

Emma Freemantle

From: Holly Woodward <holly.woodward@outlook.com>
Sent: 15 June 2026 10:58
To: Emma Freemantle
Subject: Fw: Minutes from Tonight (Benet & Sutton FYI
Attachments: Application form for the Benet and Sutton Trust.docx; Leaflet.docx

From: Gina Moody <gmoody@ridgewayschool.co.uk>
Sent: 04 June 2026 21:40
To: 'John Godfree' <johngodfree@btinternet.com>; 'Brian Phillips' <brianphillipsesq@gmail.com>; 'David Pell' <david.pell@ntlworld.com>; 'Dee Vincent' <adam66a@yahoo.com>; holly.woodward@outlook.com <holly.woodward@outlook.com>
Subject: Minutes from Tonight

Good evening all,
Please see the minutes from today.
I have also attached the poster and application form.
These are not necessarily my strengths so any feedback would be great.
Thanks
Gina Moody

4th June 2026: 3.30pm at The Ridgeway School

Attendees:

David Pell
Gina Moody
Dee Vincent
Holly Woodward
John Godfree

Minutes:

Holly: Holly has joined the committee as a representative from the Parish council. Haven't had anyone on the committee for a period of time. Holly has been on the Parish council intermittently for 10 years and has lived in Wroughton for many years and her husband attended The Ridgeway. Holly has previously worked for the Citizens Advice Bureau. Currently chair of the planning committee and have previously run the community Trust which was tasked with giving money out to worthy activities in the Parish. The specific aim was to use the money within 10 years. This was achieved last Summer. Holly has been in touch with Phil a few years ago, and felt that Bennet and Sutton Trust and the community Trust could work more cohesively together, however this didn't move forward. Holly has volunteered to sit on the Trust Board. Phil has placed Holly on the chequebook and the account. Phil's departure has left a whole here and roles and responsibilities need to be clarified.

David: David has spent many years teaching and has been a head of sixth form and taught English. Has always lived in Wroughton and worked in Oxfordshire. Phil approached David during service and David was keen to support. David joined last year. People are voted on for 4 years.

Dee: Phil asked her to join and she was keen to take part. Dee worked in reception at Ridgeway for 35 years. Dee knows a lot of the children and Phil felt that we would know the children and if they were in need of support. Dee has only been to about 3 meetings so far.

John: Has sat in as a committee member for many years and this has been run by the school. Restriction of what the funds can be used for.

Gina: Need to get The Deanery involved and have sent the application form and poster.

John: We need to clarify who is running the meetings and John feels that Holly should have a significant part of the role of this Trust. Holly is keen to have an oversight of this and keen that Trust money is to be used. We need an official chair of the Trust and the minutes.

Holly: Holly is happy to drive this forward for a period of time. Perhaps a new vicar could take over the chair. The link with the church is a historic link:

Action: need to check whether this is part of the Trust paperwork – Holly

John: The Trust started through the Church. The conditions of the Bennet and Sutton Trust are in the church. Due to little income the two charities did come together.

Holly: It is for aged 17 – 25 and to help anyone get started.

John; Previously been supporting for technology and art materials etc.

Treasury Report:

- £1500 of grant making in the last year (2025)
- Overall balance is £26865
- The aim is to spend this and run this amount down and support local people who are struggling.
- Aim is to find as many fundees as possible.
- Previously suggest 10 – 12 grant a years over the next 3 years

Everyone approved the Treasures report.

Confirmation of Members:

- John wants to finish when the new vicar comes.
- Ideally someone from The Deanery to sit on the panel: if they can share out funds.
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Action: Need to check in Brian Phillips – Holly

Action: Check on the articles and consider whether we want to change these – Holly

Action: Gina to see if anyone in school wants to join the Trust

Action: Need to retrieve the cheque book

Action: Write to Phil to gain the cheque book and remove from signatories

Roles and Responsibilities

Secretary: Gina (minutes) David (agendas and meeting dates)

Treasury: Holly – interim role

Chair: Holly – until the new vicar comes on

Regularity of Meetings: 6 meetings in the year (one each term)

If an emergency comes into the Trust then we try and meet to ensure that we can meet needs

Proposed Applications

Holly: Does she need a laptop

Eva: Do you still need a graphic calculator

Amelia Mandry: Do you need your psychology books?

Brodie: What textbooks do you need to buy?

Sahlan: University – what does she need could she give me an overview?

Jasmine: Check whether she needs a laptop? Next steps?

Lily-May: next steps and any resources needed? Is the Ipad still needed?

Olivia: Check if still needs a laptop and next steps.

Action: Gina to follow up with all of the students and check what they need. Gina to send an email to all with the updated information.

Marketing Information

School to carry out photocopying to support the Trust.

Date of the next meeting:

Thursday 1st October: 3.30pm

Many thanks,

Gina

Vice Principal

Designated Safeguarding Lead

Teacher of Economics

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