



AGS FRIENDS - Committee MINUTES

Wednesday 29 April 2026, 7pm virtual

In Attendance

H Silcox, J Gilmour, R Thorpe, G Farrington, Y Bruton and R Connor

1. Welcome, introductions and declarations of interest

VB welcomed everyone to the meeting.

2. Minutes and actions update - [action log](#)

Minutes agreed.

Action log discussed and updated.

JG reported nothing further on the clothes outlet event, still awaiting a reply.

29 June is the deadline for accounts return. GF has completed the draft and sent to F Coyles. To share with the committee for approval.

Gift aid position carried forward.

Uniform sales - to start with blazers on sumup for online sales and remainder of stock for year 7 induction evening.

Sponsorship carried forward.

Action - GF to send accounts return to all.

3. Treasurers Update

Handover/job share update - RC and GF have had some meetings to discuss. RC needs to understand sumup. It was agreed that by the end of May there would be a list of who is leading on which areas to enable queries to be directed effectively and ensure shared load.

Finance update - £13150 raised so far.

RT and HS to investigate in school who organised the Community Matters Scheme with Waitrose and if there is an allocation for the money. We have been awarded £500 but so far no money has been received. Need to ensure that the bank details

were submitted as part of the application and confirm if any intended use for the money was specified.

Charity Commission Annual Return - this was discussed. There is a list of areas on here that need a response as to whether we had policies or procedures in place by August 2025 (end of 24/25 year). Noted that these were not apparently required when we set up charitable status or we would have had them in place, but then we weren't anticipating raising 10k in the first year.

Lottery draw made - 148, 227, 218, 230, 242, 191, 112 & 175. To be included in the Principal's update.

Action - RC to review events over last year and analyse which were good earners/not, to help prioritise events next year.

4. Policies update

Discussed. As per charities commission, draft new policies, condense as appropriate, agree at committee and adopt implementation process - to be completed by end of academic year (July 2026).

For clarity these include;

Internal charity financial controls policy and procedures	Existing procedures to be formulated into new financial management policy
Safeguarding policy and procedures	Current policy in place
Financial reserves policy and procedures	Existing procedures to be formulated into new financial management policy
Complaints policy and procedures	To be incorporated into overarching policy
Serious incident reporting policy and procedures	To be incorporated into overarching policy
Internal risk management policy and procedures	To be incorporated into overarching policy
Trustee expenses policy and procedures	Existing procedures to be formulated into new financial management policy

Trustee conflicts of interest policy and procedures	current procedure as per constitution however will be incorporated into overarching policy
Investing charity funds policy and procedures	Not applicable
Campaigns and political activity policy and procedures	To be incorporated into overarching policy
Bullying and harassment policy and procedures	To be incorporated into overarching policy
Social media policy and procedures	To be incorporated into overarching policy
Engaging external speakers at charity events policy and procedures	Not applicable

In addition, policies not mentioned by above but currently missing and to be rectified;

Code of conduct – insufficiently covered by constitution

Donation Acceptance - To draft to cover sponsorship

Where possible, policies will be combined/condensed to keep proportionate for the scale of organisation.

Financial and Monitoring - To do, to include covering the approval of payments

5. Review Half term 2

Year 12 Futures Evening - position was poor, to do next year and discuss with J Horsfall if we could be based in a more prominent location.

Quiz Night - The international theme did not work as well as intended and did not attract more families. Well attended and great feedback received.

RT suggested that the committee work with S Price and the student panel to discuss more diverse events.

Sports Award - enough volunteers and a steady flow of customers. School to think about timings for next year.

Year 7 parents evening - very busy and it was agreed that next year more volunteers would be needed.

6. Term 3's focus

Uniform - online and year 7 induction evening

Summer raffle - it was agreed the draw would take place on Friday 3 July in school.

Year 12 pre-admission (24/6)

Year 7 induction (30/6) - needs most volunteers so we can sell uniform

Summer concert (9/7)

School Production (18 &19/6)

7. Any other Business and date of next meeting/s

To organise another social evening for volunteers.

Weds 3 June 730-830 virtual is next committee meeting.

End of year finance and school payment review, meeting to take place in July, date to be agreed.