# AGS FRIENDS - MINUTES

## Wednesday 8 July 2026, 7:30pm - virtual

## In Attendance

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

1. **Welcome, introductions and declarations of interest completed.**

2. **Minutes and action log**

   Minutes from the last meeting were agreed.
   Action log discussed and has been kept updated as required.
   **Action** - RT to email Waitrose regarding the money raised through their community matters scheme. GF to forward the email trail to RT. RT will copy in the Friends email address.

3. **Treasurer's Update**

   GF discussed the financial report that RC and herself have collated.
   Last year £9200 was raised, this year £16108. It was agreed that the school would receive £16,000.This is for online educational resources and tablets.
   The committee discussed the recommendations made from the independent examiners report:
   Receipts must be retained for all expenditure, including reimbursements. Rina and Gemma have implemented a process for tightening this already, which will be evidenced in 25/26 accounts and this has been addressed. Accepted.

   2. Income control documentation (cash sheets, float records, deposit logs) should be implemented and retained. For Rina and Gemma to review and make a recommendation to the trustees. Accepted.

   3. Payment authorisation processes should be documented and evidenced. We have a process for this, but it isn't formalised into a policy. This gap has already been recognised and is being addressed as part of the policy review. Accepted.

4. The trustees should confirm and document the bank mandate, and ensure dual-authorisation arrangements are followed if required. We have a process for this, but it isn't formalised into a policy. This gap has already been recognised and is being addressed as part of the policy review. Accepted.

**Action** - GF to contact F Coyles to arrange the transfer of the money.
GF to share with HS the accounts submission document so this can be published on the school website.

## 4. Next year's target and fundraising objective

RT informed the committee that SLT would decide by September what the PTFA should raise funds for in the academic year 2026/27.

## 5. Any other Business and date of next meeting

GF raised that sponsorship should be organised in September for the events being held in the year. Propose to take an annual approach to sponsorship next year, invite to go out at the start of the year for all events.
Decision to take ROY lottery off sum-up with immediate effect given checks to be made re use of credit cards.
VB raised the possible issue of using sumup for raffle tickets following some online posts.
Henley Chocolates have contacted VB re another collaboration. There were no objections for this to be discussed further with Henley Chocolates.
RT informed the committee that the school calendar was being finalised and the PTFA would be sent a copy.
It was agreed that the PTFA events would be the same as this academic year with the possibility of a year 8 film night.
VB has drafted some end of year communication for parents/carers and staff.
Date of the next committee meeting was agreed, 9 September at 730pm online. The first in person meeting will take place 16 September from 7pm with pizza afterwards.
**Action** - GF will investigate the use of sumup for selling raffle tickets in September.
The lottery form to sign up needs to be reviewed for the new academic year.
HS to contact K Owen, head of year 7 to include the date of the in person meeting in any communication sent out to parents/carers.
HS to send out the end of year communication once this is received by VB.

## 6. Lottery draw no 5 of 2025/6

261 numbers have been purchased and there are 8 prizes. GF made the draw and the following numbers were drawn:
62, 224, 217, 191, 125, 81, 136 and 181.