



Friends of Foxmoor
Registered Charity 1112143

Friends of Foxmoor Newsletter

A huge thank you from all committee members for your continued support over the last academic year. We hope you and your families have enjoyed the extra activities we have provided throughout the year and that the children are benefitting from the many things we have funded this academic year.

Below shows the incredible things we have achieved this year!





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Our AGM will be on 28th September @ 7pm

As with all previous AGM's all current committee members will step down and new or existing committee members will need to be elected into a committee role.

After 5.5 years as the charity Treasurer and many years before as a trustee Kate will be stepping down as her son leaves Foxmoor at the end of this year.

After 6.5 years as the Chair of Friends of Foxmoor Lucy will also be stepping down at the AGM.

Finally, Jade will also be stepping down as the secretary of the charity.

With the above in mind we will be looking to fulfil these roles in order for the charity to continue its financial support to the school and pupils. Therefore if anyone is interested in the above roles further information is below. Please email friendsoffoxmoor@outlook.com to let them know of your interest by 25th September. Please note you must attend the AGM to be elected into any official committee role. Please also note that without the above roles being filled the charity will have to be dissolved which we really do not want to see happen.

Please also note that in order for the AGM to go ahead we need at least 8 non-committee members in attendance to fulfil the requirements of our constitution so please come along even if you do not want to take on an official role. You do not have to be a parent to help, anyone with a association to the school are members of our charity.



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Main purpose of the Chair

The Chair directs your committee's meetings, making sure everyone's views are heard.. They should make sure all committee members are familiar with the association's constitution, model policies if applicable, and their role and responsibilities as a committee member and trustee. The Chair also holds the casting vote where there is tied vote. This usually defers the decision to the following meeting, allowing committee members more time to consider and discuss the matter.

Duties and responsibilities of the Chair

- Prepares for meetings (with the Secretary).
- Invites committee members, parents, and staff to committee meetings.
- Suggests items for the agenda .
- Identifies outstanding items from the last meeting.
- Prepares introductions for any new committee members attending.
- Sets the ground rules for meetings, and makes sure they are inclusive and efficient.
- Delegates tasks to other committee members and volunteers, and checks they're completed.
- Liaises with the school, and requests a 'wish list' for the committee to use when deciding which projects to fund.
- Ensures the committee fulfils its role in respect of the governance of the association as set out in its constitution – for example, holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed.
- Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee as per the charity constitution.
- The Chair cannot make decisions alone: all decisions must be made by the whole committee.
- Writes the annual report for the association (with the Secretary).
- Writes the Chair's report for the AGM.
- Can be a signatory on the PTA bank account (along with at least one other committee member).
- Makes sure the association is GDPR-compliant.
- Completes risk assessments for all events.

Key skills

- Confident and assertive – able to control meetings and call them to order when necessary, making sure everyone has an opportunity to speak.
- Able to remain impartial – ensures contributions are brief and that everyone's views are respected.
- Calm, friendly and approachable – as the main point of contact for the charity for all members, the Chair must be inclusive, and make sure everyone feels welcome.
- Organised and able to delegate. The Chair should make sure the workload is shared and that tasks are completed as agreed.



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Main purpose of the Treasurer

The Treasurer ensures accurate financial records are kept, and that best practice procedures are followed for counting money, banking, and making payments. They should keep your committee updated with regular reports, and ensure end-of-year reports are completed for the association's AGM and, the relevant Charity Commission's annual return.

If you have co-Treasurers, both individuals are equally responsible for carrying out the role. If you have a vice-Treasurer, they will deputise for the Treasurer, and carry out the role if the Treasurer is absent or steps down from their position.

Duties and responsibilities of the Treasurer

- Keeps accurate, up-to-date financial records.
- Presents financial updates at each committee meeting.
- Manages the bank account, and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Manages different payment platforms.
- Ensures all bank cards, cheque books, and paying-in books are accounted for and obtained from any individual leaving the association.
- Ensures best practice procedures are followed for counting and banking money after events.
- Makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares the annual Treasurer's report for your AGM and arranges an independent examination of the association's accounts.
- Completes the relevant Charity Commission's annual return if your association is registered as a charity.
- Ensures committee members have read a copy of your association's insurance policy summary, which should detail cash cover, and that they adhere to any guidelines contained in the document.

Key skills

- Basic understanding of bookkeeping – able to maintain accurate records of income and expenditure.
- Organised with an eye for detail – big events involve counting a lot of small change. The Treasurer leads the 'money' team, making up floats, and collecting money from various stalls.
- Calm, approachable, and a team player – able to remain calm during busy times. Ensure they don't work in isolation by communicating regularly with the rest of the committee.



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Main Role of the Secretary

The Secretary supports the association committee to build effective communication links between the school and the association. They also maintain accurate records.

Duties and responsibilities of the Secretary

- Prepares for meetings (with the association Chair).
- Takes minutes at meetings, recording attendance, action points, decisions, and proposals.
- Circulates approved minutes, along with a reminder of any actions agreed.
- Maintains association records.
- Makes sure the association is GDPR-compliant.
- Updates trustee details with relevant charity commission (as appropriate).
- May be a signatory on the PTA bank account (along with at least one other committee member).
- Handles the association's correspondence.

Key skills

- Organised and efficient – keeps accurate records in a format that can easily be handed over to a successor.
- Good listener – able to identify key discussion points, actions, and agreements at meetings to accurately record in minutes.
- Calm, friendly, and approachable – able to communicate confidently with the school and the committee members.



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Finally there are some important thank you's that we need to say, firstly to The Golden Fleece who sponsored our biggest event of the year. Their sponsorship made a huge difference to the success of the event as the cost of putting the Summer Fayre on is huge.



Another business we would like to thank is R&B Electrical Installations LTD, who have not only supported us with raffle prizes for several years but have also relocated the defibrillator to the new external fencing free of charge to ensure that it can continue to be used in the wider community.



Another thank you to Woody's who kindly donated takeaway cups when we ran out unexpectedly at Sports Day.

Finally, thank you to all of you who have shown huge support with everything we have done and that shows in the amazing amount of money we have been able to put back into the school and experiences for the children.

Wishing you all a lovely Summer break and look forward to seeing you all back in September