Everest has parents section, staff email list, we could look at adding images besides the staff names.

AJ: Rolling update of photos is not currently happening as we have over 300 members of staff (across teaching and operational teams). CL would need to check that all staff would be happy for their photos to be shared.

JP: Pre-prep to Prep are so separate therefore the meet the teacher was invaluable and questions were answered.

AJ: We hold a Tutors welcome evening. Teachers here will teach pupils of every year group, some ideas will work better in Prep due to size or teaching allocations.

DV: Attended Open Day for the first time this year, nice to attend and be shown around.

AJ: Worked in previous School where there was a dinner with each course around the Site.

CL: Grandparents day held in the past, could be rearranged to include Parents, this event was well received.

HB: Opportunity to invite Grandparents to FTS, more likely to have time to attend. Helen is happy to help.

LS: It is frustrating for CL when information is circulated but not read.

AJ: We absolutely want feedback, please encourage parents to complete the survey. LS: Not everyone would want to put comments in the survey. AJ: We can't respond if feedback isn't sent in. LS: Prep have an anonymous suggestion box. AJ: We consistently review feedback, from staff, pupils and parents. Comms document created so that can be used to report concerns. There always be a massive diversity of views and cannot please everybody but we are always listening. AJ: Surveys are anonymous. CL: Trust is needed that the survey is anonymous – Smaller feedback could be asked for in the bulletin. Positive and negative feedback is both important. CL & AJ: To discuss bulletin idea for sharing smaller feedback ideas.

LS: As an FTS person, I come into contact to a lot people and hear lots of feedback. AJ – Comms document will help with this.

ZJ left the meeting.

Events:

JC: Speech Day – As a parent I have attended for the last 20 years, last year I wasn't invited. AJ: Received several parents correspondence, the event wasn't more exclusive, more people were invited than when in the SBA. No agenda to be more exclusive but way in which invitations rolled out has left some feeling so. Back on site afterwards and at the end of 15 days of Summer Festival activity on site for those keen to enjoy that before they leave – not just one day. AG: Open invitation previously. AJ: That makes sense, but shows that we were taking risks over capacity (fire and safety) as we must have relied on not everybody coming as a matter of chance. We can't do that any more and will need to think about clearer approaches to phased invitations. Safety and fire regulation appropriate to be in the HFC. Summer Ball – FTS used to organise. Written to Lucy and Joanna – Parents in U6 that would be happy to help.

6. **AOB:**

Point of change – We have lost Linda as Secretary, DV stepping down as Treasurer. Chair – LS great privilege and more than happy if anyone would like to take this role forward for this year. Vice Chair – Andrew for last year: Happy to stand down or continue. LS & AG to continue their roles. Treasurer Andie Underwood – Elected. Vacancy for Secretary – EC to cover temporarily. Chair and Secretary to be elected for each meeting. Committee members continuing – Julie to join, Jayne Spinks, Tracey Baker, Andrew Gill, Doremi Vaardel, Lynette Smith, Katie Farago, Joanna Daoud, Emma Caddis, Natalie Preston, Andi Underwood, Annabelle Hennessey, Sarah S, Catherine Wood and Zoe Gilbert-Pocock.

AJ and SEL left the meeting and EC took the below minutes:

JD: Tap to Pay payment at Truro Prep raised as an objective.

LS explained there are some issues there because of the internet.

LS explained a little bit about Sam's role in relation to previous comments.

SW gave an overview of his work and role in the school in relation to Truro School Association / Truro School Foundation.

LS Highlighted the importance for parent community to understand other parts of the school.

JW: Mentioned there was a big drive via AJ to bring community together "alumni" as we; ;as TS school parents e.g. October Fest event principles.

CL: Mentioned the Y6 Activity Morning at Prep could be a good thing for parents to have a coffee morning location to bring parents together.

NP: Put forward the suggestion of a Podcast on the comms thread for discussion.

SW Mentioned the TS Linked In Page.

There was a general discussion about Pre-Loved uniform.

DV Raised the issue the uniform shop was not pro-actively highlighting the second hand uniform option of donated uniform to parents buying uniform. This in spite of the Monkhouse contract encompassing the principle of sale of donated uniform as part of remit.

LS: Commented that FTS cannot take on the sale of old uniform. Storage is a big issue. There was a suggestion the FTS could co-ordinate new parent donations via the FTS for the first Friday of the month at the senior school.

Money:

LS: Put forward to the assembled committee and parents in attendance the proposal that some of the money previously raised should go towards tents.

In addition there would be support for a visiting theatre production to the Prep at Easter.

The meeting ended at approximately 12.20pm.

8. **Next Meeting(s)**

TBC



AGM - CHAIR'S REPORT: 2022-2023

2022-23 was a year of consolidation for the FTS. After a few strange years of Covid, this was our first full "normal" (if you can ever call it that) year back at school. And what a busy year it has been!

Following the AGM last November, it was clear that there was much work to do and we returned in January with a renewed determination to rebuild our community with a small but determined FTS Committee and network of Class Reps.

The first focus was asking ourselves the important question "What is the purpose of the FTS?" We have come to the following conclusions:

1. Community. This is our sole focus. The famous phrase is it that "it takes a village" and our mission is to recreate that village feeling within the school community.
2. Fundraising. Whilst this is not the main focus of the FTS in itself, charitable fundraising can be a useful vehicle to bring people together. Kindness is a good thing and we have enjoyed several events this year where we have had a charity theme, such as the Children's Hospice Santa Run at the prep, the Earthquake Appeal at the quiz nights and the recent Macmillan coffee mornings.
3. Moderation. We aim to be as engaged with the community as possible and as a result we hope we will be able to support the school to moderate and "head off" any negative movements especially on social media where we know things can snowball.
4. Feedback. We hope to be the bridge between the school management and the community.
5. Ambassadors. A strong and engaged community will naturally be the strongest cheerleaders for the school.
6. Retention. An engaged community is a place people have a strong sense of belonging which will only help with retention if the question ever arises.

With these goals in mind, we set about revisiting the constitution. A small steering group was organised to re-examine it and ensure it was fit for purpose in a future world where meetings could be more streamlined and there would be more focus on smaller events and community initiatives. We will present the findings later in this meeting.

Lastly, we revisited our communication strategy. This has always been a challenge to us as a group due to the complexities of being outside of the school's roll, coupled with GDPR restrictions. We set up another steering group to review the ever-increasing plethora of options available to see how we can amplify our reach. We recently launched the Friends of Truro School Noticeboard Facebook page which allows us to speak directly to the community instead of through Class Reps.

As always, throughout everything, we continued to be united in our mission to build and consolidate a school family. We have all enjoyed the benefits of this essential support over the years and it is the driving factor for each of us to pass that on. To that end, we arranged a series of events across both schools to give people the chance to meet friends, old and new.

At the Prep, we are lucky to have a tight and dedicated team of Class Reps across all forms and year groups. They put their heart and soul into everything they do and I can't thank them enough for the time and dedication that they have put into creating a vibrant offering of events throughout this year. We tried some new formats with varying success. I have listed all of the events in calendar order on the handout sheet but think a particular highlight was the Santa run on the last day of the Autumn term. This was followed up by a visit from Santa, Mrs Clause and an Elf. It was unforgettable fun for all and the look on the children's faces was pure magic.


The Spring term brought a changing of the guard with Mr Morse arriving. This coincided with a parent-led Teacher Appreciation week (which is an American tradition) and a time for the community to acknowledge and show gratitude to all of the staff at school. The atmosphere was really heartwarming and it was great to see so many new relationships being forged between parents and staff. What a fantastic welcome for our new Head of Prep!

Of course the senior school is a tougher nut to crack. But this is a year in which we have made solid progress. Our main barrier has been (and continues to be) recruitment as parents naturally become less engaged with school life. There is only so much we can achieve with a small team, however as it must be said, we owe a huge debt of gratitude to Carla and Joanna and their respective teams, who have worked with us to maintain a presence. There have been coffee mornings, quiz nights, sports day and welcome meetings. This year we are planning a collaboration with the cookery school as well as smaller activities outside of the school gates. In the current Year 7 we have engaged Class Reps, instead of a Year Group rep and it is hoped that will lead to closer engagement.

I personally would like to extend my heartfelt thanks to all of those that have helped and supported us through the year. It is a huge team undertaking and there are so many who have contributed: from parents to teaching staff, catering, grounds people, cleaning, marketing, the events team, operations, admins and all those who work behind the scenes with such generosity of spirit. To Andy Johnson and Rob Morse (and for the first two terms, James Frewer), thank you for your continued support. And finally to my fellow committee members (especially my fellow officers, Doremi and Andrew) and to the Class Reps, there has been so much joy across the year. Thanks to you in particular for your tireless dedication and warmth of heart. I am very proud to sit beside you today.

Lynette Smith
FTS Chair
9th November 2023

FTS EVENTS – 2022-2023

FTS EVENTS SUMMARY - Profit & Loss/ Allocated Funds				31st Aug 2022 to 31st Aug 2023					
				Income	Expenditure	Profit			
SENIOR SCHOOL EVENTS - FUNDS				BALANCES	£1,705.40	£708.00	£997.40		
20-Oct-22	Quiz & Nibbles	Senior		£403.70	£339.36	£64.34			
01-Feb-23	Truro School shop funds	Senior		£662.70	£0.00	£662.70			
03-Mar-23	Coffee Morning Fig Café	Senior		£0.00	£0.00	£0.00			
24-Mar-23	Family Games Night	Senior		£384.00	£324.40	£59.60	£250 donated to DEC		
01-May-23	Truro School shop funds	Senior		£255.00	£0.00	£255.00			
04-Jul-23	The Rev leaving	Senior		£0.00	£44.24	(£44.24)			
PREP SCHOOL EVENTS - FUNDS				BALANCES	£8,769.26	£6,210.41	£2,558.85		
14-Oct-22	Quiz & Curry Night	Prep		£637.50	£555.19	£82.31			
24-Nov-22	Xmas Pudding Night	Prep		£187.50	£313.26	(£125.76)			
01-Dec-22	Baubles	Prep & Sen		£470.00	£766.50	(£296.50)			
09-Dec-22	Xmas Fair	Prep		£1,700.50	£1,104.97	£595.53			
10-Dec-22	Xmas gifts	Prep		£0.00	£63.87	(£63.87)			
27-Jan-23	Toy Fair	Prep		£381.13	£178.41	£202.72			
24-Mar-23	Bingo Night	Prep		£400.00	£286.50	£113.50			
01-May-23	Teacher Appreciation	Prep		£1,106.89	£896.35	£210.54	£210 Given to support staff		
16-Jun-23	Y6 Silent Disco	Prep		£665.95	£361.47	£304.48	Incl £100 donation - parent JN		
24-Jun-23	Summer Fete	Prep		£2,930.99	£1,414.66	£1,516.33	paid in £2680 (see comment)		
Jan - Mar23	Uniform sales	Prep		£218.80	£0.00	£218.80			
02-Jul-23	Uniform sales	Prep		£70.00	£0.00	£70.00			
03-Jul-23	The Rev leaving	Prep		£0.00	£144.23	(£144.23)			
03-Jul-23	Colin Dower Leaving	Prep		£0.00	£125.00	(£125.00)			
Other Expenditure				BALANCES	£0.00	£2,620.00	(£2,620.00)		
Dec-22	Mrs MacDonald	Prep	Bunting		£120.00	(£120.00)			
May-23	Truro School	Pre Prep	Play equipment		£2,500.00	(£2,500.00)			



TREASURER'S AGM REPORT – November 6th, 2023

The 2023 AGM marks the conclusion of my fifth and final year as FTS Treasurer. It has been wonderful to see all the events especially those at the prep return to pre pandemic levels under Lynette and the whole prep team's renewed enthusiasm. A brief events profit and loss is hopefully amongst your notes or available to view, a full bank account reconciliation and summary sheet with P&L is available for every event on request (hard copies available to view at the meeting).

EXPENDITURE August 31st 2022 – August 31st 2023:

This year we paid for the following:

- Repairs to the gazebos at just under £300
- We finally reimbursed Mrs Macdonald for the bunting (after 4 years on the accounts!)
- Contributed £2500 for new pre prep play equipment (Summer fete profit and SP bench surplus)
- Leaving gifts for The Rev and Colin Dower
- The FTS also funded the purchase of TS Xmas Baubles, about half were sold in 2022 and we will post a loss of £296 but we hope to sell the remainder this Xmas to turn a profit.

INCOME August 31st, 2022 – August 31st, 2023:

As both sites were open we were able to run the events on school premises as follows, at the Senior School:

- Quiz and Nibbles in October – made a small profit of £64
- Family Games Night in March – made a small profit of £59.60 Given the generosity of the raffle gifts we donated £250 to the DEC on behalf of the FTS
- Second Hand uniform donations from the shop have totalled £917 (this is a catch-up payment from the past 2 years)

At the prep:

- Quiz and Curry Night made a profit of £82
- Xmas Pudding Night made a loss of £125
- Xmas Fair made a profit of £595
- The Toy Fair made a profit of £202
- Bingo night made a profit of £113
- Teacher Appreciation week was cost neutral
- Y6 Silent Disco made a profit of £304
- A fantastically successful Summer Fete made a great profit of £1500
- The prep team has also ran successful uniform sales at the Friday coffee mornings and at the Summer Fete – during 22/23 these raised nearly £300

COMMITTED FUNDS up to Aug 31, 2023:

TOTAL **£0**

CONCLUSION

The opening bank account balance was £7858 and closing as of 31/8/23 was £5026 however this does not include the prep fete cash which was deposited in September and raised the account back to £7700. As events at the senior school have been mostly absorbed by Joanna and the events team this removes them from the FTS accounts. I am hopefully handing over the treasurer reins to the very capable Andi from Prep over the coming weeks.

TREASURER PROPOSALS:

- The committal of funds (amount to be decided) for commissioning artwork for the chapel as requested by the Rev for the 100-year anniversary in 2027.

Thank you to the committee, staff and school for their support.

Doremi Hayward Vaardal

9th November 2023

Doremi Hayward Vaardal
FTS Treasurer