

# **FRIENDS OF ST EDWARDS (FREDS)**

**ANNUAL GENERAL MEETING 2023  
3RD OCTOBER**

# AGENDA

**Welcome**

**Apologies for absence**

**Review of the academic year 22/23**

**Treasurer's Report**

**FREDs purpose**

**Plans for 23/24 academic year**

**Committee Elections**

**Any other business**



# REVIEW OF 22/23



## What a year!

It has been brilliant to see the children, their families and the

school community come together this year for so many FREDs events that we've been able to hold again in person.

Our fundraising events have included **refreshments at House Rugby and Cricket**, the **Wonder Woman** and **Superman sales**, **Xmas4Schools** card and gift design purchases, **tickets for the last Reading FC last home game** of the season, and the wonderful **Summer Fete**.

FREDs arranged a **Welcome Back BBQ** and a Fair to celebrate the **Coronation** of King Charles. We also supported the **Climate Summit**, not only giving every pupil a badge, but creating our own Climate Pledge too that we are applying to our events.

Thanks to your support, we have been able to order the **defibrillator** for the school and our attention now turns to the replacement of the fort (although this will be a longer term project as the costs are substantial).



Thanks to your purchases at the Fete book stall, we were also able to donate £115 to Parkinson's UK in memory of Mrs Daley-Franks' husband, Tim.

**A big thank you to everyone who has supported FREDs and our events this year, including the children, families, the school and all their staff. The St Edward's Prep community is very important to us and we love working with you.**

## Pre-loved Uniform shop

If you have any uniform that no longer fits you can drop it into the school office.

Donating & buying pre-loved uniform is a great way to support FREDs - over the last year we have raised over £600 from sales.

Please ensure that items you donate are of a quality you'd be happy to buy yourself.



It also needs to have this version of the school logo and cannot say 'for boys'

We are adding pre-loved dressing up outfits & Xmas jumpers to our shop if you have any to donate.

To access our online shop to buy: <https://stedwards-freds.square.site>

## Activities

Welcome Back BBQ - September 2022 (community)

Xmas for Schools designs (fundraising)

Refreshments at House Rugby & House Cricket (fundraising)

Wonder Woman (WW) Sale 2023 (fundraising)

Climate Summit support (community)

Reading FC football match tickets (fundraising)

Coronation fair (community)

Superman (SM) Sale (fundraising)

Summer Fete - July 2023 (community & fundraising)

## Focus on sustainability

Our Climate Pledge: ***We aim to produce zero landfill waste in the delivery of all FREDs activities.***

## In 2022/23 we:

- *Reduced the production of documents, e.g. posters*
- *Encouraged people to bring own bags for WW and SM sales*
- *Purchased sustainable material products/things that could be recycled - e.g. napkins, plates, cups, paper bags*
- *Reduce food waste by asking for pre-orders of food*
- *Had recycling stations at events*

# TREASURER'S REPORT

The aim of FREDs treasury is to ensure accounts accuracy and support the smooth running of FREDs operations. It is also to keep an eye on the day to day balances of the accounts so that approvals for spend can be approved swiftly and as appropriate within the FREDs ethos.

Following a quieter couple of years, 2022/23 has been a much busier year for FREDs, with the return of some old favourites and some brand new events

## Income

- Once again **Uniform Sales** were the principal source of funding raised throughout the year with a fantastic £769.12 achieved; **many thanks to all of you who have either donated items or have purchased from the shop.**
- The **Summer Fete** made a very welcome return and generated funding of £422.25 net of expenses.
- Other fund raising was achieved through the annual **Wonder Woman and Superman Sales**, the **Xmas4Schools Christmas Card/Gift designing event**, **ticket sales for a RFC match** and **refreshment sales** at a number of the school's sporting events.
- **The fund raising total for the year was £2,158.81**

## Expenditure

- Our biggest purchase this year was the **defibrillator** for the school at £1,128.00
- Other material purchases were the **Climate Summit** badges, purchases for the **Welcome Back BBQ**, **Coronation Party and Summer Fete** events
- A **donation to the Parkinson's charity**, in memory of Mrs Daley-Franks' husband, and some gift & sundry items purchases made in advance for 2023/24.
- **In total our purchases for the year came to £2,160.41**

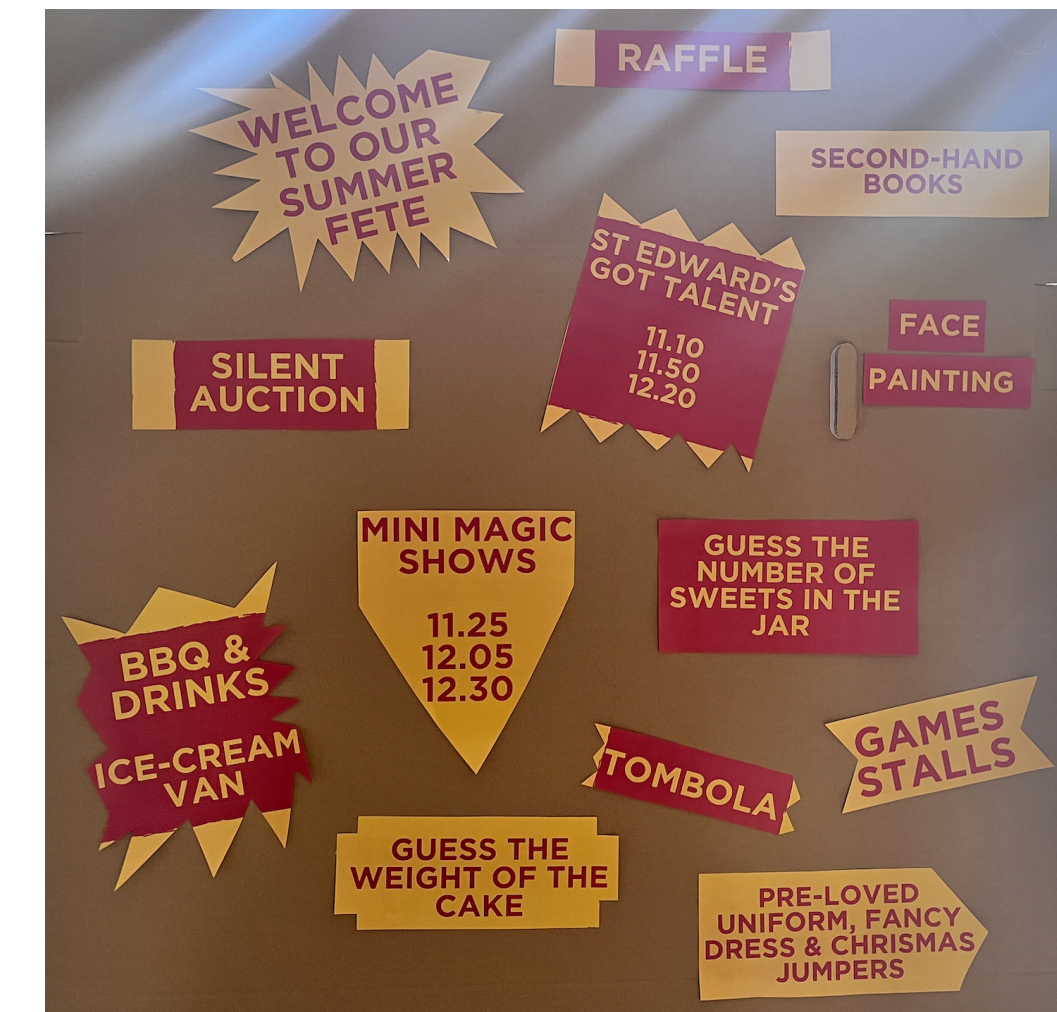
Together these transactions have reduced our funds available balance by £1.60 with details set out in the table below.

£	2022-23 Summary
	- 191.89 Welcome back BBQ
	- 297.60 Climate Summit - badges
	- 163.69 Coronation
	- 115.00 Donation to Parkinson's charity
	-1,128.00 Defibrillator
	- 209.56 Purchases in advance for next year
	- 54.67 Other items
	-2,160.41 total out
	96.00 Xmas4School cards/mugs etc.
	237.90 House Match refreshment
	350.00 RFC football tickets
	769.12 Uniform Sales
	283.54 Wonder woman/Superman Sales
	422.25 Summer Fete inc Book Stall
	2,158.81 total in
	- 1.60 Total in /(out)

# PURPOSE OF FREDS

FREDs is a group of enthusiastic parents who are committed to:

- **strengthening the St Edward's Prep community by organising events and activities that bring parents, teachers, staff and children together;**
- **raising funds, in order to hold events for the children and their families;**
- **running essential services, like the pre-loved uniform shop;**
- **working closely with the school to support other initiatives and projects.**



# ACTIVITIES FOR 23/24

We are **defining tasks by purpose** - e.g. community events or fundraising events to keep focus on outcome

We have organised events by term to try and **balance the activity** and have a good mix of outcomes

We are mindful of **limited number of volunteers** to arrange & run events (who are also working parents)

The Pre-Loved uniform online shop runs all year and there will also be something in the Spring Term to support the climate theme.

## Fundraising priorities:

- To pay for the events that we host/pay for - e.g Welcome Back BBQ, mince pie mixer, entertainers at the fete
- To support school initiatives - e.g. the Climate event
- To support other school targets - e.g. playground equipment (in 22/23, purchasing the defibrillator)



## FREDS EVENTS 23/24

### Autumn Term

Welcome Back BBQ	15 Sept
AGM	3 Oct
House Football refreshments	20 Oct
Mince Pie Mixer	24 Nov

### Spring Term

House Rugby refreshments	9 Feb
Wonder Woman sale	8 Mar

### Summer Term

House Cricket refreshments	24 May
Superman Sale	4 June
Summer Fete	8 June

# COMMITTEE ROLES

Chair	Treasurer	Secretary
Provides leadership Chairs and facilitates meetings in a manner that encourages everyone to contribute Sets the date and agenda for meetings and keeps the discussion on track Delegates tasks to committee members Ensures decisions are implemented Liaises with the school about FREDs activities and fundraising priorities Welcomes and motivates new volunteers Is a designated signatory on the PTA bank account/approves expenses with one other committee member	Manages the day-to-day finances Keeps a detailed and accurate record of the financial activity Reports on the finances at meetings in a clear, concise way Arranges floats for events Ensures money is kept safely before and during events, and reconciles takings Banks the takings from events and fundraisers Implements procedures for making payments and claiming expenses	Assists the chair with planning meetings Communicates with the school, committee members & FREDs reps Takes minutes at meetings, recording the key points, decisions made and relevant action points Ensures all information on FREDs work is kept current and up-to-date, including the content on the school website Produces forms for events for the school (e.g. attendance lists, risk assessments) Encourages committee members to attend meetings

## Committee Members

Attend FREDs meetings where possible  
Get involved in planning, owning and running events  
Encourage participation and interest for the FREDs events

### Opportunities for specific roles

Event Lead  
Pre-loved Uniform shop  
Communications & Marketing

## Class Reps

Attend FREDs meetings where possible  
Cascade FREDs information to class parents  
Collate any feedback from parents and share with the FREDs committee  
Encourage participation from parents

**We need as many people as possible to come forward, volunteer to help out & we need representation across all year groups**

# ELECTIONS

**Nominations for 23/24 confirmed:**

**Chair - Jo** (Yr3 parent)

**Treasurer - Anna** (Yr5 parent)

**Secretary - T** (Yr6 parent)

**Committee Members - Ling Ling** (LG and Yr2 parent), **Shilpa** (Yr2 parent), **Chiara** (LG and Yr2 parent), **Karolina** (Yr1 parent), **Laura** (Yr1 & Yr3 parent), **Rhiannon** (Yr3 parent), **Scarlett** (Yr3 parent)

**FREDs reps - Sian (LG), Maria (Reception), Issy (Yr1), Julie (Yr2), Jo (Yr 3), Natalie (Yr4), Judy (Yr5), T (Yr6)**

**We need a succession plan for a number of the Committee roles from the 24/25 academic year, including the Chair and Secretary**