



Friends of Denver Primary School

Annual General Meeting (AGM) Friday 19th September at 15:20

MINUTES

In Attendance: Michelle Caul-Byrne, Ben Groom (Chair), Louise Hebburn, Louise Jones (Head of Denver Primary School), Nicola O'Mara (Treasurer), Rosie Swain.

1. Apologies - Charlotte Challender, Victoria Fradley, Nanci Lima Abraham (Vice Chair), Lisa Osbourne

2. Correspondence

- It was noted that the Friends had received a Thank You card from Class 4: *'Thank you, Friends of Denver, for everything that you have done for us.'*

3. Matters arising from 2024 minutes (Available to view [online](#))

- Friends of Denver Logo Redesign Competition was raised again. No progress has been made and really, this needs completing ASAP. Ben shall liaise with Nanci to get this concluded.

- Friends of Denver School lanyards are still required. Ben will liaise with Nanci and hopefully we can get them sorted ASAP.

-The Friends have been approached by the governors of the school and Supertots regarding additional assistance with the running of Supertots where required. Ben will liaise with both and discuss plans for the future and hopefully we can join together when necessary.

-The Friends have been awarded a grant for KS1 to attend Pensthorpe, Nikki will contact Pensthorpe regarding dates.

4. Vice Chair's report - Please see Appendix 1

5. Treasurer's report - Please see Appendix 2

6. Election of officers - Vacancies: [Secretary](#)

Position	Name	Proposed	Decision
Secretary	Vacant	Louise Hebburn	Agreed

7. AOB

Key School dates for events / Friend's support:

Autumn Term

- Open Morning for September 2026 starters - Fri 10th Oct 9.30-11.30

Ben & Rosie are available to support, serving teas and coffees, talk to prospective parents and have a pre-loved uniform table. Also, we shall provide goodie bags. Approx. 15 families expected.

- Parents' Evenings on Mon 10th and Wed 12th Nov from 3.30 to 5.30pm

Schools and Community Team and Early Help representatives are also on hand to talk to parents on the Wednesday evening.

Volunteers will be required to help serve teas and coffees. Shall get set in stone at the next meeting.

- Christmas Fayre - Thursday 4th December.

Various volunteers will be required to help with stalls, including; teas, coffees and cakes, the raffle and possible face painting stall. Maybe another preloved Christmas jumper sale. Shall be discussed at the next meeting

- Bags 2 School

2 dates to be arranged by Michelle.

- Christmas Card Fundraiser

Michelle has organised again. We've been awarded a 30% discount!

- Class photos

Parent photographer, Amelia's mum (Leslie) has agreed to do both reception intake and end of term photos again for us. Photos for reception children will take place week commencing 29th Sept, photos will be available to order at parents evening in November.

- Christmas Crackers

Week commencing December 8th, volunteers will be helping the children make Christmas crackers for the school Christmas lunch. Ben has been stockpiling toilet roll tubes.

- Pre-loved School Uniform.

Lots of stock at school, which is now stored in the Class 1 playground shed. Order requests are available on the school website, which forwards directly to the friend's email account. Ben has been maintaining lost property and preloved uniform. When able to, some stock should be available for viewing at school events.

- It has been brought up about fundraising a school term calendar with the forthcoming school events printed on it, so parents know what is coming up and when. This shall be discussed at the next meeting.

Spring/Summer Terms

- Crazy Hair (Date TBC)
- Disco - (Valentine's / Easter)
- Denver Yard Sale (Date TBC)
- Sponsored Walk (Date TBC)
- Denver Primary School 150th Anniversary (Date TBC)
- Denver Fun Day (Tombola - July)

- Mrs Jones requested that an updated Code of Conduct is agreed. Nikki to explore using the template from Parent Kind.

8. Date of next meeting

Date of the next Friends of Denver meeting - Friday October 17th 2025

Chair's Report

I shall start with saying what a great year we had last year, with what was essentially being dropped in the deep end for myself, Nanci and Nikki. We leant on Sarah for her years of wisdom and experience; we are all sad to see her leave. But we've learnt from that baptism of fire and shall continue this year with the knowledge and confidence to hopefully be able to build on last year, together as a team.

I would like to say a huge thank you to Denver pupils, parents, carers, families and the community for their fantastic support with all the fundraising events this year. From school discos to the sponsored walk, tombola prizes to the Denver yard sale, we wouldn't be able to fund all the fantastic extra-curricular events for the children without them.

I would also like to acknowledge the amazing efforts of the Friends committee members, regular helpers, and ad-hoc volunteers. ALL of you play a valuable part in supporting the initiatives of the Friends. Last year's classes have enjoyed school trips, a visit to the pantomime and Christmas parties - all paid for by the funds raised from events and activities organised by the Friends. THANK YOU.

As we begin the new academic year, it feels like a good opportunity to remind ourselves of the values of Denver Primary School, which are based on Christian principles of having an ethos of hard work and mutual respect.

The school aim is: *To develop the whole school community, promoting the academic, social, emotional, physical, spiritual, and aesthetic aspects of the individual. Our role as the Friends of Denver is to work hard in the best interests of the school to raise funds to support this, always keeping the individual - the child(ren) - in our minds!*

Looking forward to a productive, fun-filled, fundraising year ahead!

Ben Groom, Chair

19th September 2025

Appendix 2

Treasurer's Report

Treasurers Report for Friends 2024/25 Year

The year has been really positive, with income of £1,257 more than our expenditure.

We have continued to receive some ad-hoc donations for which we are very grateful, but appreciate these cannot be assumed to continue going forward.

This year we spent £936 on miscellaneous unbudgeted equipment to support the school. This included an excellent auction opportunity to purchase iPads and headphones, in addition to various play equipment and a lamp for the field.

We continued to fund class trips this year as per prior years. We spent a total of £2,861 this year on funding class trips for each class, and the pantomime for years 1-6. The costs for the pantomime and Snettisham farm trips are consistent, but the other class trips have varied in cost so we should be clear on the expected budgets for class trips in future years so that we can be sure to plan for the required funding.

Regarding transactions this year that relate to the future year, we have already paid the deposit during this year for the pantomime tickets in December 2025 for the 2025/6 academic year. We have also received £1496 of funding from a grant to access nature in this academic year that is to be used for a trip to Pensthorpe in the 2025/6 academic year.

New events that we supported this year include VE Day celebrations, and a trial movie night for KS1, but both incurred minor costs. In the 25/26 academic year, we are planning for the 150 anniversary of the school celebrations to be a large event that we have not had to run in previous years so should consider further new fundraising opportunities to cover that.

The regular events have run well this year, generating funds from a disco, Bags2School, Crazy Hair and Easter celebrations to name a few. The most profitable of the regular events have been the sponsored walk, Christmas Fayre, Yard Sale, selling school photos & the Denver Funday.

We've continued to fund expected outgoings for the reception book bags, and year 6 badges and ties.

From reviewing all incurred expenses and patterns of prior years, we have a clear picture of our expected expenditure and income opportunities which this year followed suit rather closely. The current bank balance looks to be in a positive position to be able to continue supporting the school per the anticipated schedule next year. However with a new large event, and no guarantees that recurring events will continue to yield the same levels of profit, it would be worth considering if there are any further opportunities for new fundraising so that we can support the school as best as possible going forward.

2024/25:		Expenditure	Income	Total
Admin	Cashback scheme		446	446
	Donations	- 10	286	276
	Misc Equipment	- 1,100	164	- 936
	Interest		87	87
	Asda Cashpot		62	62
	Various consumables	- 475		- 475
	Insurance	- 162		- 162
Class trip	Snettisham Farm	- 437		- 437
	Cambridge mosque	- 260		- 260
	West Runton	- 382		- 382
	Norwich castle	- 485		- 485
	Pantomime	- 1,298		- 1,298
One off	Nature Grant		1,496	1,496
	Tempest photos		164	164
	VE Day	- 20	124	104
	Fathers day gifts		2	2
	Ms Penock afternoon tea	- 76		- 76
Regular income/expense	Sponsored walk		1,273	1,273
	Christmas	- 283	1,056	773
	Yard sale	- 364	904	540
	Photos	- 112	423	311
	Disco	- 185	296	111
	Denver funday		238	238
	Reception photos	- 63	215	152
	Bags 4 schools		82	82
	Crazy hair day		58	58
	Easter	- 36	55	19
	Preloved uniform	- 36	34	- 2
	Reception bookbags	- 173		- 173
	Yr6 Leavers	- 102		- 102
	Prefect badges & ties	- 101		- 101
	Mothers day	- 21		- 21
	Parents open days	- 27		- 27
Grand Total		- 6,206	7,463	1,257