**FRIENDS OF ELMWOOD SCHOOL (FOES)**

**Registered Charity: 1130129**

**Trustees Report**

**October 2015**

I Jolie Ramage, am writing on behalf of the Trustees of our charity who are as follows:-

* Jolie Ramage
* Heidi Orsler
* Lisa Smith
* Rachael Bentley

As Trustees we are responsible for ensuring that our charity mainly complies with:-

* Charity Law
* Our own governing document
* Requirements of other legislation and other regulators

We must also ensure that :-

* The charity remains solvent
* Charitable funds and assets are used wisely
* We avoid undertaking activities that might place the charity’s assets or reputation at risk

We will:-

* Use our personal knowledge and experience to ensure the charity is well-run and efficient.
* Consider taking external professional advice where necessary.

This is a summary of our obligations and is not exhaustive.

We held 3 meetings last school year and attended the last AGM. Our meetings were 6th November, 23rd January, 30th April.

A summary of our meeting minutes are as follows:-

* Successfully completed and filed annual return to the Charity Commission.
* The accounts were audited by Don Evans
* We have continued to improve our money handling procedures
* Introduction of a new donation request form and tracking tool
* The Charity Commission have been informed of changes to contact details of trustees.
* iPad purchase details and agreement
* Storage expenditure

Donations made to the school & children are as follows:-

|  |  |
| --- | --- |
| iPads and Docking stations | £15,524.40 |
|  Globe theatre trip | £342.00 |
|  Year 6 Crucial Crew | £321.00 |
|  Storyteller for playground opening | £220.00 |
|  Year 6 leavers  | £144.64 |
|  Ice Lollies for Sports Day | £106.96 |
|  Reception Magician | £100.00 |
|  Canopy for Reception | £96.97 |
|  Christmas Dinner Crackers | £68.56 |
|  New reception class Lego | £32.92 |
|  1J Easel | £25 |
|  Bookmarks for new children  | £9.75 |
|  | **£16,992.20** |

Our main funding plan is to complete the iPad project which will cost approximately a further £9500. Beyond this we will need to survey governors, teachers and parents for the next large project whilst aiming to continue to support regular workshops and one off needed class items.

We had Trustee resignations towards the end of last year predominately due to children leaving the school. These were Tara Foreman, Kelly Raymont, Debbie Brindle and shortly Lisa Smith. We are joined for the new school year by Angela Brown, Joanne Payton, Emma Cross & Liane Foulger.

The roles and responsibilities of the committee for the next calendar year have been drafted and will continue to develop over the course of the year to even the distribution of workload. To this end will be changing authority for expenditure to include the vice chair. Amounts up to £100 can be authorised by Chair or Vice Chair and under £500 for Chair/Vice Chair and one other Trustee.

 We held our first meeting of the school year with the new trustees on the 7th of October and the next meeting date is scheduled for the 13th of January 2016.

Yours Truly

Jolie Ramage

Chairperson FOES