

Minutes of FSJMS AGM 2019 Saturday 6th April 2019

St. Mary the Virgin, West Moors, Dorset BH22 0JF

and Annual Report

At the start of the meeting a WhatsApp video call had been arranged with Sibó Sesay, ex-St. James student and founding member of the newly formed Zimbabwe-FSJMS Alumni group. Sibó was with other ex-students at the house of Jenny Leach, Diocesan office book-keeper, in Bulawayo.

After several attempts a connection was made and there was much laughter and excitement as everyone was introduced, ex-students reuniting with their former teachers! Sibó was with Zanele Muyambo, who is Chair of the Alumni and the Inspector of Schools; Rosemary Mavengere, Alumni Secretary; Suku Mlalazi, Alumni Vice-Secretary and Ntongozo Ndhlovu, Alumni member.

Even though the internet connection was intermittent, it was marvellous to share the enthusiasm and excitement of the ex-students. It also gave the AGM the opportunity to convey how keen FSJMS is to link up and work with the Alumni in order to support pupils at St. James.

Once all the introductions and greetings had been made, unfortunately the video call ended as Jenny's Wi-Fi limit had been reached.

Apologies for the AGM had been received from:

Mike and Lesley Allwood-Coppin, Anne Komor, Fr Robert Mercer CR, Mrs. A. Newsom, Janice Armstrong, Barbara Williams, Kristen Shearer, Nola Nixon, Nicola Peters, Paula Wilcock, Gwen Spencer

Minutes of the AGM held on Saturday 10th March 2018 at The Old Post Office, North Chailey, East Sussex and matters arising:

Ms. Bafana had sent the school's Safeguarding Policy. This had been requested as Alan Butler had received an email from the Charities Commission regarding safeguarding duties for charities which work with vulnerable groups.

Lydia Butler proposed that the minutes of the last AGM should be accepted and Pam Prendergast seconded.

The Chair's Report was given by Stephen Spencer

Stephen drew attention to the severe economic situation in Zimbabwe. Quentin Black has a contact who might be able to give financial advice which would be very useful.

Sales of the Christmas cards had done very well and a total of £468 had been raised (- the printing and posting costs being absorbed privately.) The AGM expressed its thanks to Janice Armstrong for her beautiful design. A discussion followed about producing a pack of notelets which could be sold throughout the year and would be a good way of speaking to people about St. James. Information about the Mission had been printed on the back of the Christmas cards, but it was not known if donations had been made as a result of this. There were different suggestions regarding motifs and Janice would be asked if she would like to design the notelets.

Stephen thanked Chris Peskett very much for her fundraising work which had been very successful throughout the year. A discussion followed about bursaries and the fact that all secondary education in Zimbabwe is fee-paying. FSJMS had been able to support six students with bursaries and there were a number of other charities which also provided bursaries at the school. Following the Butlers' trip to St. James in 2017, FSJMS had decided to focus on assisting local girls from the Primary School who were in need of financial support.

Alison Butler had heard from Gabriel Mpofu, one of the Primary School teachers. He was receiving support for various technical issues from the ICT Lab Technician at the Secondary School. This was very good news as the Primary School would benefit greatly from a closer connection with the Secondary School and it was agreed to ask Siboniso Sesay to encourage this link.

The Secretary's Report was given by Sarah Spencer

The AGM remembered with affection Jane Campbell who had passed away in July 2108.

Jane had been a stalwart committee member and friend to many of those present.

Lydia Butler was thanked for her work on the FSJMS website, which for many would be their first point of contact with FSJMS. Lydia was looking to update the website content and had taken photos during the WhatsApp call with Siboniso. Sarah offered to update the bursary information and Lydia would welcome any other articles about life at St. James.

Janice had been overseeing the FSJMS Facebook page and Lydia kindly agreed to take this over as it makes sense to update the website and Facebook at the same time.

Communication with St. James and the Diocese had varied throughout the year, but was becoming stronger as better links were formed. After much persistence Stephen had been successful in obtaining the financial information required from the Diocese and hopefully communication would improve further with the assistance of the new Alumni group.

A discussion took place about the very active Parents' Association at St. James which had provided large amounts of funding for the Secondary school. It was agreed that the Primary School was in need of much support and that it was important to encourage connections between the two schools.

The Treasurer's Report was given by Alan Butler

Local accountant, Sarah Pelham, had reviewed the accounts for year ending 31.12.18. There had been an excess of expenditure over income by £1,495.78. Alan explained that donations from charities had boosted the income by a third and generous donations had also been received from Basingstoke PCC and Princes Street URC, Norwich. Regular support continued to come from the coffee and cake mornings at St. Mary's, West Moors.

Alan and Alison had made 4 attempts to send the Term 1 transfer of US\$7,321 (£5,735).

They had been asked to double-check various details and then staff at Barclays had been unable to make the transfer. As a consequence, all transfer fees had been waived!

Term 1 transfer details:-

Pre-school salary: \$1,280; Feeding Fund: \$2,726; Bursaries: \$2,920; Clinic: \$395

It was recognised that giving by individuals on a regular basis is very important as it provides a known income base and greatly assists with budget forecasts.

Alison offered to help Chris send out fundraising letters and they agreed to discuss this at a later date.

Election of committee members/officers

Stephen Spencer and Quentin Black were due to stand down from the committee but had indicated that they were willing to stand for re-election. Chris Peskett proposed that they be re-elected and Pam Prendergast seconded. The AGM expressed their appreciation. The AGM agreed to rotate the Chair for the next year. Stephen and Alison were both happy to continue and Sarah will check that it is also suitable for Paula.

AOB

Sarah Pelham had been reluctant to sign off the accounts as there were no receipts from the Diocese. Alan hoped that Jenny Leach would be able to send receipts in the future as she is the part-time book-keeper at the Diocesan office.

AGM date for 2020

Next year's AGM will take place on Saturday 28th March 2020 at St. Mary the Virgin, West Moors, Dorset.

The meeting closed at 4pm and tea and cake was served. Stephen thanked the Butler family and Pam Prendergast for hosting a very enjoyable day and for their generous hospitality.

Chair's Report to the 2019 AGM of FSJMS

After hopes being raised by the removal of Robert Mugabe it's become clear this year that the same old regime is still in charge in Zimbabwe and they are continuing to mismanage the country and keep its people in dire poverty. This means that charities such as the Friends of St James need to continue with all their efforts to lend a helping hand especially to the rural poor. Zimbabwe has also seen bad flooding in the eastern districts, with Quentin Black reporting that the road to Chimanimani, for example, has been completely washed away. Thankfully Matabeleland was not affected by the floods but the rural poor are still dependent on food aid after several years of drought. All the more reason for the Friends to keep supporting the St James Primary school through the feeding fund and though bursaries for its girls who qualify for a place at the secondary school.

The Diocese continues to provide a channel for the Friends' funds, and for this we are hugely grateful. They administer the payment of the pre-school worker, Margaret Sibanda, and send funds to St James for the bursaries, feeding fund and clinic. Thank you to Bishop Cleophas, Jenny Leach, Lovemore Mafa and the other staff for facilitating this. Thanks also to the staff at St James, especially Fr Albert Ncube the priest-in-charge, Miss Bafana the secondary head and Mrs Mpofu the Primary head for their administrative support.

One exciting development this year has been the forming of a group of ex-St James students into a Friends of St James in Zimbabwe. We very much look forward to having interaction with this group in the year ahead. Thanks to Chris Peskett and Alison Butler for helping to connect with them.

Meanwhile in this country the Friends have continued to receive generous support from a range of churches, trust funds and many individuals so that funds can be sent to Zimbabwe.

The committee has met regularly (see the secretary's report) and every member has made significant contributions, not least Chris who through patient and persistent letter writing has struck gold with a number of trusts. Thanks also to Sarah Spencer our efficient secretary who has arranged meetings and produced excellent minutes, and Alan Butler who has produced clear accounts and reports and arranged the transfers to Zimbabwe (often requiring real persistence with the bank). Thank you to Janice Armstrong for producing the beautiful picture for the Christmas card and producing the newsletter. Thanks also to Lydia Butler for managing and updating the website, setting up the committee's conference calls and arranging printing of the Christmas card. Much else has been done through the year by others, for which huge thanks.

None of this would be possible without all the supporters who provide the backbone of the Friends' resources through annual subscriptions and special donations. Thank you for all the support. It means that half a dozen sponsored students can receive a high quality education which they would not otherwise receive. Also that the children at the Primary school can receive a daily and nutritious lunch to give them the energy they need to make the most of their education. Also that the pre-school is supported through the services of a committed pre-school worker and, finally, that the clinic receives support for the purchase of essential medicines. Thank you to all of you for making all this possible. May it continue into 2019 and beyond.

Stephen Spencer, Chair

Secretary's Report to the 2019 AGM of FSJMS

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

Committee meeting held on 4.6.18 by telephone conference

After the AGM in March, Alan had been going to ask independent examiner, Liz Davey, to review the accounts for 2017. However, this was not necessary as the income for the year was below the threshold required for auditing by the Charities Commission. Alan had written an explanatory note for the Annual Report.

The Term 2 transfer of £4,427.94 had been made on 29.5.18 for bursary fees and the Primary School feeding scheme.

A number of very generous donations had been received. The Souter Trust: £3,000 - Chris was thanked very much for making the application; St. Michael's Church, Basingstoke: £1,415; Stanwick Group of Churches: £250 and St. James Church, North Newnton, Pewsey: £141.50 - This was the collection from Sally Brass' funeral which was greatly appreciated. After the Butlers' trip to St. James it had been agreed to support a new bursary student. Ms. Bafana and Mrs. Mpofo had recommended a girl who had been at the Primary School and was in need of financial support. The committee agreed to take on the new student which meant there were seven students supported by FSJMS: one in U6, two in L6, three in Form 2 and one in Form 1.

Ms. Bafana had sent the school's Child Protection Policy which the committee discussed. Paula said that she would contact Ms. Bafana to check that non-teaching staff were included in the policy.

Regarding GDPR, all supporters had been contacted by email or post to ask if they still wanted to receive information from FSJMS and to state their preferred method of contact. So far there had been 30 replies which was nearly a third of the contact list. The committee discussed GDPR and agreed that the personal approach was the most effective way to fundraise.

Committee Meeting held on 7.9.18 by telephone conference

A donation of £100 had been kindly sent for the Clinic and would be sent with the Term 3 transfer. Alan reported that there would soon be a shortfall of income to expenditure. However, the committee agreed to support the full fees of \$500/term for the two L6 bursary girls as Ms. Bafana had reported that their guardians were struggling to meet the costs.

Janice kindly offered to design a Christmas card for the committee to sell to raise funds. This would be a good way of talking to more people about St. James. Lydia would look into printing costs.

Committee Meeting held on 9.11.18 by telephone conference

Lydia had put the 2018 AGM Report on the FSJMS website.

Quentin had been in contact with Stanley Sibanda who had worrying news that the feeding scheme had not been in operation this term as no mealie meal had been purchased. Jenny Leach, part-time booker at the Diocesan office, had confirmed with Alan receipt of the latest transfer, but it was not known why funds had not been accessed. A discussion ensued about the lack of communication and it was agreed to email Bishop Cleophas about this issue.

Chris had heard from former pupil, Sibó Sesay, to say that she was going to visit Zimbabwe in December and that there was going to be a reunion of her year group and the year above. She hoped to visit St. James and was happy to find out information for FSJMS.

Alan presented his financial report. The Term 3 transfer of £5,566.10 had been made (including £100 for the Clinic.) Alan reported that once the Term 1 transfer was made in January 2019, then FSJMS would be very low in funds. Another donation of £100 had been kindly sent for the Clinic.

Lydia was thanked for organising the printing of the Christmas cards at a very good price. Alison and Pam had offered to pack the cards in boxes to send out to the committee. It was agreed that there would not be a set price/pack, but that each committee member should sell them for the best price possible. Janice was thanked very much for designing the beautiful card.

Chris had been in contact with the Siloam Ministries Trust who had written about St. James in their newsletter and this was then sent out to 4,000 contacts!

Committee Meeting held on 11.1.19 by telephone conference

Sales of the FSJMS Christmas card had raised £289, the production and postage costs being met privately. Janice was going to consider making a pack of notelets which could be advertised on the FSJMS website.

Chris had received an update from Sibó Sesay who had visited Zimbabwe for her year-group reunion. The ex-students were keen to be involved and support the bursary students, so they had formed a Zimbabwe-based FSJMS which was very exciting news. They planned to produce a booklet about the bursary students, have a local account to deposit monthly

contributions and to visit St. James in March and July. It was hoped Sibó might be able to speak about the new venture at the AGM.

Alan presented his financial report. In 2018 there had been a major investment of £3,500 from other charities which had been raised by Chris and this was greatly appreciated by the committee.

The committee had sadly learned that Jane Campbell had passed away in July 2018 and a bequest had been received from her estate. Committee members remembered Jane with much affection.

Recently, £600 from 65th Birthday gifts to Alan had been received which was very kind. Alan reported that the charge for a bank transfer depended on the teller, varying from no charge to £25. However, using an online account could reduce the fee, so Alan would look into this.

Regarding the budget for 2019, Alan had asked for the Diocesan office for the FSJMS account balance but had not received a reply. The committee agreed that a budget could not be set until the financial information had been received. Stephen offered to email Bishop Cleophas about this issue.

Committee Meeting held on 22.3.19 by telephone conference

The committee remembered the victims of the flooding in Mozambique and Zimbabwe. Janice was thanked for producing a very interesting Newsletter and it had been sent to supporters.

Stephen had heard from Margaret Sibanda that she had passed her degree in Early Years Education and would be graduating in November which was very good news.

Quentin reported that the TV and DVD equipment had arrived at the Primary School which was excellent. It had been placed in the school strong room to keep it secure. Alan had made an appeal at church for DVDs and these had been sent to Sibó Sesay to take with her on her visit to St. James.

Alison had been liaising with Sibó about her visit. It had been arranged she would meet Jenny Leach when she arrived on 27th March and the following day she would visit St. James with Zanele Muyambo and Rosemary Mavengere (chair and secretary of the new Zimbabwe FSJMS group.) It was planned that they would also visit the Clinic and Primary School.

Alison had heard from Audrey, recently appointed to Deputy Head, that there was now an Estate Manager at St. James. Also, the Sports Hall had a new roof and the walls were being constructed.

Alan presented the accounts for year ending 31.12.18 and these were approved by the committee. Stephen had finally received the accounts from the Diocese, just in time for the committee meeting.

Ms. Bafana had requested that the bursary fees be paid in USD directly to the school and the committee agreed that the school would benefit from having hard currency. It was agreed that Ms. Bafana would also be asked to administer the feeding fund and pre-school salary. Alan would contact Ms. Bafana about this and then make the Term 1 transfer: bursary fees \$2,920, feeding fund \$2,726 and pre-school salary \$1,209.

Chris was thanked very much for all her hard work contacting charities. She had sent out 100 letters and in 2019 donations had already been received from the Diamond Trust: £1,200, the Souter Trust: £2,000 and the Hudson Trust: £1,000.

Lydia was looking to update the website and requested current information about life at St. James.

Final arrangements for the AGM were discussed and agreed. It was hoped that a Skype/face-time call could take place with Sibó Sesay who would be in Bulawayo.

Sarah Spencer, Secretary

Treasurer's Report to the 2019 AGM of FSJMS

Income and expenditure account for year ended 31st December 2018

2017	INCOME	2018
250.00	Donations: CAF	0.00
275.00	Charities Trust	275.00
2,446.09	Churches (see note 1)	2,970.28
4,428.04	Individuals (see note 2)	5,301.00
	Charities (see note 3)	3,500.00
2,095.02	Direct Giving Virgin Money (Bursaries)	1,805.40
750.00	Clinic (see note 2)	300.00
65.00	Feeding Fund	
1,050.00	Bursaries (see note 4)	
	Pre School	
255.00	Subscriptions, (note 5)	
	Gift Aid, (note 6)	
4.38	Interest	13.29
	AGM	
11,618.18	TOTAL INCOME	14,164.97

	EXPENDITURE	
9,789.52	To St James Mission and School, Nyamandhlovu	15,572.75
3123.48	Comprised of Bursaries	7,361.59
2043.36	Pre School Salary	2,763.63
4022.68	Feeding Fund	5,347.53
600	Clinic	100.00
25.00	Bank Charges	88.00
	Administration in in UK (postage) (See note 7)	
9,814.00	Expenditure in year	15,660.75
<u>11,618.18</u>	Income in year	<u>14,164.97</u>
1,804.18	Excess of expenditure over income	1,495.78

Capital Accounts as at 31st December 2017. Closing balances

Accounts	31/12/ 2017	31/12/2018
Barclays Everyday Saver	6,880.40	4,151.18
Barclays Community	<u>6,114.72</u>	<u>7,920.52</u>
Totals	12,995.12	12,071.70

Notes to income and expenditure account for 2018

Note 1 Churches Giving

Basingstoke PCC	1415
Stanwix Group of Parishes	250
Haydock Mothers Union and PCC	65
North Newnton PCC	341
Princess Street URC Norwich	546.48

St Mary's, West Moors Coffee monies	152.80
St Mary's, West Moors Concert	<u>200</u>
	2,970.28

Note 2. Individuals

Sum is that donated by paid cheque and standing orders

Individuals who have raised funds for FSJMS include

L and M Allwood Coppin

(From scrappage recycling, specified for Clinic) 300

P Prendergast (Marmalade sales) 91.50

Note 3.

Souter Charity 3000.00

Hardy Charitable Trust 500.00

3,500.00

Note 4 Bursaries

This donation has now ceased.

Note 5. Subscriptions

Sum for 2017 is that paid by cheques for seventeen members. 2018 subscriptions included under note 2.

Note 6. Gift Aid

Registration with HMRC currently under revision. When this is completed 2017/ 18 claim, followed by 2017/19 will be submitted.

Note 7. Postage

These costs have been absorbed privately.

Notes to the Annual General Meeting.

1. Whilst there was an increase in giving to FSJMS in 2018 it will be noted that this is largely accounted for by £3,500.00 donated by two other charities. These receipts helped The Friends to honour commitments to the school but it will be seen that even with these donations we had an over-all short fall of income to expenditure of £1,495.78.
2. Churches and individuals increased their donations while donations via Virgin Money Direct Giving, primarily for bursaries, decreased when compared with 2017.
3. Expenditure on bursaries may look to have increased significantly when a year on year comparison is made. However one payment for 2017 was delayed while reports were awaited from the School on the number of beneficiaries. Once clarification was received the payment was made in 2018: hence in the increase in the total payment figure for 2018.
4. After examination of income receipts and bank statements an independent examiner has expressed satisfaction that the above shows a true record of income and expenditure.

Alan Butler, Treasurer