

**FTS ANNUAL GENERAL MEETING**Meeting date: **Wednesday 30th November 2022**

Time: 1:00pm to 2:00pm

Venue: Heseltine Gallery, Truro School

**Committee Members present:**

Lynette Lukes	(LL)	Chair	(Prep)
Andrew Gill	(AG)	Vice Chair	(TS)
Lynda Clark	(LC)	Secretary	(TS)
Doremi Vaardal	(DV)	Treasurer	(TS)
Emma Caddis	(EC)	Committee	(Prep)

**Truro School Staff Members present:**

Andy Johnson	(AJ)	Head
Aubin De Gruchy	(AdG)	Reverend
James Frewer	(JF)	Interim Head of Prep
Zoe Jobling	(ZJ)	Dep Head Partnerships/Co-Curr.
Kieran Topping	(KT)	Business Director
Carla Lamb	(CL)	Marketing Manager
Sam Willsher	(SW)	Dev/Alumni Relations Manager
Joanna Wood	(JW)	Head of Events

**Parents present:**

Tonya Berrington	(TB)	Prep 6
Joanna Daoud	(JD)	Prep 1
Katie Farago	(KF)	Prep 1 & 5
Jayne Fay	(JF)	Prep 2 & 6
Clare Rose	(CR)	Prep 6

**MINUTES**

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

**1. Apologies**

- Apologies were received from Catherine Wood.

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

- The acceptance of the 2021 AGM minutes were proposed by LL and seconded by AG.

**3. Chair's Report**

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

**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.

DV stressed that we would like to eliminate some admin, whilst remaining transparent.

KT stated that the Senior School is nearly cash-less and the aim is for the Prep to follow.

DV explained that it is difficult for the FTS to be cash-less, particularly for the Prep Summer Fete and Christmas Fair where cash floats need to be accessed. It was agreed to stay with the current HSBC FTS bank account, despite the new charges.

**5. Election of Officers and Committee**

The following Officers and Committee members were elected and will serve until the commencement of the next AGM in November 2023:

Lynette Lukes	Chair	(Nursery/Prep parent)	proposed by CL, seconded by LC
Andrew Gill	Vice Chair	(Senior/Sixth parent)	proposed by EC, seconded by LC
Lynda Clark	Secretary	(Senior/Sixth parent)	proposed by AG, seconded by DV
Doremi Hayward Vaardal	Treasurer*	(Senior parent)	proposed by LC, seconded by EC
Emma Caddis	Committee	(Prep parent)	proposed by AG, seconded by LC
Catherine Wood	Committee	(Prep parent)	proposed by LL, seconded by LC
Carla Lamb	Committee	(Senior parent)	proposed by LL, seconded by AG

\*DV is happy to continue as Treasurer until July 2023 but would need to hand over during the next year, due to the volume of work. TB kindly volunteered to act as Deputy Treasurer.

The following new parents were elected by the Committee and proposed by LL and seconded by AG:

Tonya Berrington	Committee	(Prep Y6)
Joanna Daoud	Committee	(Pre-Prep Y1)
Katie Farago	Committee	(Pre-Prep Y1 & Prep Y5)
Jayne Fay	Committee	(Pre-Prep Y2 & Prep Y6)
Clare Rose	Committee	(Prep Y6)

LL thanked them for their contribution at the Prep, for joining the meeting and welcomed them to the Committee.

## 6. **Any other business**

### **Constitution**

- LL commented that, whilst respecting a structure is required, the current Constitution is restrictive and the formality can be intimidating for new parents.
- There are some grey areas in that the objective is not to raise funds, however, some funds are required to help build the community.
- AJ suggested we revisit and sense check the FTS key priorities and purpose, mission statement and objectives.
- AJ reiterated the need to revisit and align all Truro School groups and be clear how each group supports and facilitates (not restricts) their community and how they work together. ZJ and SW are working together to generate a clear direction and more coherence to partnerships.
- DV stated that currently there is too much cross over and admin and we need to be on the 'same page' across the whole community, including incoming and outgoing parents.
- DV asked for direction from the Senior Leadership Team as to what they want parents to be involved in (across Prep and Senior).
- DV stated that her preference and best use of her time was to be an ambassador for the school, to share experiences and attend events, which enhances the experience for parents, pupils and the school, rather than the role being admin heavy. This view is shared across the current FTS Committee.

### **Steering Group**

- LL proposed that a Steering Group (across Prep and Senior) be formed to discuss and propose revised Constitution to the FTS Committee.
- SW will join in his role of Development & Alumni Relations Manager to contribute on the journey for pupils and families from FTS to Alumni. This needs to be streamlined, be under a broader umbrella and keep the community together.
- It was proposed to hold an EGM in the spring term and give clarity to incoming parents in September 2023.

### **Communication**

- LL raised that communication in the community is a priority and we need a way to speak to parents, as currently we cannot speak to the whole community.
- Whilst it is easier for parents to communicate at the Prep 'school gate,' it is still difficult and disjointed.
- We have parent Facebook pages but no-one owns them, some parents are not on Facebook and some have created their own WhatsApp groups, where separate events are organised.
- It is positive that FTS now have their own page in the Weekly Bulletin across both sites.

## **Classlist (a School Parent Community App) [Classlist - Build amazing school communities](#)**

- CL shared that she and some of the FTS Officers had had a demonstration on the above app as a tool to improve communication. Whilst not perfect, it does have some positive features and it could be trialled. Classlist allows parents to find and connect with each other, share advice and information, organised into class and year groups. It would also allow the FTS to reach all parents, promote events, sell tickets and find volunteers, and new parents would be able to link up with other parents easily. Upon joining the school, parents would receive a letter from the school inviting them to sign up. There still needs to be some work done internally to ensure the sign-up process and associated administration would be feasible.
- AJ suggested the FTS confirm its priorities and core purpose and then confirm the platform required.
- JF and ZJ to review Classlist across both sites and SLT speak to other schools who use Classlist to understand the benefits and risks before putting a solution in place.
- KT to review Classlist to ensure it is GDPR compliant. DV highlighted that the school would need to manage the members, as the FTS Committee struggle to manage the Facebook group members as they have no access to current pupils' lists.
- If trialled and successful, the proposed timescale for launch would be September 2023.
- LL stressed that we need an alternative solution until September 2023 and proposed a Parent Community Facebook page (see below).

## **Parent Community Facebook page**

- LL discussed the need for a specific Parent Community page
- AG suggested a 'village notice board' platform to post events, eg cycling groups, basketball team, etc.
- The Prep parents raised that many dads want more involvement, some having become socially isolated during lockdown, working from home and changing their lifestyle.
- To simplify privacy in joining the group, DV suggested giving out a code which could be quoted when joining the group.

## **Facebook Groups**

- The Committee need to clarify the purpose of all the different Facebook groups (selling page, uniform page, parents year group pages) and distinguish between them.
- Consider how we can better monitor the admin of the Facebook groups, eg remove notices from the selling pages to make them more streamlined. Need to communicate the reasons for change and purposes.
- It is important to link the two schools together.

## **Steering Group**

- *LL to create Steering Group to discuss all Facebook pages – January 2023*

## **Vote of thanks**

- Rev thanked the FTS and all parties for their contribution towards the fantastic Prep 'Stained Glass' Windows in the Assembly Hall. It was an excellent example of collaboration across the community.

## **Truro School Chapel Centenary**

- The Rev asked the Committee to think ahead to 2027, when the TS Chapel will be celebrating its Centenary after the then Prince of Wales laid the cornerstone in 1927.
- There are two large, empty walls at the front of the chapel which require works of art. Consider a plan with former pupils, ideas and costs.

## **Building our community**

### **Events across Prep & Senior**

- It was suggested to hold more events across both school sites – the Christmas Pudding Evening was a good example of this, with parents and teachers from both sites attending.
- AG highlighted that the recent Senior all-school production of 'Les Mis' had attracted pupils and families across the years, including ex pupils, current pupils, parents and extended family. Our challenge is to keep the momentum across these target groups.
- DV suggested that Prep pupils could come to future all-school play rehearsals.
- Prep Year 6 parents were sent an invite to 'Les Mis'. However, parents did not understand the significance of the play at the Senior School, nor whether it was age-appropriate for their children.
- *To be discussed at the FTS Spring planning meeting in January 2023*

### **Transition for leavers from FTS to TSA (Truro School Association)**

- SW explained how the current alumni team works, with networking events held in London, Bristol and, in the future, Cornwall.
- SW oversees networking events and careers conventions at TS (where alumni tell their story of how they got into their careers) and reunion dinners.
- There is a wealth of experience within the current parents at TS, with potential for school visits with potential future employers, as well as business breakfasts for parents.
- The on-boarding and off-boarding for parents need to have the same level of attention for welcoming them at the beginning and thanking them at the end.
- SW holds the database for alumni and is considering ways to combine events for alumni and current parents.
- The new parent contract now has GDPR rules, which will avoid communication ending once parents leave the school.
- We need to create our own ambassadors beyond school, drawing on the goodwill from ex-parents (particularly those who have been involved in the FTS). They have a vast amount of knowledge and ambassadorial qualities which can help promote the school.
- It was noted that informality works well in the Prep, rather than formality.
- AG gave the analogy of parents opting out of their own local village to come to TS and therefore, TS needs to be their own village through school and beyond.

### **Future FTS Events**

LL commented that social habits changed since COVID, with parents seeming to prefer smaller events on a more regular basis. The following events have been considered, some for parents and some for pupils:

#### **Prep**

- Squashbox performance (x 3) - funded by sales of the Truro School Christmas baubles
- Christmas Fair – for the first time in 3 years!
- Santa visit on a sleigh – on the last day of term
- Santa Run – South West Children’s Hospice
- Friday coffee mornings (last Friday of the month)
- Toy sales (February 2023)
- Collecting for the local Food & Clothing Banks
- Family Easter Bingo night (for parents and children) – March 2023

#### **Senior**

- Whole school event in the Sports Hall – March 2023
- Quiz Night – spring term, pre-Easter
- Parents’ Summer Ball – TBC (different to Leavers’ Ball)

#### **Both schools**

- Beach Clean

*FTS to send proposed dates to JW for the calendar meeting.*

#### **Suggestions**

- Cabaret Evening – with performances from pupils
- Silent Disco – on school premises, for senior parents
  - Need more suggestions for Senior School
- Networking event for parents, sharing business
- Run our own events in our local communities
- Bring in external people to run events (using their expertise)
- Using school facilities (if not being used), eg Burrell Theatre, Cookery School, SBA, Fencing School, Heseltine Gallery
- Committee to submit ideas to KT for consideration

**General**

- DV thanked CL for her support and hard work for the FTS and how beneficial it is to have one contact at TS.
- CL commented on how positive it was to be face-to-face, with new Prep parents and being on the right path again

**8. Next Meeting(s)**

Spring Planning Meeting	11 <sup>th</sup> January 2023 (TBC)
Steering Group – Constitution	January 2023 (date TBC)
Steering Group – Facebook pages	January 2023 (date TBC)

**Lynda Clark**  
**FTS Secretary**  
**30<sup>th</sup> November 2022**



### **AGM - CHAIR'S REPORT: 2021-2022**

2021-22 was definitely a year of two halves for the FTS!

At the start of the year we were still very much in a holding pattern, thanks to a couple of years of COVID. The FTS Committee and network of Class Reps were somewhat depleted as a consequence of nearly eighteen months without face-to-face events.

This time last year we held our last AGM over Zoom and it is fair to say the mood was a little subdued. There was much uncertainty over how we would be able to proceed both in the short term and long term and as a result we decided to appoint a Steering Committee which met in January to discuss these points. A subsequent EGM was held in February where temporary officers were appointed in order to keep the committee functioning. It was at this point that I took over as temporary Chair, replacing our longstanding Chair, Laura Rundle, who had done such a marvellous job previously but had sadly left the school.

Throughout this whole time, we all agreed that our focus must be to try to rebuild the community. We had all enjoyed the benefit of the wonderful extended Truro School family over the years and it was important to each of us to reach out and try to rebuild our network. Thankfully we had funds available which gave us the flexibility to hold external events away from the school premises whilst restrictions were still in place. We organised a series of coffee-mornings which were held at The County Arms for Prep parents and Loading Bay 7 for Truro School parents. The feedback was immediate and heartwarming. There were so many families who were new to the school and many who were new to the county. All appreciated the opportunity to get together. This was the beginning of the resurrection and provided a vital springboard to rebuild our battered community.

Thankfully restrictions began to lift and we started to hold small community events once again. I have included a list of the events below and I won't go into all of them but some of the highlights included our first Prep Pizza Evening, the Prep Summer Fete and the Quiz & Fizz at Truro School.

The FTS Beach Clean at Watergate Bay in particular was a great success. It was attended by over 100 people with families across both schools. It was also lovely to see the boarders join in. The event was run by Beach Guardian who were incredibly helpful and thankfully the weather was beautiful.

Another notable event which demonstrated the bond between the two schools was the collection for the outgoing Head of Prep, Sarah Patterson. The FTS organised a Just Giving page which raised £2200. It was supported by over 80 families. We used the money to buy her a small gift and erect a memory bench in the grounds in front of Treliske House. (The remaining funds will hopefully be used towards new play equipment for pre-prep).

It is fair to say that we ended the year in a much stronger position than where it started. However, there is still much work to do. I am still meeting parents on almost a daily basis who have been at the school for some time but still do not feel fully "integrated". Communication is key and it continues to be an ongoing challenge. We also need to recruit more committee members to spread the load as our dedicated little team of seven can only achieve so much!

I personally would like to extend my heartfelt thanks to all of those that have helped and supported us through this somewhat unique year. There are so many who have contributed, from the Class Rep community, to parents, teaching staff, catering, grounds people, cleaning staff and all those who work behind the scenes with such kindness of spirit.

To James Frewer who has stepped up in his role as Acting Head of Prep and has been unfailingly positive and welcoming. To Andy Johnson, Head of Truro School who has listened patiently to our challenges and helped us to progress the current shape of the FTS. And finally, to my fellow committee members - thank you in particular for your tireless dedication and warmth of heart. I am very proud to sit beside you today.

**Lynette Smith**  
**Acting FTS Chair**  
**30th November 2022**

## **FTS EVENTS – 2021-2022**

### **2021 - AUTUMN TERM**

#### **Prep**

- Pencils as Santa gift

#### **Senior**

- Selection box of chocolates for each form

### **2022 – SPRING TERM**

#### **Prep**

- Pizza & Wine Evening
- Prep triathlon medals
- Open Morning
- Monthly Coffee Mornings – school and The County Arms
- Beach Clean at Watergate Bay with Beach Guardian
- Open morning prep
- Peter Sharp leaving - supported

#### **Senior**

- Various Coffee Mornings – School café and Loading Bay 7

### **2022 - SUMMER TERM**

#### **Prep**

- Summer Fete
- Sarah Patterson's leaving – supported
- Monthly Friday Coffee Morning at school

#### **Senior**

- Sports Day – serving teas
- Quiz & Fizz (on the front lawn at TS)



NURSERY | PREP | SENIOR | SIXTH FORM

### **AGM - TREASURER'S REPORT: 2021-2022**

The 2022 AGM marks the conclusion of my fourth year as FTS Treasurer; after nearly 2 years of restrictions, we were able to hold some events both on and off both school sites. Given the small number of transactions this year it seemed easier to just provide a full bank account statement for the year to show all income and expenditure from the FTS accounts. A full summary sheet with P&L is available for all 'events'.

#### **EXPENDITURE August 31st, 2021 – August 31st, 2022:**

Continuing the decision made in 2020 to use some of the accumulated funds to pay for treats for the children. To that end we funded the following for Xmas 2021:

- Drive by Santa and grotto gifts for every child in Prep and Pre-Prep
- A selection box of chocolates for every form/class in Senior School.
- The FTS purchased medals and trophies for the Prep Triathlon run during school games totalling £280.37

We also agreed in 2021 to use accumulated funds to run offsite events to try and support the school parental community and to that end we spent the following:

- £507.50 on three prep coffee mornings at the County Arms in Nov, Jan & Apr
- £278.50 on three senior school coffee mornings at Loading Bay 7 in Feb, Mar & Apr

There were two other parent community events:

- Prep Pizza Night at Loading Bay 7 in March which incurred a small loss of £102.55
- Senior Quiz & Fizz which sadly made an almost total loss after expenses of £625.11

#### **INCOME August 31st, 2021 – August 31st, 2022:**

While we had very few opportunities to run events, we did manage to run the Prep Summer Fete which was hugely successful. Profit on the day was £1061 plus catering profits of £464.79 (yet to be received) I have placed the £1061 in the BMM account.

#### **SARAH PATTERSON**

A collection for Sarah Patterson generated a total of £1922.09 after the purchase of a memory book and small gift. This amount has paid for the new bench at Prep with £312.89 left over (also now placed in the BMM account).

#### **COMMITTED FUNDS up to Aug 31, 2022:**

Carried over from previous years

- 2018/19 – Bunting (Jose) £120 – still awaiting bank details

**TOTAL £120**

#### **CONCLUSION**

We have spent just over £2000 of the accumulated funds over the year on events and purchases, luckily the FTS account has been able to absorb this loss due to previous income. It felt important to do bolster the community this year but obviously it will eventually not be sustainable to continue to do this.

#### **TREASURER PROPOSALS:**

- The use of Prep Summer Fete profit to be put towards Prep play equipment
- Input regarding moving the account from HSBC to avoid charges.

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

**Doremi Hayward Vaardal**

**FTS Treasurer**

**30<sup>th</sup> November 2022**