



Meeting date: **Wednesday 2nd December 2020**
 Time: 6:00 pm to 7:15 pm
 Venue: virtually (via Teams)

Committee Members Present:

Laura Rundle	(LR)	Chair	(TS)
Laura Fawcett	(LF)	Vice Chair	(TS & Prep)
Lynda Clark	(LC)	Secretary	(TS)
Doremi Vaardal	(DV)	Treasurer	(TS)
Andrew Gill	(AG)	Committee	(TS)
Lynette Lukes	(LL)	Committee	(Prep)
Ros Whitelegg	(RW)	Committee	(TS)

Truro School Staff Members Present:

Andy Johnson	(AJ)	Head
Sarah Patterson	(SP)	Head of Prep
Jayne Grigg	(JG)	Dir. of Admissions
Kieran Topping	(KT)	Business Director
Carla Lamb	(CL)	Marketing Manager

FTS ANNUAL GENERAL MEETING MINUTES

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

1. Apologies

- Apologies were received from Deborah Mecklenburgh-Allen, who would like to step down from the Committee but is happy to act as parent helper when required.
- No reply: Emma Caddis, Jenna Grafton, Sarah Harrower, Sarah James, Gemma Rowe, Alex Taylor, Catherine Wood.

2. Acceptance of previous AGM minutes (November 2019)

- As new Head of the School, AJ was pleased to read the minutes as they gave him an understanding of the events hosted by the FTS. He recognised and thanked the FTS for their work.
 - The acceptance of the 2019 AGM minutes were proposed by DV and seconded by LL.

3. Chair's Report

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

4. Treasurer's Report & Approval of Accounts

- A copy of Treasurer's Report is attached (Appendix 2).
 - DV gave a summary of the report and accounts.
 - The approval of the 2018/19 and 2019/20 accounts was proposed by RW and seconded by AJ.
- JG to liaise with Uniform Shop to get an update on second-hand uniform sales.
- KT to confirm outstanding queries with Finance Team.

5. Election of Officers and Committee

- It was proposed to defer the election of Officers and Committee to an EGM to be held in 2021, once we understand how the FTS can operate post COVID.
 - This was proposed by RW and seconded by AG.

6. Any other business

On behalf of the parents, LR thanked AJ and the wider school team for their extremely hard work and support during COVID, which enabled our children to learn remotely and continue their schooling. It was recognised how challenging it was for all school staff.

General

- It was discussed that many parents are missing the 'Prep school gates' and 'TS car park', where people are able to connect and the three-way partnership of school, parents and pupils is enhanced.
- KT commented that the new initiative of TS café's takeaway service had been slow, due to masks being worn and it being 'collect and go', making it difficult for parents to socialise.
 - Depending on social distancing guidelines, an outside area could be made available to meet and chat.

TS Cheese & Wine Evening

- Pre-lockdown, we were able to host a Cheese & Wine evening for parents to attend while their children were at the Junior Disco (to avoid them having to drive back again).
 - This worked well and we will consider using this format at other events.

Prep Stained Glass Partitions

- SP thanked the FTS for the amazing Prep stained-glass partitions, which have now been installed and which Rev has been using over the past month.
- If there are any remaining funds after the installation invoice has been paid, the Prep would like some canvas panels (like those in the Prep Reception) for the Assembly Hall.
 - SP to liaise with DV.

2021 Calendar

- AJ mentioned there is a balance between not committing and not cancelling events but that we need to remain within the COVID guidelines.
 - Events will continue to be planned and booked, with an awareness that they could change at any time.
- TS 1st Year Disco – planned for 26th February 2021. JG stated that currently it is inappropriate to bring parents on-site for the Cheese & Wine evening.
- TS 11+ Entrance Exam – planned for 16th January 2021, where the FTS would normally chat to prospective parents at a coffee morning.
 - Instead, a parent social event will be held during the summer term/summer before their children start in September 2021.

Parent Directory

- It was suggested that we create a Parent Directory for new parents, incorporating:
 - Contacts across different regions of Cornwall
 - Contacts for parents with children involved in specific activities (eg fencing, chorister, music, drama, etc)
- A welcome letter from the FTS would be sent to prospective parents with their child's offer letter in February/March 2021, giving details of parents who are willing to talk to them and answer any questions from a parent's perspective – LR to liaise with JG.
- When we have face-to-face open mornings again, it was suggested that parents could wear a name badge, stating their location and any specific activity.

Prep New Parents

- LL felt that, due to the restrictions, the new parents had tended to connect with each other more, rather than with existing parents.
- The recently introduced 'virtual coffee mornings' had not been as successful as hoped, maybe for the following reasons:
 - They were organised at short notice.
 - The weather was good on the day and parents chose to be outside.
 - Knowing that the second lockdown was due to end, they preferred to wait and meet socially distanced in person.
 - Many people are on Zoom/Teams a lot with work and other social commitments.
- It was suggested that these could be across all year groups, rather than year specific to increase the numbers.
- SP is keen to resurrect the September new parents' welcome evening (with drinks and canapes) which was successfully held in 2018.
 - The FTS team were present, taking parents' details and encouraging parents across all year groups to connect.
 - This was also an opportunity for the FTS to encourage people to get involved to be Class Reps or to join the FTS committee.
- LF commented that the new Pre-Prep parents are enthusiastic and have lots of new ideas!

TS New Parents

- Given the challenging start for new parents this September, AJ proposed that we reflect at the end of the academic year, asking the 1st Year Parents how their year was, what advice could have been useful or what improvements can we put in place.
- (This could be in the form of a Survey Monkey from the FTS team).

TS Christmas treat for pupils

- We have enough funds to treat the TS pupils for Christmas (as we are doing at the Prep) – approx. £1,000.
- KT to liaise with Andy Burt in Catering and email proposals to FTS.
- DV suggested organising a trip to the cinema under socially distanced guidelines but it was deemed too late and too logistically challenging for the school to manage.

Second-hand uniform

- LC commented that the Facebook page had been very busy with Prep and TS parents urgently requiring second-hand uniform across all age groups (with existing and new parents)
- It was discussed whether the Uniform Shop might manage their stock virtually and create a coherent marketplace. The Uniform Shop is run independently and therefore JG will discuss whether this is an option.

Community building

- RW commented on the following ways which could help build our community:
 - A Parent Faith Group had been formed and was working well (communicating via WhatsApp) across both schools and all year groups.
 - We could specifically engage with parents of boarders, as it is difficult for them to feel connected when they might not know other pupils/families.
 - It could be beneficial to have some staff parents within the FTS team, to bring another perspective and to help engage and build a healthy community.
- LL felt that January can be a challenging or lonely month for some parents (where they may not be able to see wider family over the Christmas period) and therefore some social activities may be welcomed.
 - AG would be happy to host a Virtual Quiz again.
 - AJ specifically thanked Andrew Gill for his time and effort in hosting the three virtual Quiz Nights during lockdown.
 - AG proposed an idea to register as a Rambler's Association and do walks in Cornwall within the 'rule of six'.

Digital Strategy & Communications initiative

- AJ mentioned that the school will be working on a digital strategy/communications initiative for the future by summer 2021 and would welcome input from the FTS to share from the parents' perspective.

FTS for the future

- LR commented that it would be beneficial to revisit the format of the FTS (roles, commitments and meetings) once we resume normality, identifying what and how we could do things better, how we could spread the workload and how to further engage with parents.
- It was noted that some parents cannot commit to attending committee meetings but would be happy to be a parent helper for some events. A proposal was to create a visual flow chart to help parents identify how they may be able to help.
- It was suggested that regular events could be assigned to certain year groups as they go through the school (eg Upper Sixth Parents always organise the annual Summer Ball).
 - AG commented that some parents may have a niche/talent and enjoy organising certain events, which we should welcome.
- The Committee plan to revisit the ideas from our brainstorm in December 2019 (which were not implemented due to COVID).

8. Next Committee Meeting

- The next meeting with Heads will be scheduled in 2021 and is likely to be pre-Easter, when there may be confidence in the landscape in which we are operating.
- We will continue holding Prep Class Rep and TS Year Rep meetings separately.

APPENDIX 1



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AGM - CHAIR'S REPORT – 2019-2020

The 2019 academic year started well, with a growing number of enthusiastic and supportive parents joining forces with the core team to help with events and add new ideas to help the FTS expand its community appeal.

EVENTS

Here is a summary of the events that we were able to hold at the school this academic year:

Autumn Term 2019

- The FTS were very grateful to be given an opportunity to support several events at the Prep, starting off on the first day of the new term with a Welcome coffee for new parents in the dining room. The Class reps and FTS members were able to chat with new parents and help make some introductions.
- The FTS members were also present at the Prep welcome evening and Truro School 1st and 2nd year welcome evening events, which allowed us to talk to a wider audience directly about who we are and what we do and it was very important for us to have this publicity.
- FTS members were also invited to the Truro School welcome coffee mornings, and to Harriet Gordon-Brown's welcome coffee mornings for new parents.
- The FTS continued to forge links with the Cookery School and Café. In the first term a regular drop in coffee was scheduled on Wednesdays, with Prep Class Reps also holding coffees at the café for Prep School parents, thereby helping to build bridges between the parent body at the two sites.
- The annual Prep Quiz and Curry (which coincides with the children's Movie Night) was held in the new Prep assembly hall for the first time. Sue Macintosh's curries were as delicious as ever! It was the most well attended to date, with over 90 tickets sold, and the event again gave parents a chance to mingle and meet others. James Frewer, in his new role as Deputy Head, did a brilliant job of organising the questions along with the Year 6 pupils who asked them.
- The Truro School Quiz and Curry (which coincides with the Junior Disco) was packed this year with over 100 attendees. The curry provided by the school catering department was fantastic! The winner will hopefully be preparing the quiz questions for next autumn already.
 - Both Quiz Nights took place earlier on in the term, as it was felt that this would work better with new parents being given a chance to meet other parents in an informal setting early on. However, this did mean that the World Aims students who usually help at the Quiz Night at the senior school were unable to attend, as the group had not been chosen.
- One of the main FTS events of the year at the Prep, the Christmas Fair, was held after school at the beginning of December. Again, it was felt that the new assembly hall was a much-improved venue for this and the inclusion of the Year 6 pupils running some stalls alongside parents worked out brilliantly. Father Christmas and Mrs Christmas also made lots of children very happy in their Grotto next door in the Music room.
- At Truro School we decided not to hold a Christmas Fair for the first time - instead we thought that smaller events across the schools could make more sense in the future due to the ever increasing number of county-wide Christmas fairs that take place in Cornwall. This makes it increasingly difficult to get vendors to attend and parents and families to commit to travelling back to the school at a weekend. Therefore, we hosted:
 - A Christmas Wreath making event – this was new for 2019 and took place in the 6th Form Café, hosted by Tide Flowers. AJ provided delicious mulled wine, canapés and mince pies.
 - A Christmas Pudding making event – this is an event held traditionally at the Prep School and is growing year on year. This year there was a record number of attendees – the only point to note is that more sherry is needed next time! Many thanks go to Catherine Wood, who single-handedly bought and prepared all the ingredients, and to Sue Mac for the loan of her kitchen and equipment.

Spring & Summer Terms 2019

In the second term, feeling a little flushed after the successes of the autumn, and with community building in mind we planned a free Cheese & Wine event to coincide with the second Junior Disco. This meant that parents didn't have to wait in their cars to collect children, but instead could have some adult time for themselves. It was held in the 6th Form Café, with AJ once again organising the catering, and was attended by around 35 people.

Then we went into lockdown ...

- The Family Barn dance, scheduled for the end of March, unfortunately had to be cancelled despite very good ticket sales.
- Planning had already started in the autumn term for the main event of the year, the annual Summer Ball. We had the date, the theme, sample menus, the artwork for the ticket, and table and hall décor, the bar, a fleet of vintage cars, chauffeurs in uniform, and an assortment of other plans, as well as an excellent team in place. Hopefully the ball will return as soon as it is possible to host such events.
- The two main Prep events that were missed in the summer term were the fun Triathlon and the Summer Fete. Similarly, there was no sports day event at Truro School where we usually run the cake stand. We hope to resume these along with other annual events as soon as it is safe to do so.

However, we didn't go into lockdown quietly! Thanks to the very hard work, talent and good humour of the Gill family, the FTS hosted three virtual quiz nights during lockdown, and we are very grateful to Andrew for hosting and planning those events.

Finally, I should mention that the FTS co-ordinated a collection for a leaving gift for the outgoing Head, Andrew Gordon-Brown, which the Chair presented to him in a socially distanced way at the end of the summer term.

Autumn Term 2020

Because of the unusual times we are living through, the FTS also had to adapt to a virtual welcome at the start of this term. We hastily recruited Year Group Reps at Truro School, to act as a first point of contact for new parents and organised a letter to be emailed out to all new parents at both schools with contact details of the class and year group reps. An additional email was sent from us at the end of the first half of term to check in with new parents again.

The Class Reps (at the Prep), Year Group Reps (at Truro School) and FTS committee continued to reach out to parents using the Year Group Parent Facebook pages and WhatsApp groups.

And so to Christmas - we decided to spend some of our current funds and are happy that the FTS has also been able to support some Christmas fun for all the Prep children on the last day of term this year, with a streamed live performance of the wonderful Mousehole Cat and a socially distanced visit from Father Christmas, bringing small gifts.

We are also hoping to supply some goodies for the students at Truro School. Carla Lamb has also created a wonderful online document giving some free marketing space to parents at Truro School to market their local companies and support them during these challenging times.

It was a busy first term, and more than ever we have relied on the support of the Class Reps at the Prep, the Year Group Reps at Truro School, many members of staff across the two schools and, of course, the FTS team.

Last, but not least, I would like to welcome Andy Johnson to his first FTS AGM as Head of Truro School, who we really look forward to working with in the months and years to come.

Laura Rundle

FTS Chair

2nd December 2020

APPENDIX 2



AGM - TREASURER'S REPORT – 2019-2020

The 2020 AGM marks the conclusion of my second year as FTS Treasurer; sadly, it has not been the usual, complete school year of events to be accounted for. Luckily, most of our events occur in the autumn term so we do have some great successes to look back on from the second half of 2019 and we have hope there will more before the end of the 2020/21 academic year.

Fortunately, the FTS had completed its major fundraising initiative for the Prep Stained Glass Windows, which have now been installed much to everyone's delight.

Following our committee decision (at my suggestion) of 2019 to streamline the job of Treasurer and amend the requirements within the FTS Constitution, we are no longer providing full audited accounts and thus from August 2018 onwards, we are presenting a simplified profit and loss spread sheet and graph of the annual FTS events. In addition, there is a basic balance sheet to show the status of the bank account and committed funds.

I would also be happy to suggest that the monthly FTS banks statements be readily available for anyone to view.

Whilst 2020 has not seen the usual list of events for me to account for, there has been spending as we held our first FTS community building Cheese & Wine Evening for parents as they dropped off or collected their children from the school disco and we reimbursed the school for all the bills for the stained glass window project. I have attached a brief sheet detailing the spending in relation to this to the financial report. Essentially the total amount raised is around £6350 and so far, the bills have totalled £5334.09. There is still just over £1000 in the fund to cover any installation bills, which have not yet been received.

Finally, we also used the FTS account to collect a substantial collection from the parents for a leaving gift for Andrew Gordon Brown during the summer term. In total £1555 was collected and allocated - £550 for a Mont Blanc pen and £1005 transferred directly towards a rowing machine.

Please find attached the full spreadsheet report of 5 pages as follows:

- Balance Sheet - Statement 30th August 2020
- Annual Accounts 2019/2020 – Total income and expenditure detail
- 2019/2020 Events Summary (including Prep catering contributions)
- 2019/2020 Events Income profit and loss graph
- Stained Glass Window expenditure to date
- (N.B. Essentially pages 2,3 & 4 are just different expressions of the same information!)

COMMENTS/QUERIES

- Pg1 -Balance Sheet - £242.80 deficit to be checked – some banks fees and Eventbrite fees need to be confirmed plus catering invoice for 2019 Summer Fair - £139.84 not received until February 2020.
- Pg1 - £190 received direct to the account from C Massey (ref Mass 09) on 24th Jan 2019? Still to be returned – discussed at last AGM, correspondence with K Topping and J Grigg but no confirmation received as to which account to return it to.
- Pg1 – I have removed the £1100 Senior school committed funds – last year we agreed to reallocate them from trailer painting and poetry bombing to the outdoor gym equipment but as yet that project has not been confirmed as active.
- Pg2 - The accounts show the collection for AGB - this was not an FTS 'event' but was collected and distributed through the account.
- Pg2 - Second hand uniform sales – TBC? None received this year to date. None received since 2018.

COMMITTED FUNDS (up to 31st August 2020):

I have removed the two outstanding committed funds from 2015/16 following last year's AGM (Poetry Bombing - English Department £300 and Trailer Painting £800)

Remaining	
2018/19 – Walkie Talkies (Prep)	£75.00 – hold for 2021 Triathlon
2018/19 – Bunting (Jose)	£120.00 – awaiting invoice
2019/20 – Stained Glass Window Install	£1018.81 – awaiting invoices
TOTAL	£1213.81

CONCLUSION

Thank you to all the FTS committee and members for all their help and support over this past academic year. Despite the truncated year of events, as you can see, the core events we do hold remain successful. We have also begun to initiate smaller, non-profit events to support the community that have also been well received and successful. Hopefully we may resume our traditional calendar of events in 2021.

TREASURER PROPOSALS:

- To reinforce the annual commitment for the FTS to maintain an operating figure of £2500 in order to allow events to go ahead regardless of profit/break even.
- This to comprise of £1500 in the Business Current Account and £1000 in the BMM Reserve Account (this represents roughly one year of 'profit')
- Agree that the FTS can release funds for the benefit of the school for the Prep Christmas events (Grotto gift, drive by Santa visit and pantomime/Cousin Jack streamed performance - approximately £1000) and for a Senior School Christmas initiative – TBC
- To request proposals/applications for the allocation of surplus funds for 2021 (up to £4000?)

Doremi Hayward Vaardal

FTS Treasurer

2ND December 2020