FRIENDS OF EDITH BORTHWICK SCHOOL

MEETING MINUTES

Meeting Date: 24 September 2026

Location: Edith Borthwick Meeting Room

Attendees:

Zoe Jasztal – Chair/Trustee

Julie Stilling – Vice-chair/Trustee

Frances Worrell – Trustee

Sam Lawrence – EB Headteacher

Lucy – EB Deputy Headteacher

Apologies:

Sarah Downing – Treasurer/Trustee

Stacey McElligott – Secretary/Trustee

Chloe Reeve – FOEBS Member

AGENDA ITEM		ACTION
1.	**Attendees and apologies**	
	See above Is Bhuvana Sriharimohan still a member? She has access to Canva.	Zoe
2.	**Minutes from last meeting to be signed off**	
	Minutes from 11th June 2026 were agreed by everyone present to be a true reflection of the meeting	N/A
3.	**Chair's report since last meeting**	
	FOEBs strategy: Taken from Zoe's message shared with the Trustees. Firstly, I want to say I have been a member of FOEBS for two years now and I'm only just beginning to grasp SOME of the running of things. The role of chair was given to me very casually during a meeting and I will do it to the best of my ability but to do that I want to do two things. Firstly - understand in more depth the running of things and secondly suggest some changes for this new academic year. Before I begin, I want you to know - I'm a Hairdresser of 30 years and for much of those have run a business for most of that. I am also a member of two other PTAs (VERY different to FOEBS) as I have three children in three different schools… I'm a total technophobe but trying to get better each day and being a business owner I tend to look at things with a business head so with that in mind here are my thoughts… Firstly, FOEBS is a charity so a lot more involved in the running of it compared to what I have seen before with my other mainstream	

AGENDA ITEM		ACTION
	PTA's. It's busy (and often stressed out overworked! 🤪 💔) Mum's running this charity alongside the school- and the school (with respect) don't seem to have the capacity to support our charity in any administrative support. My suggestion is to speak with Sam regarding one of the EB team to have a role within FOEBS to help with the communication with the school and any administrative jobs we need. I understand all schools are stretched so if this isn't possible, I suggest discussing this at a meeting to find an alternative solution. **Communication with the School** This has been an ongoing issue for quite some time… I believe having to get every decision okayed with the busiest person in the school (The Head!) is the main issue. If we have a dedicated member of the office team allocated to us hopefully that would get decisions made quicker and go more smoothly? **Treasurer** The role of treasurer is a huge one and in my opinion too much for one person. Sarah is nothing short of amazing having done the role for so long alongside a full-time demanding job. I suggest we create a new sub treasurer or Assistant role for her to ease the load. My suggestion is to discuss this with Sarah and see exactly what the job role entails and what she would want an Assistant to do. **Job structure** I feel we need to create a clear job role structure within our organisation- so everybody understands what everybody else does and their own role is very clear. Please add to this list as you wish regarding job roles within our organisation…. • Treasurer • Secretary • Assistant treasurer • Grant applications person • Business and corporate partnerships liaison • Social media • Newsletter • Second-hand uniform • In person events **More members** Getting more members is vital to the success and future of FOEBS. My suggestions are: • To update our social media (thank you Chloe you've been doing an amazing job so far!) this keeps us looking fresh, hopefully our organisation will get more coverage and exposure, and we will attract new members for our fundraising events and charity work. • Having a new members specific meeting in October- for that meeting having a clear vision of what we are fundraising for,	

AGENDA ITEM		ACTION
	what our events will be, and have an open platform to welcome new ideas and new members with different skill sets. • A regular newsletter, which is fun and informative to attract new members. We will have an expert corner in each newsletter with some advice or information from a specialist who works with SEN children. • I myself joined FOEBS not only because I wanted to help the school but also because I wanted to meet other like-minded parents of children with special needs whom I could ask for advice and also share information with. I would love FOEBS to feel like a supportive group of parents and carers and a bit of an information Hub particularly for new parents of the school. I think that would be a great way to attract new members. we could host occasional meet ups out of School for these informative chats. **A clear vision** Moving forward into this year, I believe we need a clear vision and goal for our fundraising. We should come up with a strategy for this year, which we can then deliver at our new members meeting. Here are my suggestions. • Be clear on what we're fundraising for to create a buzz and excitement for the school and parents - i.e. a minibus then later on a pop-up pool? • Keep the in-person events to a minimum at the school- perhaps just the summer picnic, sponsored walk and the Christmas event. • Concentrate on getting corporate partnerships with businesses • Concentrate on applying for all applicable grants each year • Get parents interested in doing their own fundraisers, i.e. Sponsored treks, quiz nights, raffles etc.	
	Dolly Parton Fundraiser Zoe is hosting a Dolly Parton fundraising event across hair salons followed by an evening of entertainment at A Canteen in Chelmsford on Friday 25 September 2026. Zoe has asked that school send out the flyer ASAP to the school community.	Sam
	EB team member to have a role with FOEBS (comms, printing, admin etc) Sam explained that EB are currently undergoing some reduction in hours by the admin team therefore there isn't anyone available to assist us as yet. Sam is hoping to recruit a new business manager. This role would sit with them. While EB do not have a business manager Sam will take on the liaison role between FOEBS and EB.	Sam

AGENDA ITEM		ACTION
	FOEBs roles (check parent kind?) Go through this between ourselves after checking over ParentKind – see point 7 in Sarah's email of 20 September 2026 @ 16:56.	Zoe, Julie, Frances
	Sum-up machine Sam advised that EB have a Sum-up machine that we can use at any events as it can be set-up for us.	
4.	**Treasurer's report since last meeting**	
	Sarah provided emails for the meeting. See documents attached to the minutes.	
	Sarah may not be able to attend the next meeting due to work commitments.	
	Advised that AGM must be announced to the school community a month in advance. AGM will be noted in FOEBS newsletter and school newsletter.	Chloe/Sam
	Advised Chair and Treasurer to provide reports for the AGM. Suggested looking at ParentKind for what is required.	Sarah/Zoe
	Sarah advised that she will be stepping down from the Treasurer role at the AGM. She will ensure the last Annual Accounts and Annual Return are filed with the Charity Commission and will do the latest Gift Aid Return to HMRC. Sarah is happy to do a handover and provide some support whilst the new treasurer beds in. Sam asked for the minutes to formally note her and the school's thanks for the work she has done. The remaining FOEBS members concurred.	Sarah
	Advertise for a new Treasurer via school newsletter, FOEBS newsletter and our social media channels. Chloe has mentioned in passing that her husband Robin Reeve may be able to take on the role. Zoe will speak with Chloe.	Sam/Chloe/Zoe
	Sarah requested a list to be provided of what we need from her before she steps down.	Zoe/Julie/Frances
	Frances read out Sarah's email. **Transactions** Transactions to be included in the minutes are attached. **Spending Agreed at meeting** No more spending was agreed during the meeting. **Bank Transfers** Sarah is raising a bank transfer to EB for the Eastern Counties grant. This is from the 35-day notice savings account.	
	NatWest Bank Mandate to approve payments Zoe and Frances are happy to be added to the mandate.	Sarah

AGENDA ITEM		ACTION
	School Grant Applications Sam confirmed school are now fully aware that any grants they apply for directly must be paid to school and not to FOEBS.	
	Lewden Grants Sam advised that one class were not able to attend their event due to the hot weather but have a voucher to use another time. There were three other classes that didn't submit receipts or didn't do an activity. It was agreed that as the classes have changed due to the new academic year Sam suggested that the money not spent by those classes be put back into the fund to be used this year. It was agreed that £1,657.86 would be set aside from the Lewden Grant to fund an inflatable day.	Sam
	The cancellation of the welcome picnic/inflatables event was discussed. It was agreed that FOEBS would investigate funding a bigger inflatable day run by FOEBS and sell wrist bands to make it a fundraising event. We will also consider opening it up to the wider SEN community.	Frances
	EB Website Update Lucy will ask Emma Amos to create a files section on the FOEBS page within the EB website. Emma will contact Frances once it is ready and Frances will forward the necessary documentation to be uploaded.	Lucy
5.	**School Update and funding requests**	
	School Wish-List See attached document from Sam **Short Term Projects** • Soundboards – for use across the school. • Murals - refreshing the murals across the school. • Memorial Garden - gardening and memorial garden project (board with tribute plaques). **Longer Term Projects** • Mini-bus or 8-seater (wheelchair accessible). Must be able to be driven by anyone. Current buses require driver to have D1 on their licence. • Accessible playground equipment – wheelchair accessible swing. More trampolines, swings etc. • Sensory boards for playground. • Fix and maintain current soft play bus with a view to completely replacing in the future. **FOEBS Feedback** FOEBS will apply for grants, and our fundraising will focus on the longer-term projects.	

AGENDA ITEM		ACTION
	Soundboards requested by Phie in Wolf class. We agreed that FOEBS would consider funding the soundboards. Phie will need to provide us with three quotes. Once we have those we can sign-off. We thought four boards would be a good amount and can be used across the school community. We will push for volunteers for the gardening, murals and the temporary soft play bus fix. Push for individual fundraising, i.e. marathons, golf days, cricket days etc. **Actual Donations Agreed** None	Sam/Phie
6.	**Grants/Sponsorship/Community Donations**	
	Julie has agreed to be our grant contact. Julie has a contact who can provide her with a list. Sam recommended using AI to produce a list. School are currently liaising with Felsted Talks and Wooden Spoon. Now we have a figure of £100,000 for a minibus Julie will start applying for grants. Please note other projects above where other grants may be applicable. School to notify of us any grants they are applying for, so we don't overlap. Julie has organised the Christmas tree for the school this year. Sam noted that she would produce standard letters from the school that FOEBS can use for raffle donations, events and community access with supermarkets etc., rather than asking for letters each time. Julie mentioned that foodbanks sometimes have excess chocolate. Zoe will contact Chelmsford foodbank to see if this is something we could help them with. Can someone contact Braintree foodbank?	Julie
7.	**Fundraising Activities**	
	Autumn Term • Christmas Raffle to be run by FOEBS this year. FOEBS to attend Christmas Fayre. • Nayling Road Christmas Lights – set up a FOEBS evening for the school. Raise some money by selling hot drinks, sweets etc. **Spring Term** • None **Summer Term** • Summer Raffle • Inflatable Day **Ongoing** Encourage families to take up their own fundraising activities, marathon, 10k, 5k, golf day, swim day, bungee jump, skydive etc. FOEBs to start sending out letters to businesses to try and get some corporate sponsorship/volunteers etc.	Zoe/Frances Zoe/Frances Zoe

AGENDA ITEM		ACTION
8.	**Events**	
	We have agreed on set months for when we should start planning the next event. See attached planner. **Autumn Term** • Halloween Disco organised by school. Children attend and bring something in for the Christmas Raffle. • Christmas Fayre organised by school. FOEBS will run the Christmas Raffle and make up hampers from the donated raffle prizes this year. **Spring Term** • Easter Disco organised by school. Children attend and bring something in for the Summer Raffle. FOEBS will run the Summer Raffle. **Summer Term** • Summer Raffle • Welcome Picnic • Prom **Actual Expenses Agreed** None.	Frances Lucy Committee Lucy Committee
9.	**FOEBS Newsletter**	
	Frances showed those present the draft newsletter Chloe has put together. All agreed it looked great. During the meeting we found we had lots of other suggestions for the newsletter as follows: • request volunteers to help spruce up the memorial garden and garden area. Gardeners and any carpenters who might build us raised flower beds etc. • Request painters/artists/crafters who can help with revitalising the murals and making sensory boards for around the school halls. • Contacts at supermarkets for the community access. • Does anyone already drive vehicles for other charities or schools classed as D1 on their driving licence. • Official notification to school community that November meeting date will be the AGM. • October meeting is for potential new members to come along.	Chloe
10.	**AOB**	
	Swing Room lighting Frances asked whether the swing room lighting had been sorted as a film had been placed over the lights which meant the room hadn't been able to be used. Sam confirmed the film had been removed, and they were waiting for different lighting to be installed. Frances	Sam

AGENDA ITEM		ACTION
	asked whether the lighting would be adjustable so it can be changed for individual learner/therapist need. Frances wondered whether FOEBS could potentially fund colour changing lighting bulbs if they can't. Sam will ask the Estates Team. **Memorial Garden** All still in place. Sam took us to visit. **List of requirements from Sarah before she steps down** Do we need a set number of trustees to vote at each meeting? GMAIL account – Frances to be added a second step verification contact. AGM – Any other admin for it? **Container** FOEBS team to arrange a time to visit container and see what's what. **Pre-loved School Uniform** Is it possible to organise an online shop. Removable stickers for sizing purposes as it's currently difficult to know sizes due to labels being taken out due to sensory issues.	Committee Committee Zoe/Frances
11.	**Date of Next Meeting**	
	22nd October 2026 9.30am Edith Borthwick Meeting Room	

Outlook

October FOEBS meeting items

From treasurer foebs <treasurer.foebs@edithborthwick.essex.sch.uk>
Date Sun 20/09/2026 16:56
To chair foebs <chair.foebs@edithborthwick.essex.sch.uk>; vicechair foebs <vicechair.foebs@edithborthwick.essex.sch.uk>; secretary foebs <secretary.foebs@edithborthwick.essex.sch.uk>; events foebs <events.foebs@edithborthwick.essex.sch.uk>
Cc Head <head@edithborthwick.essex.sch.uk>

Good Afternoon All,

As referenced in my other email these are the items to be covered in the next meeting in my absence:

1) Financials
   a. We have as bank balances:
      i. Current Account £3,159.90
      ii. Instant Savings Account £1,540.73
      iii. 35 day notice savings account £31,386.55
   b. These are the transactions to be included in the minutes that I know about. Please ensure you capture any more spending that is agreed so that I can ensure our money is moved out of the savings account in time to pay for it
   c. I will raise a bank transfer for the Eastern Counties grant to go to school now, the Cherry Grant will have to wait until the 35 days notice has lapsed. I will raise that request now. Both will need another mandate holder to approve in the Natwest Bankline website or in the App (I think as I've never actually given notice before).
   d.

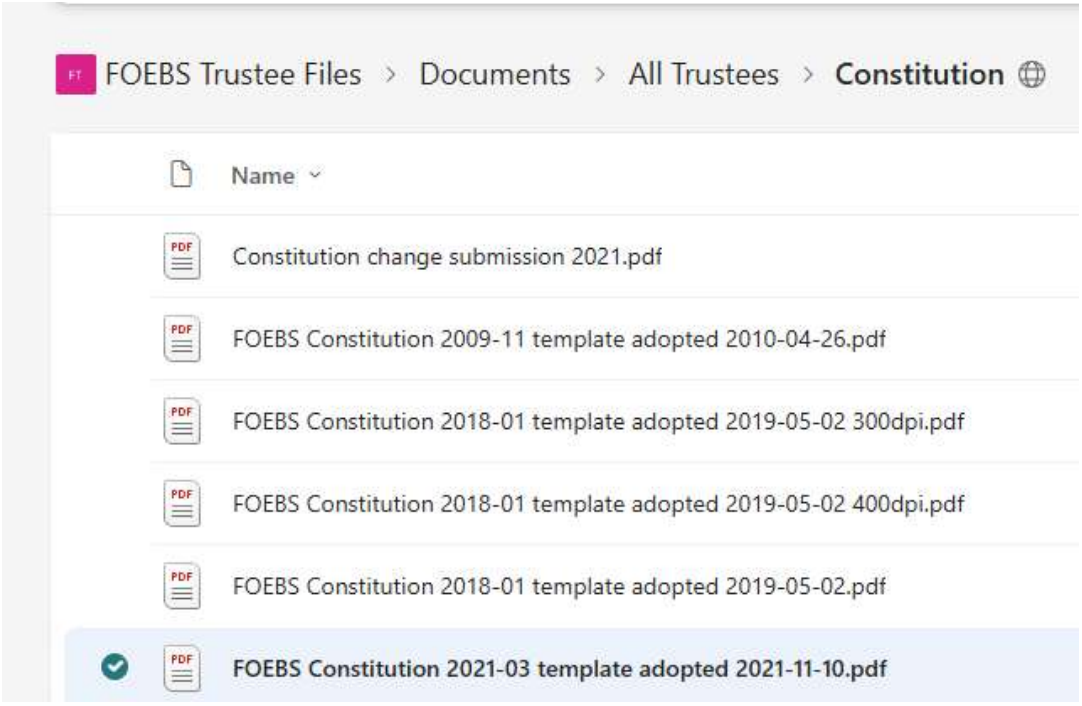
Proposed	Approver	Approver 2	2025/26 Financial Year Spending to be added to the minutes			£
Sarah			11-Jun	Lottery licence		(20.00)
Sarah			28-Aug	Fun Day class prize (Giraffe)		(100.00)
Sarah			28-Aug	Animals (balance of fuundraiser) - Eden Oasis		(321.77)
Sarah			28-Aug	Animals - Eden Oasis top up cost by FOEBS from Lewden grant		(43.53)
Sarah	n/a	n/a	28-Aug	Repaid school for ParentPay errors		(9.84)
Sarah			28-Aug	Lewden grant class costs August 2026		(2,553.61)
Sarah			28-Aug	Prom 2026 contribution		(1,000.00)
Frances			26-Aug	Freebies for Meet the Teacher		(76.43)
Frances			26-Aug	Tablecloth invoice 77519		(234.00)
Frances			26-Aug	Banners invoice77520		(84.00)
Frances			26-Aug	Thank you cards invoice77521		(48.00)
			2025/26 Financial Year Grants/Transfers to be added to the minutes			£
			18-Feb	FSJ Trust Grant - wheelchair garden		2,000.00
Sarah	n/a	n/a	03-Jan	transfer above to school		(2,000.00)
			12-Jun	Felsted Talks Grant for Library		1,000.00
Sarah	n/a	n/a	28-Aug	transfer above to school		(1,000.00)
			06-Jul	Lewden 2026 grant		5,000.00
			22-Jun	The Cherry Family - wheelchair garden		5,330.00
				Note: Combined 2025 & 2026 Lewden Grants remaining but there are some classes (incldng James's) who did not hold their activity last year - what are the plans for those and how much will it be?		6,657.86
			2026-27 Financial Year Grants to be added to the minutes			£
			07-Sep	Eastern Counties Grant - wheelchair garden		2,415.00
			Upcoming Spending in 2026/27 Financial Year			£
Zoe			tbc	Stamps for Zoe		tbc
Sarah	n/a	n/a	tbc	transfer Eastern Counties Grant to school		(2,415.00)
Sarah	n/a	n/a	tbc	transfer Cherry Grant to school (pending 35 day notice)		(5,330.00)

2) Who else would like to be added to the NatWest bank mandate to raise or approve payments? Must be a Trustee.

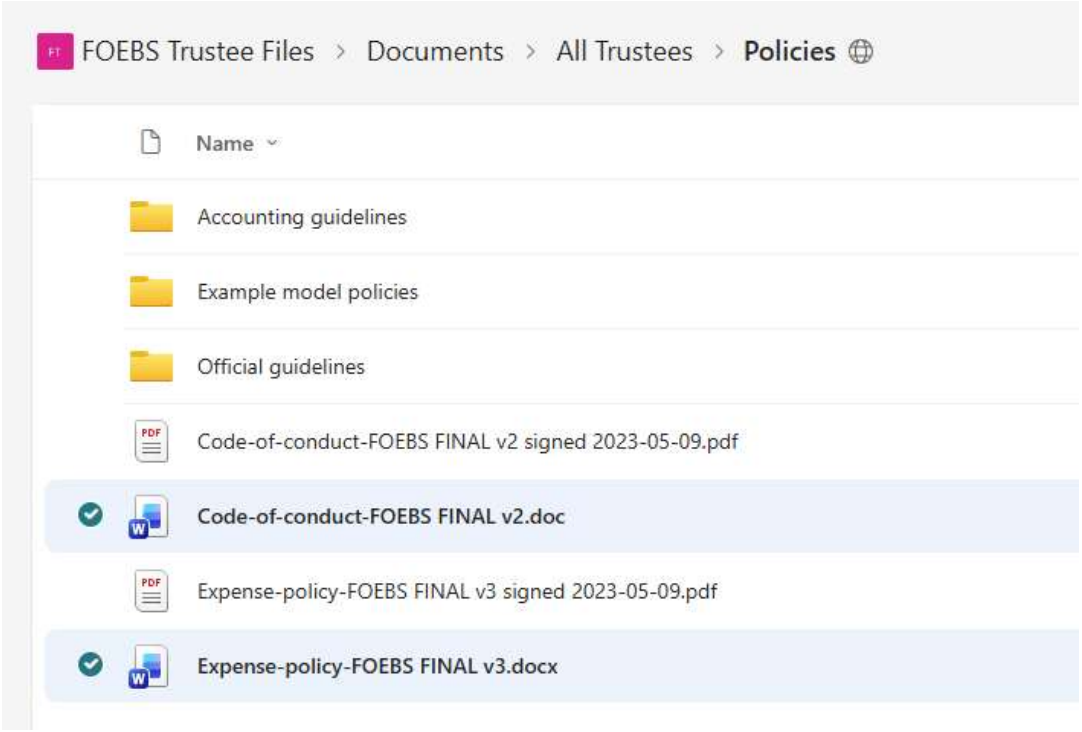
3) School Communications regarding Grants being Applied for: School cannot use the charity and its bank accounts without informing the Trustees first. We have no idea what the T&Cs of the grants are, we have had no say in what is being spent and if it even fits our Constitution. All this running stuff through our accounts with no input from us is at risk of being seen as money laundering. Also, if we exceed the thresholds set by the Charity Commission for income, we have to submit a longer set of accounts and get them audited by someone other than me (previously we had to pay for that). This has happened 3 times now, I think all linked to the Wheelchair Garden and I've now got to formally ring-fence one of these in last year's accounts.

Payment of invoices for things the Trustees did not procure or vote on has to be done by the school. Sometimes we ask the school to buy things for itself that we agreed to purchase and so we are funding it, but we only do that if school can reclaim the VAT or if for warranty reasons it is better that the school purchased and owned it first rather than we gift it later.

4) Plans to spend the Lewden Grants on Fun Things - Lewden gave us another grant of £5,000 in July 2026, in total we have £6,657.86 left to spend
   a. Some classes did not get an activity last year so that is still owed to them & we need to fund it
   b. Picnic and inflatables event was cancelled

5) New members:
   a. Need to be given copies of
      i. Constitution:
      ii. 

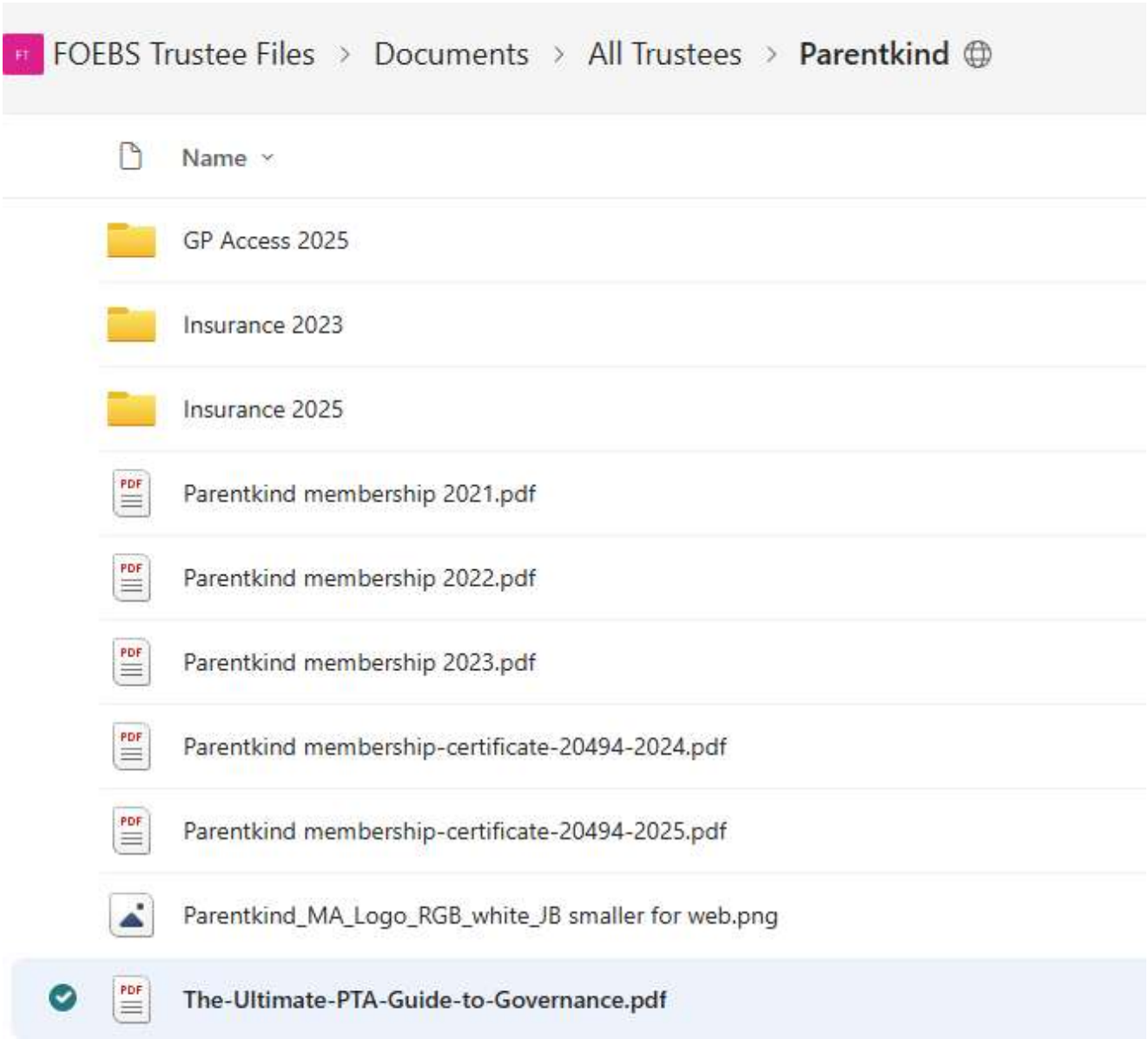
      iii. Code of Conduct and Expenses Policies (Spending rules):

iv. 

v. Access to ParenttKind (Web Admin if a Trustee): https://www.parentkind.org.uk/
vi. Access to Canva (if required) you are all Admins so can invite: https://www.canva.com/
vii. Access to a school email and the One Drive if they hold a Trustee position

6) It would be really helpful of we could get Emma to create the "files" section for us on the school website as our Constitution, Policies and Meeting Minutes should be available to anyone to view without having to ask us for them

7) Parentkind use - this has lots of info and offers to help run FOEBS (use the search feature). It also has our insurance details. If you go into the "For PTAs" dropdown menu at the top I'd suggest starting with "The Ultimate PTA Guide to Governance". It tells you what each of the roles does, how to run meetings etc. I have saved this here:

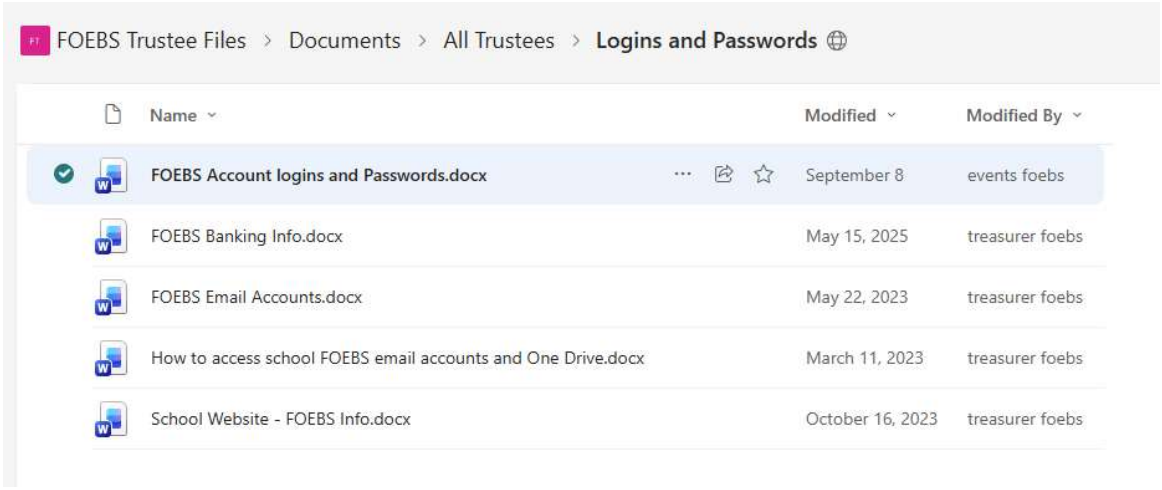


8) The AGM in November needs to be advertised a month in advance and Chair & Treasurer Reports provided. This is helpful for info on how to do this: https://www.parentkind.org.uk/your-pta-expert/governance/pta-annual-general-meetings.

9) It is my intention to step down at the next AGM. I will ensure the last Annual Accounts and Annual Return are filed with the Charity Commission, and will do the latest Gift Aid Return to HMRC. Then I'm happy to do a handover and can provide a degree of support whilst a new person gets to grips with it but ongoing this isn't manageable for me. My suggestion would be to seek out a grandparent or relative or other adult that neither works full time, nor has the day to day responsibility for a SEN child, I think that would be the best way to meet the demands of the role. It would probably be a good idea to advertise any specific Trustee roles to be filled ahead of the meeting so you can get some volunteers. You could use the role descriptions from Parentkind. I would try to ensure the admin that the Treasurer is currently doing is shared out a bit more, it's tough with being a charity and the rules that go with it, but ideally you want the Treasurer to just do the accounts and not be involved in the day to day so I think you may want to consider creating another Trustee position taking it up to 6. A guide to the main roles you have to fill is here https://www.parentkind.org.uk/about-us/news-and-blogs/blog/quick-guide-to-pta-

roles (you can run without a Chair providing the other Trustees take it in turns to cover the position, Chair meetings etc which is how we ran as 3 for so long).

10) If you change any passwords or logins or add new accounts the Charity is using then keep this file updated, also note if it can have multiple members access it with their own logins (I haven't put Zeffy in yet as I'm not sure if it forced us all to join after it insisted I added all the Trustee details):

a. 

11) Regarding logins for banking - PayPal is a pain, only 1 person can access it, there are no multiple logins. For that reason I don't share it as we would not be able to prove who made a payment because it doesn't require a second approver and it has a direct debit to our bank account. I try to avoid making payments out of PayPal and only use the bank account so all my payments are approved.

12) School One Drive - the "All Trustees" folder is where I put everything anyone else needs to see. Plus you each have a folder for the things specific to your role. You're welcome to look in the Treasurer folder if you think you need something financial, but be mindful I have the PII of us and our donors stored in it (I named these folders with PII at the end).

13) I have shared with Julie the details of the Edward Bird Memorial money that was used to create a Sensory Memorial Garden that we purchased some items for and the balance was given to school to buy plants. There is concern that this has disappeared or plants never purchased. It was originally located by the pond (which we paid to have some paving & a cover on), but then Maggie had that filled in.

a.

Edward Bird Memorial (Reflection Garden)		
	£	
Designated Funds	1,964.00	
Arbour	(300.00)	done 2022
Mirrors	(43.30)	done 2022
Windchime	(44.95)	done 2022
Sculpture	(900.00)	done 2022
Plants	(675.75)	done 2023
	0.00	remains

14) Container - I have not been in this since the last Community Service my old team did in Summer 2025. It will probably need a good tidy up as school has a habit of not putting the decorations away (it contains the Halloween and Xmas decorations school uses). Do not ask where the festive photo backdrops are - there were 2 (a 2nd was bought after the 1st got lost in the messy container) , I got them out for school and haven't seen them since.

15) I need a list emailed to me of anything outstanding that I need to do, I can't keep up with the Whats App messages. I am in Turkey until Thursday evening. I am away Friday evening to Sunday (wet testing hot tubs with James).

Kind Regards,
Sarah Downing
Trustee - Treasurer
Friends of the Edith Borthwick School
Registered Charity No.270773
Registered Address: The Edith Borthwick School, Enterprise Drive, Braintree, Essex CM7 2YN
email to: treasurer.foebs@edithborthwick.essex.sch.uk

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Edith Borthwick Wish List

June 2026

Our Wish List

- School vehicles
- Accessible playground equipment
- Sensory boards for playground
- Update Soft play bus – it is not useable due to the condition of the bus at various points of the year
- Refreshing the muriels in the school

School vehicles

- A vehicle with 17 or more seats requires a D1 licence
- This limits our drivers, especially as the workforce gets younger
- Improving our school vehicle fleet will enable safe, cost-effective travel for students. This removes reliance on external transport providers and guarantees accessibility for pupils with special educational needs (SEN)
- We could explore smaller vehicles that are wheelchair accessible that will also take other learners

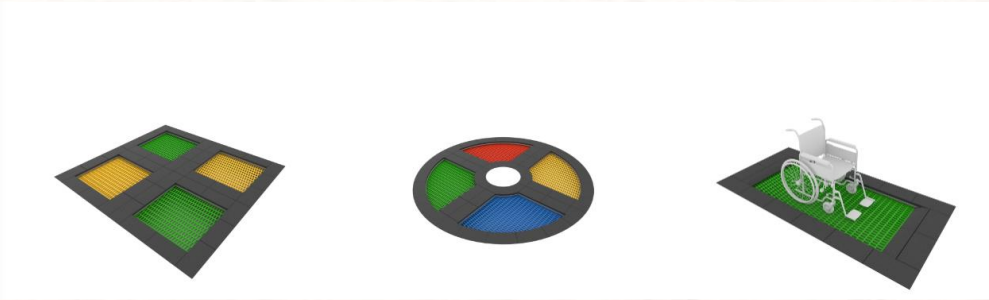




Increase accessibility to play areas

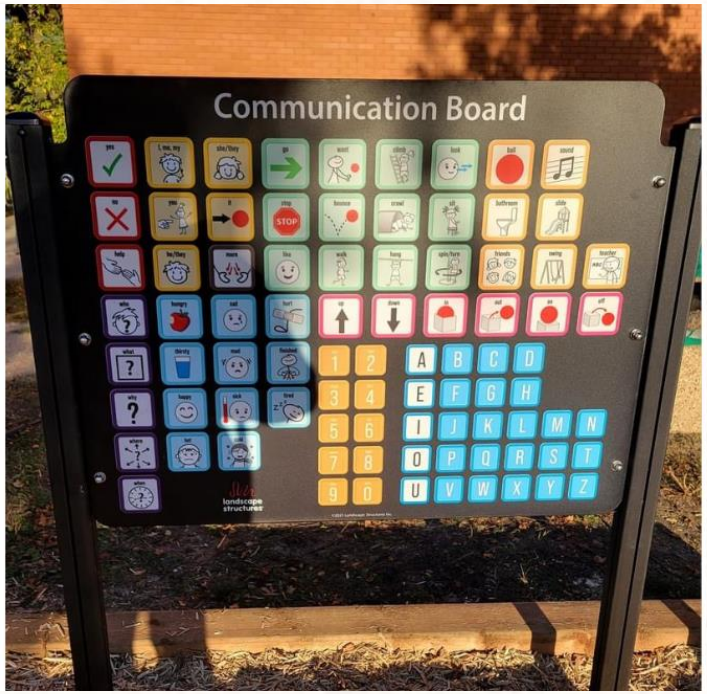
- Accessible and inclusive playgrounds ensure that children of all physical, sensory, and cognitive abilities can play, learn, and socialize together. They remove barriers, foster empathy, and provide equitable developmental opportunities for every student





Improve sensory bus/ garden/ outside space

- Lots of the outside has been neglected as the cohort has changed. Improvements are desperately required
- They need to be low maintenance though and accessible for all learners









Refresh corridors

- The corridor muriels are looking tired.
- They need to be refreshed.
- Can we add in sensory/ tactile boards?
- Can we explore getting time to repaint our reading wall?

