



**FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093**  
**ANNUAL GENERAL MEETING followed by a regular FOL MEETING**  
**22 SEPTEMBER 2021 at 7PM**

Present: Naomi Douglas (ND - Chair), Melanie Witt (MW - Treasurer), Emma Thomas (ET - Secretary), Camilla Ip (CI - Grant fundraising), Jon Gray (JG - Headteacher), Charlotte Stewart (CS - Deputy Headteacher), Morag Scott (MS), Rose Rolle-Rowan (RRR), Agnes Ragondet (AR), Ernesto Gomez (EG)

**MINUTES**

<b>1.</b>	<b>Welcome, Quorum, Introductions and Apologies</b> <span style="float: right;"><b>(Naomi Douglas)</b></span>  Meeting was quorate. Apologies from Oly Shipp, unable to attend.
<b>2.</b>	<b>Chair's 2020/2021 report</b> <span style="float: right;"><b>(Naomi Douglas)</b></span>  Welcome everyone, thanks for attending this AGM. It's lovely to be able to meet some of you face-to-face after such a long time. Thanks to Mr. Gray for enabling us to continue to have a virtual element to the meeting so we can open it up to as many people as possible.  It has been the most unbelievable year. Whether it has been a terrible or wonderful experience, it certainly has been a time that we will never ever forget. As I'm sure everyone can appreciate, FoL's efforts this year have been restricted to mainly non-event fundraising. Despite this we had some fantastic achievements with people demonstrating amazing inventiveness through an on-line party, a cooking workshop and a delicious doughnut sale, as well as larger scale efforts such as the generosity of the parent body, and Local Giving, which has enabled us to fund large and small improvements for the school. Most notably the outdoor hall, and the Gardening Project, but also some new nursery furniture and core reading materials to update the offer the school can make to children. Our children have still managed to be involved through the Rainbow Run, which raised a substantial amount, and we have also started participation in the School Lottery. I encourage you all to buy tickets! Mel Witt, our Treasurer, will give a more thorough breakdown of income and expenditure.  It must also be noted that in addition to fundraising we have been fortunate that some parents and teachers have given generously of their time on the various work party days, and as a result the school ground looks brighter and tidier. We have also taken advantage of the enforced home confinement to launch our new FoL website, and release our newsletter FOLIAGE.  For those who are new to the school Friends of Larkrise is the PTA and our objectives are to: <ul style="list-style-type: none"><li>● organise fundraising events and activities where possible and make these as much fun as possible</li><li>● to involve as many people as we can,</li><li>● and to access funding and grants on behalf of the school where applicable.</li></ul>

	<p>As parents, grandparents, carers, teachers and TAs of the children of the school, we are automatically members of FoL. This year parental involvement in the running of FoL has been reduced as families became focussed on the hard task of working and homeschooling, however now we are returning to a new normal I would really love to see an increase in active membership over the next year.</p> <p>We have an elected committee who manage all aspects of FoL on a day to day basis. Current committee: myself as Chair – Emma Thomas Secretary – Mel Witt Treasurer. We have also been supported hugely by non-committee members Camilla Ip, and Rose Rolle-Rowan, and a number of other parents throughout the year. In addition Mr.Gray and Ms. Stewart, despite their unfathomably large Covid workload, have still taken the time to be involved with FoL, and I would like to thank everyone for their time and effort.</p> <p>As we hopefully and tentatively move forward out of the fog of Covid we are now looking for input and ideas from members new and old who are also willing to help implement them, and in so doing, support our school. Any time you can offer, no matter how small, is of huge value. If you do have any suggestions, these can be made at FoL meetings, by email, or by finding us in the playground. The AGM is FoL’s only formal meeting of the year, covering committee elections, and the treasurer’s annual financial report.</p> <p>I hope this year that the FoL will continue to gain more support and build upon what we have previously achieved. I wish everyone well, especially at this uncertain time.</p>
3.	<p><b>Treasurer’s report &amp; presentation of 2020/21 accounts</b> (Melanie Witt) (See Appendix 1, at end)</p>
4.	<p><b>Approval of 2020/2021 Accounts</b> (Melanie Witt)</p> <p>Provisional accounts were presented. The final accounts will be considered for approval at the next AGM or EGM.</p>
5.	<p><b>FOL Non Event Fundraising (FOLNEF) report</b> (Camilla Ip) (See Appendix 2, at end)</p>
6.	<p><b>Friends of Larkrise 2021/2022 Committee</b></p> <ul style="list-style-type: none"> <li>a. <b>Chairman</b> - current nomination Naomi Douglas - <i>Katie Mills volunteered to Co-Chair with Naomi Douglas - elected</i></li> <li>b. <b>Treasurer</b> - current nomination Melanie Witt <i>Re-elected unopposed</i></li> <li>c. <b>Secretary</b> - current nomination Emma Thomas <i>Re-elected unopposed</i></li> </ul> <p><b>Sub-committees</b></p> <ul style="list-style-type: none"> <li>d. <b>Grant Fundraising Coordinator</b> - current nomination of Camilla Ip as lead <i>Re-elected unopposed.</i></li> <li>e. <b>Works Party Coordinator</b> - confirmation of resignation of Chris Graham <i>Noted that this role will no longer be required</i></li> <li>f. <b>Volunteer Coordinator</b> <i>Agnes Ragondet volunteered to take on this role as lead, elected unopposed</i></li> <li>g. <b>Communications / Social Media Coordinator</b> - confirmation of resignation of Marianna Russo <i>Expression of interest: Oly Shipp - elected unopposed (note that Oly will work only on Social Media - further discussion required on whether a Communications person (who could work on website) might be found</i></li> </ul>

7.	<p><b>FOL (Oxford) - Charity Trustees</b></p> <p>Confirmation of addition of Jon Gray, Charlotte Stewart and Katie Mills as Trustees</p>
8.	<p><b>Larkrise School Proposal (Jon Gray &amp; Charlotte Stewart)</b>  <b>Fundraising Priorities for 2021/2022</b></p> <p>The children have particularly requested some climbing equipment, this would likely be a major project. The children are not allowed to climb trees, so would like a big wooden structure for climbing – combine grant funding and FOL funds?</p> <p>Smaller items – tables, benches in playground, which can be used for eg board games, drawing during playtime.</p> <p>Sensory garden</p> <p>Outdoor projects – volunteer help, and small amounts of funding, parent-power!</p>
9.	<p><b>Next working party Sunday 26th September (Jon Gray)</b>  Will involve assembling planting beds, painting Green Room (Adventure Room)</p>
10.	<p><b>Library Update (Camilla Ip)</b></p> <p>Library – Reading club in there at lunchtimes</p> <p>Ernesto – would like to help with the Library – needs more info</p> <p>Volunteers needed to help with Reading</p> <p>Donations of books please! Help publicise?</p>
11.	<p><b>Halloween Disco (All)</b></p> <p>It was agreed to have a separate meeting to discuss the Disco, at which it was decided that due to lack of engagement from the parent body, and Covid restrictions, we would not be able to put on a Halloween Disco this year, but would instead survey parents and carers to find out what events people wanted and overall attitude to risks of large events at the school.</p>
12.	<p><b>'LarkMas' Winter Fayre</b></p> <p>Date agreed as 10th December, planning meetings will be 2nd November (at 3pm) and 3rd November (at 7.00pm) to be more inclusive</p> <p>Ideas discussed: outside, carousel/fairground ride, rent a reindeer, choir performance Carol-oke, Snow machine</p> <p>We need (preferably) 4 event co-organisers to ensure that all the planning responsibility does not fall to the core Committee members. (A call for volunteers was included in the survey).</p>
13.	<p><b>Engaging the school community</b></p> <p>There was much discussion of how to better engage parents and carers, especially with regard to earlier school years, who would not have been exposed to 'typical year' FoL activities, or really understand what FoL does, or</p>

how to get involved.

Ideas included:

- Purchase banners for FoL to make it clear when it is a FoL event – help promote FOL
- Raise profile with staff, assemblies, word of mouth, target parents at drop off pick up times...
- Parents can be put off because they think they are too formal
- Fliers at the door via teachers for parents
- Repeat the tea/coffee thing once kids are more settled...meet the Headteacher
- Do a survey of parents
- Write and send around a breakdown of the different events and ways to be involved...
- We need to plan further in advance...
- Can we move the AGM to the end of the school year? Do an extra one June 2022 - agreed
- Family picnic – in August holidays – to get the new families involved
- Meet the Head – October 12<sup>th</sup> 3pm tea, cake, meet the head (CI to manage)
- Meet the Head – November 19<sup>th</sup> 3pm, tea, cake, meet the head

**14. Any Other Business - Date of next meetings are 2nd and 3rd November**

**Appendix 1**

**Provisional Friends of Larkrise Treasury Report for AGM 2021**

**22 September 2021**

**Year ended 31 July 2021**

Fundraising events and donation appeals raised the following amounts:

Sept 2020	Donation for classroom supplies (£100 per class)	£1,500
Oct 2020	Halloween Party (online)	£379.02
Oct 2020	Outdoor Hall Appeal Including donations from Doris Field Trust £500, and Water Eaton Manor Trust £2,000	£26,795
March 2021	Gardening Project Local Giving £1,079.30 Anonymous CAF donation £100 Magic Little Grant £500	£1,679.30
Mar 2021	British Science Association Grant for Science week	£300.00
Mar 2021	Mother's Day Cooking workshop donation	£138.50
June 2021	Bake sale	£260.14
July 2021	Doughnut sale	£132.57
July 2021	Sports Equipment Appeal	£243.24
	General Donations	£318.46
	Library Donations (All Souls College)	£500.00
Since Aug 2020	Easyfundraising	£58.78
Since Aug 2020	Amazon Smile	£101.49
	Rainbow Run (in addition to £1,871 donated via Parentmail)	£645.80
Since May 2021	Lottery sales	£322.00
	<b>TOTAL</b>	<b>£33,374.30</b>

### Contributions to school

In 2020/21, the following transfers were made to the school on production of invoices:

Christmas Show	£250.00
Spring Craft Pack	£6.64

Easter Eggs for Hat Parade	£171.20
Outdoor Hall including a £3,000 contribution from FoL	£31,800.70
Gardening Appeal	£1,562.38
Playground equipment (OPAL Grant)	£3,091.10
£100 for each classroom for supplies decided by teachers	£1,500.00
FoL Grant for nursery furniture	£3,000.00
Library refurbishment contribution	£4,000.00
FoL Grant BAME representation Picture books	£527.36
FoL Grant Visualisers	£830.70
FoL Grant Bug Club online Reading Project	£1,487.00
FoL Grant Core and reading spine texts	£8,000.00
FoL Grant Reading Scheme - Home Readers and missing guided reading book sets	£3,033.40
<b>Total to school</b>	<b>£59,260.48</b>

There is currently £6,630.53 in the bank account, of which £1,612.25 is restricted, that is, ringfenced to be spent on particular things that the donor has specified or agreed as FoL grants.

Appendix 2

## Friends of Larkrise Non-Events Fundraising (FOLNEF) Report

Camilla Ip  
Grant Fundraising Lead 2020-2021

Historically, the Friends of Larkrise have run in-person “events” like a Halloween Disco, a Summer fayre (Larkfest) and bake sales, to raise funds and bring the Larkrise community together. About 3 years ago, the Committee decided to try to apply for grants. A sub-committee for “FOL Non-Events Fundraising” was started to coordinate these efforts.

The current members of FOLNEF are Camilla Ip (sub-committee lead), Naomi Douglas ( the required member of the sub-committee, as per the FOL constitution), Rose Rolle-Rowan and Melisa Akdogan. Another regular attendee of sub-committee meetings is Gemma Humphries.

Over the past 1-2 years, the divide between “events” and “non-events” has blurred due to COVID safety measures forcing more online events, and a greater number and diversity of non-events.

FOL fundraising has five main streams: events, grants, donations, commissions, and sales.

<b>Fundraising summary of 2020-2021 by income stream (approximate figures only)</b>				
<b>Income Stream</b>	<b>Description</b>	<b>Itemised Amount £</b>	<b>Total Amount £</b>	<b>Percentage %</b>
Events	Halloween Disco (online) Cooking workshop (online) Bake sale (in-person) Doughnut sale (in-person) Larkrise Lottery (proportion of weekly ticket sales)	379 139 260 132 322	1232	3.7
Grants	Outdoor Hall Appeal (approx. 50% matched funding grant) Magic Little Grants (for school gardening equipment/supplies) British Science Association for Science Week supplies Library donation (All Souls' College)	13,398 500 300 500	14698	44.5
Donations	£100 per classroom Outdoor Hall Appeal (approx. 50% donations) School Gardening Appeal (via localgiving) CAF donation Sports Equipment Appeal (via localgiving)	1500 13,398 1,679 100 243	16920	51.2
Commissions	Easyfundraising (commission from online shopping) Amazon Smile (commission from online shopping)	59 101	160	0.5
Shop	Larkrise mugs & carrier bags	16	16	0.1
<b>TOTAL</b>		<b>33,026</b>	<b>33,026</b>	<b>100.0</b>

Although the COVID situation is slowly improving, it will continue to be difficult to plan during the coming year. However, we are hoping to raise approximately the same as last year, with more coming from in-person events, and a bit less from grants and donations.

<b>Fundraising aspirations for the 2021-2022 year</b>		
<b>Income stream</b>	<b>Goal £</b>	<b>Notes</b>
Events	12,500	We hope the usual in-person events can be run, and families will feel safe to attend. There are also online events (such as the lottery) which

		we hope will be adopted by more of the Larkrise community.
Grants	7,500	From formal applications to grant funding bodies.
Donations	7,500	Donations may be from appeals to the Larkrise community (although we will not be running as many in the coming year, as parents have already been so generous during the COVID lockdowns of the past year), or donations from charitable trusts and/or corporations.
Commissions	500	Aim to get more of the parent population signed up to free initiatives that result in regular income for the school.
Shop	200	Run at least one sale of something that parents are keen to support, for example, the Larkrise Community Cookbook.
<b>TOTAL</b>	<b>28,200</b>	

In the coming year, I suggest that FOLNEF be renamed “Grant Fundraising” to recognise the shift in the overall strategy for fundraising by the Friends of Larkrise and to make it clearer that the Grant Fundraising team are primarily responsible for raising funds through written applications to charitable organisations.