

Minutes: THAMES' friend's

AGM Held on: 25th June 2016

Place: Paper & Cup. St Paul's Way Centre. 83 St Paul's Way. E3 4AJ

Trustees Present: Bob Fields (Chair)
Nick Evan
David Greer
Maureen Lajolie
Liz Bright
Steve Gilvin
Flor Clark
Patrice Clough

Attendees Present: Justine Sacarello
John Sims
Suzy Gilvin
Mariama Jalloh
Robert Clark
Jirina Mala
Jenifer Cristobal
Eva Makku

Distribution: By email

1.0 Welcome and Introductions: The Chair, Bob Fields welcomed everyone and introduced the Trustees.

2.0 Agree Minutes of Last Year's AGM (27th June 2015): Agreed except for 5.1b which John Sims (THAMES) noted is an Event not a Concert.

3.0 Trustees Retirements & Appointments by Steve Gilvin:

- Steve thanked retiring Trustees – Netty, Paula, Justine, Maureen and Nick for the work they put into making THAMES friends a good charity. Nick reiterates that he will be there to help us if/when we need him.
- All the other Trustees - *Bob Fields, Steve Gilvin, Flor Clark and Patrice Clough* resigned and then applied to be re-appointment. This was put to the vote, and carried.
- Two new Trustees were appointed - Liz Bright and David Greer.
- Steve appealed for more Volunteers and Trustees. We are on constant search for more Volunteers.

4.0 Year in Review by Bob Fields: Bob asked John Sims, who represented THAMES to explain THAMES perspectives.

- John thanked THAMES friends for the support we constantly give to SMC, things such as:
 - a. Managing the reception desk every Saturday
 - b. Funding the Suffolk Residential trip last year, which we are committed to funding again this year.
 - c. The gift of Music Wallets to all SMC pupils. These have helped the kids to keep their things better, in one place.
 - d. Funding the London Symphony Orchestra (LSO) String Project, in collaboration with LSO
- John was happy to relay that one of the Pupils we sponsored to Suffolk Residential has developed so well musically that the pupil is now in Youth Orchestra, doing very good and progressing brilliantly.
- He confirmed that next year's residential would be with SMC Symphonic Band.
- John asked us to consider supporting THAMES' collaboration with Oompa Brass next year.

Bob thanked everyone for their support and explained that John's list above are some of the things THAMES friends do to support THAMES and its pupils.

We help in manning SMC Reception/Front Desk. Robert Clark was called to explain what this entails.

Front Desk Management by Robert Clark: It is a voluntary role. He and the other parents that manage the front desk, normally arrive at 8.30am. Set up their books and files. These consist of the register, emergency contact details for every SMC child. And sign in all the children as they start arriving just before 9am.

The Front Desk Team makes sure that each child knows where his/her class is. This is normally tricky at the start of each term as most children won't know where their classes are.

They also deal with loss of Instruments and generally make sure that our kids have a good start to the day.

It is important that other parents volunteer because we need 2 volunteers every Saturday. Volunteers don't have to do more than twice or even once a month. All volunteers are CRB checked. The duty is not difficult but needs commitment.

Tuck Shop by Flor Clark: Parent Volunteers arrive just before 9am to set up Tuck Shop for the children's break time at 11.15am. The Volunteers sell to the pupils and provide free fruits.

Duke of Edinburgh by Flor Clark: This is UK volunteer programme for teenagers (14 years and above). They help Parent Volunteers with Tuck product shopping, to set up and sell at SMC. It's good for SMC and great for the children's CVs and Personal Statements.

DoE participants have been very good in helping out with set ups; packing up at the end of shows, especially during concerts. Aisha Jalloh's Mum signed Aisha on for next session.

Why We Give Champion & Attendance Awards by Bob Fields: We started Champion Awards (senior and junior) to encourage attendance and get the older pupils to serve as role models to the younger ones.

We also wanted to show appreciation for the children that have shown exceptional progress. Champion Awards winners are nominated by the Teachers as they are closer to the kids to observe how they develop. Award winners receive a Certificate and £50.

Attendance Awards are simply recognising all the children that achieve 100% attendance. Attendance Award list is taken from the school register for the year. Winners receive a Certificate and £5.

Facebook Group by Flor Clark: We recently started a Group Facebook Page, called THAMES friends. It will be used to keep members informed of goings on at SMC. We agreed that each member has to be approved first. People are however able to post information for the meantime. This will be monitored and could be changed if anything adverse occurs.

Bob would send the Facebook link to all members.

THAMES friends' website (www.thamesfriends.org) by Bob Fields: Bob reminded everyone that the website is a good place for SMC information.

Charity Governance by Steve Gilvin: We have nothing to report for last year as the Charity didn't add anything to the governance.

5.0 Treasurer's Report by Flo Clark: Full details below. In brief, our opening Balance was £12,321.17. Year Sales was £7,161.85. This was made up of Tuckshop, Concert sales and donations as follows: Concerts £209.08, John Lewis £1,250, Canary Wharf Group £2,000 and Easy Fund Raising £189.98. The year expenditure was £1,527.32. Charitable Donations was £3,820. Closing was £13,973.80

6.0 Any other business:

Steve Gilvin thanked everyone that worked behind the scene for the smooth running of the Reception, Tuck Shop and during the end of Term Concerts. These help a lot in the accumulation of money we make for the charity every week.

Maureen Lajolie urged us not to forget the Social Aspects of SMC, that although the children learn music, they also enjoy the social connections make at SMC. The children make lifelong friendships which sometimes extend to the parents.

David Greer suggested:

- a. We organise and have ready "Mission Statements" for 3 to 4 business sectors. E.g. when we speak with Waitrose and other donors.
- b. Possibly request for quotes from Parents to use in above

Treasurer's Report

THAMES' friends Annual General Meeting – Treasurer's report
Saturday, 25th June 2016
By Florlinda Clark

The opening balance of the bank account is £ 12,321.17

SALES £ 7161.85

Breakdown

Sales

Tuckshop sales (Jun2015 - May2016) 1971.42

Concert cakes/drinks	1152.06
Winter raffle tickets	378.00
Wrist bands	9.00

3510.48

Donations

Concert donations (S:105.01,W:72.04,S:32.03)	209.08
John Lewis Donation	1250.00
CanaryWharfGroup Donation	2000.00
EasyFundRaising(Aug 2015 - Feb 2016)	189.98

3649.06

Bank Interest received **2.31**

EXPENDITURE £ 5509.22

Breakdown

Purchases for resale

Tuckshop shopping bills	898.85
Concert shopping bills	82.68
Winter Raffle shopping	98.29
Invoice (concert cakes & drinks)	447.50

1527.32

Charitable Donations

THAMES Residential Trip	3500.00
Prize Giving Awards (Star & 100% attendance)	320.00

3820.00

Books & journals/Stationeries **57.54**

(Stickers 24.14 & envelopes 32.40)

Sundry Expenses (2015 AGM expenses) **54.00**

Equipment (3 flasks) **50.36**

This helped in funding the Sept 2015 THYO Residential Trip. This project benefited the children of Tower Hamlets through: Improving their technique, Inspiring them to join in with ensemble playing, and to play their instruments more regularly and introducing them to a professional musical ensemble.

This spending achieved the second objective of THAMES' friends.
(i.e. To provide opportunities for children for music education across the borough of Tower Hamlets.)

Surplus is £ 1,652.63 plus opening balance of £ 12,321.17 gives total assets of £ 13,973.80 for the period ending 31 May 2016.

To reassure everyone that Tf is operating on a professional basis, I have submitted our accounts for an independent examination by Tony Armstrong FCA (*Financial Conduct Authority) and I am awaiting confirmation from Tony Armstrong of Armstrong & Co. a general practice firm of Chartered Accountants and Business Advisers. Tony is one of a SMC parents.