



Meeting date: **Thursday 21st November 2019**
 Time: 6:30 pm to 8:00 pm
 Venue: Heseltine Gallery Studio, Truro School

Committee Members Present:

Laura Rundle	(LR)	Chair	(TS)
Gemma Rowe	(GR)	Vice Chair	(TS)
Lynda Clark	(LC)	Secretary	(TS)
Doremi Vaardal	(DV)	Treasurer	(TS)
Emma Caddis	(EC)	Committee	(TS & Prep)
Laura Fawcett	(LF)	Committee	(TS & Prep)
Lynette Lukes	(LL)	Committee	(Prep)
Catherine Wood	(CW)	Committee	(Prep)

Truro School Staff Members Present:

Andrew Gordon-Brown	(AGB)	Headmaster
Sarah Patterson	(SLP)	Head of Prep
Jayne Grigg	(JEG)	Dir. of Admissions
Kieran Topping	(KDT)	Business Director
Carla Lamb	(CLL)	Marketing Manager

Parents:

Andrew Gill	(AG)	Parent	(TS)
Vandana Jones	(VJ)	Parent	(TS)
Deborah Mecklenburgh	(DM)	Parent	(TS)

Apologies:

Jenna Grafton	(JGra)	Parent	(Pre-Prep)	Rev. Aubin De Gruchy	(ADG)	Chaplain
Sarah James	(SJ)	Parent	(TS & Prep)			
Sarah Harrower	(SH)	Parent	(TS)			
Alex Taylor	(AT)	Parent	(TS)			
Ros Whitelegg	(RW)	Parent	(TS)			

FTS ANNUAL GENERAL MEETING MINUTES

1. LR welcomed everyone to the AGM of the Friends of Truro School.
2. Apologies were received from ADG, JGra, SJ, SH, AT and RW.
3. **Acceptance of previous AGM minutes (November 2018)**
 - Approved by LC and seconded by GR.
4. **Chair's Report**
 - A copy of the Chair's Report is attached (Appendix 1)
5. **Treasurer's Report & Approval of Accounts**
 - A copy of Treasurer's Report is attached (Appendix 2)
 - The approval of the 2016/17 and 2017/18 accounts was proposed by DV and seconded by AGB.

Outstanding funds

- **Prep Stained-Glass Screen** - the final cost is still outstanding. The aim is for the window to be completed and in place for the Open Morning at the beginning of March 2020.
- **Uniform sales** - JEG will provide the annual sum from sales of second-hand uniform (where parents donate and some request the sale money go to the FTS).
- **Prep Bunting** – the Prep School have paid for the material and Jose MacDonald needs to be reimbursed, having paid for the outsourced labour cost.

Payment of events

- LF asked if a different, cheaper online payment facility could be adopted with the School or payments be taken via BACS on the School website.
- CLL suggested we research CRBO (Cornish Riviera Box Office) as an alternative platform.

Cash reserve

- It was proposed that a cash reserve of £2,500 is maintained at any time (£1,500 in the main account and £1,000 in the reserve account).
- This was proposed by DV and seconded by CW.

General

- It was agreed that historical allocation of funds towards TS poetry bombing and trailer painting funds are released and allocated against the TS outdoor exercise equipment. This increases our reserves by £1,100.

- The Committee were delighted to be informed that a coin counter is available to borrow at Truro School. This will reduce hours of coin counting after the Prep Summer Fete and Christmas Fair!

6. Election of Officers and Committee

Officers

Our Constitution states:

- 'Of the Chair and Vice Chair, one should be a parent of a present pupil at Truro School and one a parent of a present pupil at Truro Prep'*
 - As GR is no longer a Prep parent, LF has put herself forward for the role of Vice Chair.
- 'No Officer shall hold office for longer than 3 years'*
 - As LR has served as Chair for 3 years, it was proposed that the Constitution be amended (at a formal EGM to be held in January 2020)

The following Officers were re-elected and newly elected: -

- | | | | |
|---------------|----------------|----------------------|---|
| • Chair: | Laura Rundle | 4 th term | Proposed by AGB, unanimously voted by Committee |
| • Vice Chair: | Laura Fawcett | 1 st term | Proposed by GR, seconded by LR |
| • Secretary: | Lynda Clark | 3 rd term | Proposed by DV, seconded by EC |
| • Treasurer: | Doremi Vaardal | 2 nd term | Proposed by EC, seconded by LR |

Gemma Rowe has stepped down from her role as Vice Chair and remains a Committee member.

Committee

The following Committee Members were re-elected and newly elected: -

- | | | |
|------------------------|---------------|----------------------------------|
| • Emma Caddis | | Proposed by DV, seconded by LL |
| • Andrew Gill | | Proposed by EC, seconded by LC |
| • Jenna Grafton | (not present) | Proposed by LC, seconded by GR |
| • Sarah Harrower | (not present) | Proposed by LC, seconded by DV |
| • Sarah James | (not present) | Proposed by LF, seconded by LC |
| • Lynette Lukes | | Proposed by EC, seconded by DV |
| • Deborah Mecklenburgh | | Proposed by LC, seconded by AGB |
| • Alex Taylor | (not present) | Proposed by AGB, seconded by SLP |
| • Ros Whitelegg | | Proposed by LR, seconded by GR |
| • Catherine Wood | | Proposed by LF, seconded by LR |

Vandana Jones volunteered to be a parent helper, when the Committee require help.

7. Election of Auditors

- It was proposed that, going forward, the TS Finance Department reconcile the annual accounts and then they be independently inspected by a professional (but not audited) – JEG to confirm who would inspect them.
- KDT will check the tax position and confirm to DV.
- The Constitution will be amended to reflect this change at the EGM.
- The action was proposed by DV and seconded by AGB.

8. Any other business

Community Building

- As our primary aim of the FTS is to build community, a general discussion was held to discuss ways to develop this.
- AG suggested we build our community on an informal basis (as well as the current successful events). We could be a conduit for developing TS Parent Groups, eg family coastal walks, dog walking, choir, art, etc.
- This would help to build the TS community with families from the Prep stage through to beyond leaving the school.
- Our community could also help connect those families where parents may be on their own (long term or short term).
- The Truro School Development Office (in its infancy) aim to harness the love of the former pupils and parents for the school, emphasising that when pupils and parents leave Truro School, they do not leave the community.
- It was proposed to have a community notice board, whether physically in the Prep School and TS Café or a virtual noticeboard. This could have a 'Quicklink' on the Everest app (like the FTS link which leads to the School website.)
- The TS café has been instrumental in helping to build the community and it was suggested the FTS revive the 'drop in' morning parent sessions.
- It was suggested that the poster on 'the snake' could publicise the link to the community building pages.

Events & Communications Role

- A further discussion will be held regarding a potential new FTS role, working closely with both schools on events and communication.

Allocation of funds

- We discussed whether the FTS could support both smaller, short term projects (approx. £500) once we had raised the money, alongside bigger, longer term projects which the FTS would actively 'get behind'.
- KET provided the Committee with a list of potential ideas from TS which were suggestions from staff, pupils and the Sustainability Committee.
- Smaller projects
 - Improving or introducing better water fountains
 - Introducing bee hives on site (continuing from the School's insect house and allotment project)
 - Recycling bins are being introduced on a rolling programme but any funding for new bins would speed this up
- Larger projects
 - Outdoor play equipment (part fund)

In line with the FTS constitution, the spending of funds should '*help enhance the facilities and education of our children*' and we should highlight how the pupils (and potentially the environment) would benefit.

- CW suggested that there may be grants available, with match funding, for certain products.
- JEG felt it was important to have the 'FTS' name associated with it to help raise the profile of the FTS.
- A proposal was to ask the School Council pupils to put forward their top three ideas.
- Historically the split of paid subs was based on head count at each school and currently the Prep School generate more funds.
- It was felt the funds raised should be in one pot and spent alternately across the Prep and Senior School.

FTS School Representative

- We discussed the benefit of having a staff representative on the FTS Committee (other than the Heads) who would attend our half termly Committee meetings
- KET volunteered to be the representative across both Schools and bring ideas from other members of staff.

9. Next Committee Meeting

Date: Tuesday 21st January 2020 (without Head Teachers)
Time: 6:30 – 7:30 pm
Venue: Truro School Dining Hall

Lynda Clark
FTS Secretary
22/11/2019