**Friends of St. James Mission and School AGM**

**Saturday 26th March 2022**

**Held at St. James Church, Church Street, Poole BH15 1JN**

**and by video conference**

**Attendees:** Stephen Spencer (Chair), Lydia Butler, Charlie Martin, Alison Butler, Alan Butler, Pam Prendergast, Chris Peskett, Fr. Robert Mercer CR, Sarah Spencer

**Morning Zoom:** Paula Wilcock, Mike Reed, Connie Reed, Nola Nixon, Janice Armstrong, Kate Musimwa, Simon Horne

**Afternoon Zoom:** Paula Wilcock, Simon Horne, Paul Bradley, Nola Nixon, Janice Armstrong, Dorothy Kadzikano, Annette Daddo

**Apologies:** Nicola Peters, Mike and Lesley Allwood-Coppin, Kirsten Shearer, Sibo Sesay

**Welcome and Opening Prayer**

Stephen welcomed everyone to the AGM and everybody introduced themselves.

Alan said the opening prayer.

**Minutes of the AGM held by video conference on 20.3.21 and matters arising**

Stephen thanked everyone who had contributed to the last AGM and Sarah for taking the minutes.

Chris proposed that the minutes of the last AGM should be accepted and Alan seconded.

**The Chair’s Report was given by Stephen Spencer**

Stephen highlighted the main points of the Chair’s Report.

Due to the lockdown in Zimbabwe, St. James had been closed for long periods in 2021. This meant that only two transfers had been sent, leaving a large balance in the FSJMS account. These funds would be used in 2022 to support more bursary students, to fund the Primary School Feeding Scheme and to pay the Pre-School teacher’s salary. Last year funds had also been sent for the Clinic and to assist the Primary School teachers with transport needs.

Chris was thanked very much for her excellent fundraising work.

Good communication links had been maintained with the book-keeper at the Diocesan Office, Fr. Ncube (Rector at St. James) and the Headteachers at St. James.

One of the highlights of the year had been establishing a stronger connection with the Alumni through Sibo Sesay. The Alumni had a wealth of experience and would be visiting St. James on St. James Day. It was great to know that the work of FSJMS in the UK would be supported by ex-students in Zimbabwe.

Stephen thanked the members of the committee for all their hard work and thanked the members of FSJMS for their support.

**The Secretary’s Report was given by Sarah Spencer**

Sarah summarised the main points from the Secretary’s Report.

There had been a low number of Covid cases at St. James, apart from in January 2022 when 53 exam pupils caught Covid but they all recovered well.

The committee was still thinking about designs for a new logo.

Due to the deteriorating economic situation, not all families could afford the boarding fees so some students had moved to day-schools.

In 2021 FSJMS supported nine bursary students and this had increased to twelve in 2022.

The committee was excited to have been offered a place in the London Marathon by Children First International. Chris’ niece had offered to run and fundraising details would be sent out nearer the date, 2nd October.

Janice was thanked very much for all her hard work designing, packaging and posting Christmas cards. It had been an excellent fundraising project.

The committee had received letters from the bursary girls and Sarah read out a letter from an A-level student who was very grateful to FSJMS for its help and support.

The committee had discussed changing the name of the charity but this was no longer actively being considered.

During Sibo’s trip to Zimbabwe, concerns had been raised about the selection of bursary students. The Alumni wanted to become much more involved in the selection process and this would ensure that the most deserving girls were chosen.

The Alumni had found out that only the teachers at the Primary School had textbooks and that there were none for the pupils. The Alumni were addressing this issue and also collecting books to make a library for the Primary School children. Mike asked which books were needed and Kate said that the Alumni would send a list of books.

**The Treasurer’s Report was given by Alan Butler**

Alan highlighted the main points of the Treasurer’s Report.

There was a large balance at the end of the year as only two transfers had been made in 2021. The reserves in the FSJMS Diocesan account had also been utilised.

Chris’ tremendous fundraising work had raised £13,700. Christmas card sales had also been very successful.

Income from other sources had declined, particularly from churches which was probably due to the Covid-19 restrictions.

The Term 1 transfer of £10,704.50 was made on 7.3.22. The £/$ rate dropped while Alan and Alison were in the bank! As there will be two more termly transfers, funds are urgently needed to meet all the commitments for 2022. There had been no success with charity applications to date.

A £50 donation had been kindly sent for the Clinic.

Virgin Money Giving closed in February 2022 and Quentin Black had been the co-ordinator for FSJMS. It was agreed that a new fundraising platform should be chosen, e.g. CAF and this will be discussed at the next meeting.

Kate asked how the funds are accounted for once they have been transferred to the Diocesan account. It was explained that funds are sent in response to Fr. Ncube’s requests and that the book-keeper sends an acknowledgement. However, no receipts are received and information is spasmodic.

Mr. Mafa (Education Secretary) had contacted Alan recently about the sourcing of food for the Feeding Scheme which had been useful.

The funds which FSJMS had sent to the Alumni had been accounted for and acknowledged.

Kate explained that the Alumni will want to establish a clear reporting practice and will discuss this on their St. James Day visit.

It was evident that with two more transfers due in 2022, income was needed to increase substantially and Stephen appealed for any fundraising ideas from FSJMS members. Going forward, it was hoped that the number of bursaries could be increased so that more Primary School pupils could attend the Secondary School.

Alan and Alison were thanked very much for the long hours they spent at the bank making the termly transfers.

**Appointment of Officers and Committee Members**

Stephen and Alison were thanked for chairing the meetings over the past year. Janice had kindly offered to join the rotating chair as Charlie had decided to stand down.

Lydia was standing down as Treasurer and Alan had offered to stand. Mike proposed that Alan be elected and Chris seconded.

Chris was standing down as Secretary and Sarah had offered to stand. Janice proposed that Sarah be elected and Lydia seconded.

Stephen and Quentin were due to stand down from the committee but had indicated that they were happy to stand for re-election. Alison and Simon proposed that they be re-elected and Paula and Janice seconded.

The committee was at full capacity with nine members but committee meetings were open to anyone who was interested to attend.

**AOB**

Nola was very interested to hear that the Alumni wanted to establish a library at the Primary School. She warned that some books received from charities were completely unsuitable and Kate said that the Alumni would be checking all the books.

Janice explained that ‘GoFundMe’ was good for specific projects. The Alumni could advise what was needed for their projects and FSJMS could look for funding.

Kate said that the Alumni had been inspired by their teachers from St. James and had decided that as ex-students they should do more!

**Social Afternoon**

In the afternoon part of a video recording was played from a meeting with the Alumni. In the recording Kate and Dorothy explained how in the future they hoped that at least half of the girls from the Primary School would be able to attend the Secondary School, with or without a bursary. It was very important that a transparent selection process was introduced regarding the allocation of bursaries.

They outlined future projects at the Primary School:

* Purchasing textbooks for the pupils and establishing a library
* Motivating the teachers to provide extra-curricular activities
* Twinning the Primary School with a school in Bulawayo to increase resources
* Engaging the community to build a library and washroom.
* In the discussion afterwards, Dorothy explained that they also wanted to assist with health needs so that each class had a First Aid Kit and there was basic medication available.

Alison also suggested that pupils could have benches instead of sitting on the ground.

Annette raised the issue of customs duty which was very expensive and would be a major problem if books were sent from abroad.

Everyone agreed that it had been very interesting and inspiring to hear from the Alumni.

**Closing Prayer**

Stephen said the closing prayer and the meeting closed.

**Chairs’ report for FSJMS AGM Saturday 26th March 2022**

A second year of the pandemic and all the restrictions that have flowed from that have cast a shadow over the last twelve months. As the treasurer’s report will show, St James was closed for quite long periods and so the work of education remained at a standstill. This meant the Friends’ were able to send only two transfers rather than the normal three.

This has boosted the amount of cash in our account in the UK but for the wrong reasons. We are looking forward to resuming the normal pattern of transfers this year, supporting more secondary school pupils than ever before, plus sustaining the feeding scheme of lunches for the primary school children, supporting the pre-school with a salary and the clinic with help with medicines.

We may not be able to sustain this level of support in 2023 but for now we are pleased to play this targeted part in widening access to education for children in Zimbabwe.

A highlight of the year has been the strengthening of a link with a group of alumni from the secondary school, through the energy and enthusiasm of Sibo Sesay who is also on our committee. This could lead to some real change for the good, with the old girls willing to support the children in the Primary School to fulfil their potential.

They are professional women with a wealth of knowledge and experience, and they have committed to come alongside the hard-pressed staff at the Primary School.

This is a very exciting development which the committee is committed to supporting in whatever way it can.

It is exciting to be meeting again in person for this AGM. We have really missed seeing each and Zoom is a very poor substitute. Thank you, Alison, for organising the lunch today which was very welcome. Thank you to Sarah for all her fantastic secretarial support which makes all the difference to the smooth running of the charity. Thank you very much to Alan for keeping tabs on the finances and reporting on the accounts at regular intervals. Thank you to him and Alison for wrestling with beasts at the bank ensuring that the transfers go through. Thank you to Chris plugging away at the grant applications resulting in a wonderful boost to our income this year. Thank you to Janice for designing and distributing her beautiful Christmas cards which make a significant contribution to our income.

And a huge thank you to all of you the members of FSJMS without whom we would not be here in the first place. Please continue to support the work with your prayers and your financial contributions.

Next year Janice has invited us to come to the Shetland Islands for the AGM!

Stephen Spencer and Alison Butler - Rotating Chairs

**Secretary’s Report: April 2021 – March 2022**

The committee has met six times by video conference.

**Committee Meeting held on 11.6.21 by video conference**

Ms. Bafana had sent a message to say that the teachers had been vaccinated. As St. James is very isolated, it was hoped this would make it a safer environment for everyone.

Very generous donations had been received from the Oak Trust: £1,000 and The Souter Trust: £3,000. Chris was thanked very much for her excellent fundraising work.

It had not been possible to hold any West Moors’ coffee mornings but some donations had still been received which was very kind.

The bursary fees had increased for Term 1 so there was an outstanding balance of $768 to be paid. One of the bursary pupils had not returned to Form 4 and Fr. Ncube had requested that a former St. James Primary School pupil be supported instead as her father was unemployed and struggling to pay the school fees. The committee agreed to support the new pupil.

The committee agreed to pay the Primary School teachers’ allowances of $720 for Term 2.

Fr. Ncube was very appreciative of the funds received for the Clinic.

The committee wanted to show its appreciation to Jenny Leach, the Diocesan book-keeper, for all her hard work on the FSJMS account. Bishop Cleophas had suggested an honorarium of $200/term and the committee agreed to this sum.

Janice was considering designs for a new FSJMS logo. It was agreed that an image rather than a logo was needed.

**Committee Meeting held on 17.9.21 by video conference**

Covid cases were low in Matabeleland which was good to know.

Schools had reopened on 30 August (Term 2) for exam pupils and other classes had followed a week later. Ms. Bafana said that the pupils were working hard to catch up but not all of them could return as their families could no longer afford the boarding fees. There were 585 girls and 31 teachers at the school.

Mrs. Mpofu had also been in contact. All the teachers had returned to school and there were no Covid cases. There was a parent rota to clean the school and the Feeding Scheme was going well, with both pupils and teachers enjoying the food.

Fr. Ncube had sent a school fees update and had asked if FSJMS was able to take on any more bursary pupils in January 2022.There were eight pupils from the Primary School who had applied for scholarships. Those pupils who could not be sponsored by FSJMS were usually taken up by CAMFED.

As three L6 bursary girls were leaving at the end of 2022, they could be replaced by three Primary School pupils in January, with an overlap of one year.

Fr. Ncube had explained that Terms 2 and 3 had merged, so the full fees for Term 3 were not required. Balance of fees to be paid: $1,662.

Fr. Ncube was sending an update for the Feeding Scheme, Pre-School Teacher’s salary and Primary School Teachers’ Allowances. Once this information was received, Alan could make the Term 3 transfer.

Sibo had sent information about a training workshop to teach pupils how to make reusable sanitary pads which sounded an excellent project. The committee agreed to provide funding of $250 and Alison contacted Jennifer Mangwanda, Home Ec. Teacher, to see if she could attend.

Chris had been contacted by Children First International, (who had also donated £1200 towards bursaries earlier), who had offered a guaranteed place in the London Marathon. Chris’ niece had offered to run and will set up a fundraising page. The charity will provide a T-shirt with a St. James logo and Chris had suggested a map of Zimbabwe with lettering around it.

**Committee Meeting held on 19.11.21 by video conference**

Mrs. Mpofu had been in contact to thank FSJMS for the teachers’ allowances each month and to say that the feeding scheme was going very well.

Sibo reported that there was a large UK Alumni group and two Alumni groups in Zimbabwe, an older and a younger group. They had done well raising funds and had been busy with various projects, including materials to make masks, sanitizers and the reusable pads workshop. Mrs. Mpofu, Margaret Sibanda and Jennifer Mangwanda had attended the workshop and the next step was to pass on these skills to the local community. The Alumni had been very grateful to receive the support of FSJMS for this project.

Two very generous donations of £3,000 and £1,000 had been received from private individuals.

The Term 2 transfer had been made in June but St. James had not reopened due to lockdown. These funds had been carried over to September and Fr. Ncube had made a request for top up funds for the last part of the extended term for the following items:

* Primary School Teachers’ allowances
* additional food for the Feeding Scheme
* Transport
* Bursary fees
* Food Storage and Security.

Total: £1,889.53.

The committee approved the costs so that Alan could make the transfer.

Sibo had made contact with a nurse in Zimbabwe who was from the UK and had set up a very good clinic in Bulawayo. The clinic supplied hospitals with medication which the nurse was able to order from the UK at a good price. Sibo said she would speak to the nurse about providing St. James with medical supplies.

Janice had three Christmas card designs to sell this year (including last year’s robin). Buyers were to contact Janice directly and Janice would post out the cards. Cost: £6/pack +p&p.

It was agreed that it would be good to hold the next AGM at St. James Church, Poole and to meet in person, with a Zoom link for those unable to make the venue.

**Committee Meeting held on 21.1.22 by video conference**

The committee had been very pleased to receive letters from the bursary girls.

The Alumni had met with Fr. Ncube to handover donations for St. James. These included sanitizers, masks and materials for the reusable pads project. The committee was very pleased that a strong connection had been formed with the Alumni.

In 2021 a total of £14,700 had been received from various charities and two private individuals. The committee expressed its thanks for these very generous donations.

Fr. Ncube had sent an email regarding new bursary students and Alan confirmed that there were sufficient funds to support four new bursary pupils from the Primary School.

Sales of Christmas cards had been excellent (profit to date: £1,200) and Janice was thanked very much for her tremendous work.

Fr. Ncube had confirmed that the Feeding Scheme budget remained the same but the bursary fees had increased. The committee agreed to send a donation for the Clinic as requested by Fr. Ncube.

The programme for the AGM was agreed and Sibo would be asked to speak about her recent visit to Zimbabwe as this would be of great interest to everyone.

The committee discussed changing the name of the charity and agreed that it was important to keep the name distinctive and specific. Cheques can be written to ‘FSJMS’ but when using BACS the full name has to be given which can cause problems. It was agreed to continue the discussion at another meeting.

**Committee Meeting held on 11.2.22 by video conference**

Sibo gave a report on her recent visit to Zimbabwe. The Alumni had been involved with various projects and there had been very good collaboration with FSJMS.

During this trip concerns had been raised about the selection of bursary pupils and the payment of fees. As a result, the Alumni committee agreed that they would like to collaborate with FSJMS to provide more educational support for Primary School pupils and also provide a clear template for the selection of bursary pupils.

They could also work closely with the Clinic and provide mentors for the bursary girls to assist them through their Secondary education.

The committee agreed that it would be excellent if the Alumni could use their skills and expertise to provide more support for pupils. It was very important that the bursary selection process was transparent and it would be very good if a member of the Alumni and possibly a parent could join the selection committee. Once a more robust selection procedure was in place, this would ensure that funds were reaching those pupils most in need of bursaries.

Stephen would contact the Bishop to explain this new collaboration between FSJMS and the Alumni. The Alumni were to be seen as part of FSJMS and this was an exciting new phase. Funds would continue as usual from FSJMS to the Diocesan account.

**Committee Meeting held on 4.3.22 by video conference**

Janice kindly provided the Thought and read Psalm 31:21-24, a prayer for Ukraine.

The Alumni committee had been in contact with Mrs. Mpofu who was very grateful that they wanted to help the Primary School pupils. A major issue was the lack of text books as there were only books for the teachers and none for the pupils. The Alumni committee were collecting books to make a library and looking into the cost of textbooks so that Alumni members could buy textbooks for the pupils.

They had also discussed building a washroom and this was a project which could involve the local community with regard to materials and manpower.

The committee agreed the Term 1 transfer of £10,332.10 and discussed the financial outgoings for 2022 which were very high. Income from regular donors was decreasing and it was not known if charities could continue to donate so generously. It was agreed to make a final payment for the Primary School teachers’ allowances which had started during Covid to assist with transport costs.

It was also agreed that this would be the last year to pay the pre-school teacher’s salary as this should be a government funded post.

Alan presented the Income and Expenditure accounts for year ended 31 December 2021 and these were approved by the committee for presentation at the AGM. These would be given to the Independent Examiner but might not be verified before the AGM.

Final arrangements were put in place for the AGM on 26 March. Sibo would be arriving in Zimbabwe on 23 March and a Zoom call was arranged with the Alumni committee for 25 March, the Friday before the AGM.

Sarah Spencer, Asst. Secretary

**Treasurer’s Report**

**Income and expenditure account for year ended 31st December 2021**

|  |  |  |
| --- | --- | --- |
| **2020** | **INCOME** | **2021** |
| 300.00 | Charities Trust | 250.00 |
| 4,045.93 | Churches. See Note 1 | 110.00 |
| 8,068.00 | Individuals. See Note 2 | 6,698.00 |
| 2,500.00 | Charities See Note 3 | 13,700.00 |
| 532,94 | Direct Giving Virgin Money (Bursaries) See Note 4 | 502.70 |
| 2,096.93 | Christmas card sales. See Note 5 | 2,326.71 |
| 140.00 | Clinic | 00.00 |
| 95.00 | Cash Donations | 402.00 |
| 19.17 | Interest | 2.40 |
| 769.36 | Gift Aid reclaimed from HMRC. | 00.00 |
|  | Pay Pal Giving | 197.50 |
|  |  |  |
| **18,567.33** | **TOTAL INCOME** | **24,188.61** |
|  | **EXPENDITURE** |  |
| **13,421.49** | To St James Mission and School, Nyamandhlovu | **7,784.53** |
| 5,612.602,134.764,849.970442.93343.2737.96**13,421.49** | Comprised of Bursaries Pre School Salary Feeding FundClinic Uniform 7 Bursary girls Stationery 7 Bursary girls Exam Fees 3 x 4th Form girls Teachers transport. See note 6 Zim. admin costs See note 7 | **3,920.98****1,331.09****1,558.01****0****0****0****0****538.04****436.41** |  |
| 50.000 | Bank Charges | 50.00 |
| 771.02 | Christmas card production and postage | 583.28 |
| 84.00 | AGM Hall Booking Fee |  |
|  | Website Domain renewal fee | 56.94 |
|  | Hygiene supplies & staff training costs. See note 8 | 225.00 |
| **14.326.51** | Gift to account examiner | 16.00 |
| **14,326,51** | Total expenditure in year | **8,715.75** |
| **18,567.33** | Total income in year | **24,188,61** |
| **4,240.82** | **Excess of income over expenditure** | **15,472.86** |

## Capital Accounts as at 31st December 2020. Closing balances

|  |  |  |
| --- | --- | --- |
| **Accounts** | **31/12/ 2020** | **31/12/2021** |
|  |  |  |
| Barclays Everyday Saver | 17.5134.47 | 33,649.55 |
| Barclays Community |  5865.51 |  5,486.99 |
| Totals | **23,378.98** | **39,136.54** |

**Notes to the Balance Sheet**

Note 1: Churches: £100.00 from St Mary's West Moors. £10.00 Final donation from Princess Street URC Norwich. Previous year £2,000.00 final donation from Princes Street URC Norwich, this inflated the average figure. No donations received this year from Alderholt, North Chailey, Haydock(MU),or North Newnton.

Note 2: Individuals: One individual gave £2,200 and another£1,000.00.

This figure is largely made up of Income from direct debits and standing orders. The total has steadily fallen year on year.

Note3: Donations came from:

- Aid4 Zimbabwe £5,000.00

- Souter Charitable Trust £3,000 LTL

- Ato The Kowhai Trust £3,000

- Children First International £1,200,

-The Oak Trust £1,000

-The Stockwell Charitable Trust £500.

The total is an increase on the previous year of £11,200.

Note 4: Virgin Money. This income stream ceases in early 2022.

Note 5: This figure includes payments made in Jan 2021 for card purchases in Dec 2020. Main sales were in Nov and Dec 2021. Cost of production £583.28, Therefore total profit from card sales in year: £1,743.43

Note 6: As a result of Covid 19 restriction Teachers’ transport costs to school increased. The FSJMS committee decided to grant support in these exceptional circumstances.

Note 7: The committee also recognized the volume of work undertaken on our behalf by a member of the Diocesan Finance dept by making a termly honorarium. Other amounts included in this figure are for transport of food to school and bank visits.

Note 8: Several school staff received training in the manufacturer of reusable sanitary wear. Expenses included cost of material, course fee, transport, and overnight accommodation.

## General Notes

While the 2021 balance sheet shows an increase in income over that of 2020 this must be seen as coming primarily from other charities. Without the extra £11,200 raised from these sources the income would have been some £5,500 less than in 2020.

Donation income from individuals continues to decline. This however is offset by the increase in donations from charities. Christmas cards income in the year increased on the previous year as payments for some of that year's purchases were only received in 2021. Income from the Virgin Money Giving Scheme declined in anticipation of the planned closure of this scheme in early February 2022.

The decline in income from Churches can be traced to the Covid 19 restrictions and the consequent loss of income suffered by those sources. This also had an adverse effect on income from Coffee after Church, and Marmalade sales in West Moors

Two transfers were made to St James Mission and School via the Anglican Diocese of Matabeleland. The first on the 9th July 2021 totalled £5,838.09.

The second transfer took place on the 26th November 2021. The total transferred was

£1,946.44 This reduction by approximately half of the sum usually sent annually to the school was the result of less support being needed in the year. The school was closed for several months due to Covid 19 restrictions. Therefore, monies sent for each term were held over from one term to another as lockdown had necessitated the school to be closed in the meantime.

Support for exam fees, uniform purchase and stationery for the bursary girls was also held over by the school from one year to the next

These Covid 19 school closures have resulted in FSJMS having a balance of some £8,000.00 in excess of what it would have been if the three full termly transfers had taken place.

The year ends with a healthy balance of £39,136.54, which is a consequence of not funding bursaries, feeding fund, pre-school salary and other payments through six academic terms.

Alan Butler

Hon Tres. FSJMS 20/02/22