**Minutes of FSJMS AGM 2018**

**Saturday 10th March 2018**

**The Old Post Office, North Chailey, East Sussex**

Apologies for the AGM were received from:

Nicola Peters, Stephen Spencer, Mike and Lesley Allwood-Coppin, Mike and Connie Reed, Fr Robert Mercer CR, Paula Wilcock, Janice Armstrong, Quentin Black, Sandy and Allen French

**Minutes of the AGM held on Sat 18th March 2017 at St. Mary the Virgin, West Moors, Dorset and matters arising:**

This year’s AGM was advertised on both the FSJMS website and Facebook. Since last year’s AGM Lydia has updated the FSJMS website so that it is more attractive and easier to use and Janice has posted a lovely array of photos on Facebook.

Last year the AGM had been able to speak to Bishop Cleophas by mobile telephone and it was very interesting to hear his thoughts and comments.

Chris Peskett proposed that the minutes of the last AGM should be accepted and Pam Prendergast seconded.

**The Chair’s Report was given.**

Nicola’s excellent report highlighted how 2017 was a year of change for Zimbabwe and also an exciting year for FSJMS as the Butler family visited St. James for 2 days.

**The Secretary’s Report was distributed.**

The AGM discussed the challenges of communication at the beginning of the year between FSJMS and St. James. Since the Butlers’ visit more communication channels had opened up with staff at the school which was making it easier to obtain information when required. It was very good to end the year on a positive note.

**The Treasurer’s Report was given.**

Alan explained that funds for the Primary School/Pre-School Feeding Scheme need to be sent 3 times/year, in the month before the new term starts. The AGM agreed that Alan would make the necessary transfer of funds in April for the Feeding Scheme.

Funds had been transferred for the four bursary students in Form 2 and also for the U6 Form bursary student. The committee was waiting to hear from Ms. Bafana whether two more bursary students had moved up to the 6th Form.

Chris had made an application to the Souter Charitable Trust and a donation of £3,000 had been received to support bursary students. This was appreciated very much by the AGM.

Alan will ask local independent examiner, Liz Davey, to independently review the accounts for 2017.

Lydia Butler proposed acceptance of the Treasurer’s Report and Pam Prendergast seconded.

**Election of committee members/officers:**

There were no officers or committee members due to stand down. However, Nicola Peters had decided to resign from the committee after many years’ service. The AGM expressed their gratitude for all Nicola’s hard work and her contribution to FSJMS.

The AGM agreed to continue to rotate the Chair for the next year. Paula had said that she was happy to continue to chair the meetings on a rotational basis, as long as the dates fitted in with her travel schedule. Stephen had offered to chair, as one of three. Alison also offered to chair, one meeting in three. The AGM gratefully accepted these offers.

Lydia Butler and Charlie Martin were invited to join the FSJMS Committee and they accepted. Alison Butler proposed and Anne Komor seconded.

**AGM date for 2019**

Next year’s AGM will take place in March at St. Mary the Virgin, West Moors, Dorset. The date is to be confirmed.

**AOB**

Lydia will be able to organise the committee’s telephone conference meetings through her work which is very helpful.

The AGM discussed fundraising. Alan and Alison offered to contact churches on the postal Supporters’ List to renew their connection with FSJMS and to see if they would like a presentation about St. James. Lydia made a list of possible churches to contact.

Alison suggested that committee members ask family and friends to make a regular contribution each month to FSJMS as this would provide a regular income base. The AGM discussed this proposal and agreed to put it into action.

**Presentation by the Butler Family on their trip to Zimbabwe**

The AGM thanked the Butler family and Charlie for their very interesting report and then continued to discuss their visit. Lydia had made a lovely scrapbook of photos about their trip.

Chris was thanked for organising and hosting a very enjoyable AGM and for providing delicious food throughout the day.

The meeting closed at 5.30pm.

**Chair’s Report**

What a difference a year makes!

2017 was a year of change for Zimbabwe and a very positive and exciting year for FSJMS and our relationship with St James’ Mission at Nyamandhlovu. The undoubted highlight was the visit of committee members Alison, Alan and Lydia Butler to St James and Bulawayo in early November 2017. The Butler family spent 2 days at St James, talking to Mission and school leaders, staff and pupils. They also met with Bishop Cleophas and his Diocesan team in Bulawayo and talked with the Bulawayo team who channel FSJMS donations to St James and keep the local accounts for us. The report the team brought back was brimming with good news and highlighted the fantastic work of the teachers, staff and pupils in all three schools (Secondary, Primary and Pre-school), and in the Clinic and Church. Their report also highlighted the continued importance of the support which FSJMS provides:

\* The Clinic is open from 6am – 6pm for local people and school children; 270 local people receive their antiretroviral drugs at this clinic (to combat HIV infection). FSJMS is donating money to the clinic to help with the purchase of medicines.

\* All the local primary school and pre-school children (boys and girls) continue to receive a free school meal, cooked by local mothers with food provided by FSJMS. Local unemployment is running at 90% and few parents are able to pay the $15 a term requested by the primary school to cover costs. This FSJMS food is vital to ensure health and effective learning for the children.

\* In 2017, six girls received an FSJMS bursary to attend St James’ Girls’ High School to receive a secondary school education. Each bursary covered the total fees payable for each child. In 2018 full fees are $536 per term for sixth formers and $496 per term for lower forms (children of clergy pay 1/3 full fee rate). In 2018, FSJMS are supporting six girls in their education, four of whom come from the local rural community and were “talent spotted” whilst attending St James’ primary school.

The Butler family were fortunate in their travel timing: they had barely cleared UK customs before dramatic news of the Zimbabwean army’s intervention in Harare started to break on UK news!

The FSJMS committee are hugely grateful to Alison, Alan and Lydia for bringing back such a detailed report. Hopefully you will have read more from their visit in our January Newsletter. If you have missed it you can find a copy on our website:

https://fsjms.weebly.com/uploads/1/0/7/4/10744901/fsjms\_newsletter\_january\_2018.docx

2017 was a solid year for fundraising and for giving. Please read Alan’s report for full details of our fundraising and the financial support provided to St James. We have been lucky to receive generous donations from a number of individual supporters and Churches and have also used our “Virgin Money Giving” page to raise money for bursaries:

https://uk.virginmoneygiving.com/charity-web/charity/displayCharityCampaignPage.action?campaignId=2656&charityId=1008597

With the slide in the value of the British pound, it now takes a little more effort to sustain the same level of support to St James each year: thanks to the work of our fantastic supporters, we continue to raise the money to do just that. Every donation, from every coffee morning or fund-raising drive, helps to feed hungry primary school children, give medicines to those in need and provide life-changing secondary education for girls who would otherwise have none. Thank you.

I’d also like to thank the Committee this year, who have all been superb. To Alan, for his tireless work on our accounts; to Sarah for getting us to meetings, taking perfect minutes and dealing with a stream of emails; to Stephen for keeping up communication with St James; to Paula for sharing the ‘rotating Chair’; to Quentin, Lydia and Janice (our social media and communications team!) and finally to Chris and Alison for leading the drive on fundraising and on so many other fronts.

St James is an extraordinary place in an extraordinary country. It is a force for good and a hope for the future. Thank you for your continued support for the Mission, schools and clinic.

Nicky Peters, on behalf of the Committee, FSJMS

**Secretary’s Report**

The committee has met 5 times by telephone conference since the last AGM.

**Committee meeting held on 8/5/17 by telephone conference:**

The committee was pleased to hear that Nola Nixon would be visiting St. James in May. She hoped to meet the bursary students sponsored by FSJMS and would also look at how well the Primary School feeding scheme was operating.

The Treasurer’s report was discussed. A generous donation of £200 had been received, specifically for medication for the Clinic. The Term 2 transfer could not be made yet due to a lack of information about bursaries and also as no financial information had been received from the Diocese. This was partly due to the fact that there was no longer an accountant at the Diocesan office and the book-keeper was new. Nicola suggested that Bishop Cleophas should be contacted directly to ask for his assistance and this was agreed by the committee.

The committee discussed fundraising. Chris had been on the Justgiving website and was going to look into crowdfunding for FSJMS.

Janice said she would post comments on Facebook after committee meetings to keep supporters up-to-date and Lydia had put the 2017 AGM Report on the FSJMS website.

**Committee meeting held on 3/7/17 by telephone conference**

Nicola and Paula had drafted a letter to Bishop Cleophas, explaining the financial information required and suggesting how the Diocese, Mission and FSJMS might work together. The committee discussed the letter and it was agreed that Stephen would send the letter on behalf of the committee, once a few alterations had been made.

Alan provided his financial report, confirming that the Term 2 transfer of £4,860.93 had been made.

Stephen had received an email from Fr. Ncube regarding two new bursary students, replacing two girls who no longer required bursaries. Fr. Ncube stated that that the students met the agreed criteria and that their applications were supported by Mrs. Mpofu, Ms. Bafana, Mr. Lumbiwa and himself. The committee agreed to support the two new students.

The committee discussed fundraising progress. Chris had put a link on Facebook to a Justgiving crowdfunding page for St. James but it was agreed to close the page as Gift Aid could not be received. It was agreed to concentrate on the VirginMoneyGiving Appeal and that Nicola would update the information. Alison was raising money from a weekly coffee morning.

**Committee meeting held on 25/9/17 by telephone conference**

Fr. Ncube had acknowledged receipt of the Term 2 transfer. It was confirmed that the cost of supporting the two new bursary students would mean an increase in the bursary budget from US$2114 to US$2413/term.

Bishop Cleophas had replied to the letter sent by the committee and had designated Ron Lumbiwa as the person to oversee the financial information required by FSJMS. Stephen had contacted Ron, who had explained that the book-keeper was still working on the figures required.

Nicola had provided a Bursary and Budget spreadsheet and the committee approved in principle that the sum of US$6218 would be transferred for Term 3, once the financial information had been received from the Diocese.

Alan provided his financial report. It was estimated that the budget for 2018 would be £13,000.Two donations of £100 each had been received for the Clinic. A donation of £515.00 had also been received in lieu of 25th Wedding Anniversary gifts to Alan and Alison which the committee greatly appreciated.

At the beginning of November the Butler family were planning to visit Zimbabwe which was excellent news as it would show that FSJMS was committed to supporting the Mission. It was agreed to produce a newsletter after their visit.

**Committee meeting held on 24/11/17 by telephone conference**

The committee discussed the resignation of Robert Mugabe and the hope for the future of Zimbabwe.

Alan reported that Jenny Leach, a part-time bookkeeper, had been given St. James’ paperwork by Ron Lumbiwa and she seemed very competent, although she was not keeping St. James’ accounts directly.

The Butlers had visited St. James and had sent a full report to committee members, which was very informative and positive. Sister Dorcas at the Clinic had said how important it was that the Primary School children were fed via the FSJMS Feeding Scheme, as it had stopped childhood sickness to a very large extent. Also, FSJMS funds and help for St. James around the 2007 financial crash seemed to have made a big difference to the success of the school.

The committee agreed that a TV/DVD player would be of great educational value for the Primary School pupils and funding for these items was discussed and arranged.

Alan provided his financial report and confirmed that the Term 3 transfer had been made. A donation of £150 had been kindly sent for the Clinic. FSJMS was currently supporting six bursary students and the committee discussed if a new bursary student could be funded in 2018. Alison highlighted the need for one of the Primary School girls to receive a bursary when she moved up to the Secondary School. The committee agreed to commit to one new bursary, but not close the door to another if there was a particular need.

It was agreed the Butlers would present a report and photos at the AGM and also work with Janice to produce a newsletter. Since Nicola would be resigning at the AGM, Paula wanted to express a vote of thanks. Nicola’s hard work was gratefully acknowledged by all present.

**Committee meeting held on 12/2/18 by telephone conference**

Janice had produced an excellent newsletter using the information from Alan and Alison’s report and this had been sent to all supporters.

The Treasurer’s report was discussed. Alan had transferred £1982.51 for the Primary School Feeding Fund. £200 had been raised from a concert at West Moors and £1,000 received from the estate of a friend’s mother which was very kind. It was agreed that Alan would make the Term 1 transfer as soon as the bursary fee rates had been confirmed by Ms. Bafana.

Lydia had updated the FSJMS website and this was easier to use and more inviting now.

Alan had received an email from the Charities Commission regarding Safeguarding duties for charities that help and/or work with vulnerable groups. The committee agreed that it must check that adequate safeguarding policies and procedures were in place at St. James. Sarah would contact Ms. Bafana to request a copy of the school Safeguarding Policy.

Final arrangements for the AGM were discussed and agreed.

Sarah Spencer, Secretary

**Treasurer’s Report**

|  |  |  |
| --- | --- | --- |
| 2016 | Income | 2017 |
| 25.00 | Donations : CAF | 250.00 |
|  | Charities Trust | 275.00 |
| 4121.69 | Churches, and School (see note 1 | 2446.09 |
| 3850.00 | Individuals (see note 2) | 4428.04 |
| 1826.04 | Direct Giving Virgin Money | 2095.02 |
| 400.00 | Clinic (see note 2) | 750.00 |
|  | Feeding Fund | 65.00 |
|  | Bursaries (see note 3) |  |
|  | Pre-School |  |
| 525.00 | Subscriptions | 255.00 |
| 1008.21 | Gift Aid |  |
| 18.38 | Interest | 4.38 |
| 25.00 | AGM |  |
|  |  |  |
| **12,824.32** | **Total Income** | **11,618.18** |
|  |  |  |
|  | **Expenditure** |  |
| 11504.42 | To St James, Nyamandhlovu | 9789.52 |
| 3159.36  2578.11  5406.95  200.00  160.00 | Comprised of Bursaries 3123.48  Pre School Salary 2043.36  Feeding Fund 4022.68  Clinic 600.00  Pre-school Equipment |  |
| 50.00 | Bank Charges | 25.00 |
|  | Administration in in UK (postage) (See note 4) |  |
| **11554.42** |  | 9814.52 |
| 1269.90 | Excess of income over expenditure | 1829.01 |
| **11824.32** |  | **11643.53** |

**Capital Accounts as at 31st December 2017 Closing balances**

|  |  |  |
| --- | --- | --- |
| **Accounts** | **31/12/2016** | **31/12/2017** |
| Barclays Everyday Saver | 5680.56 | 6880.40 |
| Barclays Community | 4223.80 | 6288.24 |
| Totals | **9904.36** | **13168.64** |

**Notes to income and expenditure account for 2017**

**Note 1: Churches Giving**

Basingstoke PCC 802.52

Stanwix Group of Parishes 200.00

St Catherine’s School, Bramley 695.54

Haydock Mothers Union 50.00

North Newnton PCC 300.00

St Mary’s, West Moors Coffee monies 198.03

St Mary’s, West Moors Concert 200.00

**2,446.09**

**Note 2. Individuals**

Sum is that donated by paid cheque and standing orders

Increase over 2016 receipts in part accounted for by:-

- a one off personal donation of £500.00,

- one off proceeds from a celebration of £515.00.

We have lost two regular donors in the year.

**Note 3.Bursaries**

This donation has now ceased.

**Note 4. Postage**

These costs have been absorbed privately.

The accounts show that we had at the end 2017 an excess of income over expenditure of £1,829.01. The sources from which we derived our income changed slightly this year. The Direct Giving initiative continued to increase slightly, whilst income from Churches and schools declined; this despite a sizable one off donation from St Catherine’s School, Bramley. Donations from individuals increased, though again this was largely accounted for by one personal gift of £500. 00, and another £500.00 being the proceeds of a celebration event. Traceable subscriptions were noticeably down. Income generally continues to decrease.

There was an overall decrease in payments to the school, but not as a consequence of the above. Two terms contributions were sent rather than the usual three while the committee of FSJMS awaited reports of academic achievements of the bursary girls, and of the disbursement of previous donations.

If the usual level of donations to the schools had been maintained the year-end accounts would have been in deficit.

As there were funds in hand in the school accounts we have been able to meet the bursary requirements, help with a pre-school teacher’s salary, and provided a hot meal each day at the pre-school and infants school. This latter takes the larger part of our contribution to the work of the school.

There have been further changes of personnel at the Diocesan Office in Bulawayo, beyond those reported last year, through whom our payments to St James are processed. Following a visit to the Diocesan office in November and meetings with the Book keeping staff the issue of irregular payments to the school has been addressed. Further changes are taking place with the eventual appointment of a new Diocesan Treasurer to replace Mr Ron Lumbiwa.

The FSJMS committee keep the payment of funds under review at each meeting and revise the budget according to real and projected income. The number of bursaries requested and their cost are issues that the committee will have to address over the coming months. Information from the school and diocese is vitally necessary in order to make any informed decision. This has not always available in the past but with school staff now having access to modern telecommunications and open communication channels we anticipate being able to make more informed decisions.

Rev’d. Canon Alan Butler

**Note: This year it has not been necessary to have our accounts audited as our income falls below the threshold above which auditing is required by the Charities Commission.**

**Butler family report on their trip to Zimbabwe November 2017**

Alan, Alison and Lydia Butler and Charlie Martin showed photographs and talked about their recent visit to Zimbabwe. The congregation at their church, St. Mary’s, West Moors, had kindly made donations to cover the costs of gift bags for the FSJMS bursary students (containing toiletries, stationery and sweets) and also stationery supplies for the Primary School.

Bishop Cleophas provided great hospitality and organised an excellent itinerary for them. They found that within the Diocesan office there is a separate office for St. James High School where parents can pay fees and leave parcels for pupils. There is also a chest freezer for storing food to be taken out to the school!

They were able to spend two days at St. James where they were warmly greeted by school staff and pupils. At the Primary School they were welcomed by Mrs. Mpofu, Headteacher. There are 253 pupils on the school roll and generally the children looked well and most wore school uniform. The Headteacher’s office, chapel and two classrooms have electricity and the remaining classrooms are soon to be electrified, funds being donated privately, via the Diocese. This will mean that ICT can be introduced for the older pupils. A personal gift has also been made to cover the costs of a TV and DVD player so that these can be used for educational purposes. The facilities in all the classrooms were basic and school furniture had been bought using a UN development grant. By contrast, the Pre-School classrooms looked very cheerful and were well-equipped, with a good outdoor play area for the children.

The Feeding Scheme for the Primary and Pre-School children is running very well, with each child receiving a hot meal of beans or soya chunks with sadza and flavoured with a Knorr soup mix. This is cooked by a rota of local mothers and FSJMS provides the funds for the food. Sister Dorcas said that this provision of food had made a significant improvement to the health of the children and there is much less illness.

The accommodation for teachers and guests was in a poor state but this is due to be renovated soon. Emmaus is also going to be redeveloped as guest accommodation. The church and graveyard were in good order and there are now monkeys as well as peacocks in the grounds.

The Clinic, which serves both the school and local community, is run by Sister Dorcas who is a State Registered nurse and its vision is to have a disease-free community. All the local children are immunised for measles and there is also a successful anti-malaria programme. Patients are encouraged to have a free blood test for HIV and this has meant that very few babies are born HIV positive. Local people, who have tested positive, receive their anti-retroviral drugs at the clinic.

Ms. Bafana, the High School Headteacher, was very welcoming and seemed very efficient. Since meeting, good communication channels have been established between FSJMS and the school which is of great benefit. Many of the school staff have worked there for a long time and have chosen to stay because of the good facilities. There have been various developments which include more dormitories, a very smart A-level block and the dining-room has recently been extended so that it will seat all pupils in one sitting. The swimming-pool looked beautiful and was in full working order! All the staff were very hospitable and helpful, especially Leonora, who facilitated their meetings with different groups of students, including the bursary pupils sponsored by FSJMS and the Girl Guides. Overall, it was a wonderful and inspiring visit to St. James.