

Beetham School Fundraising Meeting Minutes

Date 21.9.18

Time 3.15pm

1. Present

Jackie Jenner (JJ), Rachel Shaw (RS), Lucy Hunn (LH), Rachel Binley (RB), Nicola Vincent (NV), Michelle McDowell (MM), Hannah Garner (HG), Jean Stokes (JS), Janan Morgan (JM).

2. Apologies

Rachel Wray (RW)

3. Outstanding actions

4. Meeting Business

- RB spoke with Andrew at Cumbria CVS. He had some useful advice on school fundraising and setting up as a charity. Andrew also said he would be able to help and advise us with our fundraising efforts.
- Currently there is a 12 week wait for initial responses to registrants. It takes 9 months in total at the moment to fully register as a charity.
- There is a lot of bureaucracy and legal requirements when setting up and running a charity. Including setting up a board of trustees and fully understanding the Code of Fundraising Practice which is going through lots of changes at the moment due to the data protection act regulations changing and the set-up of the Fundraising Preference Service.
- A benefit of being a charity would be the ability to claim Gift Aid, however this is a lot of extra work for the school on top of everything else. (RB does the Gift Aid claims for Lancaster University and the admin required is 60% of her job.) We need to calculate how much of the income the school gets is gift aid-able and whether it would be worth setting up as a charity at the moment. Worth noting is that larger schools such as Lancaster Boys Grammar School are registered charities as they are much larger and older and they also have a full time small fundraising team.
- In the meantime we could set up a PTFA (Parent and Teacher Fundraising Association) which would simply need a document around two pages long published on the school website which would have the fundraising objectives on. We can borrow ideas from other schools who already have a PTFA.
- We can still go after funding from businesses and trusts even if we are not a charity as the school is classed as a not for profit organisation. A charity number is not required for all grants.
- Most funders would require the school to have a separate bank account with two signatories to receive any charitable donations.
- Funders would also need to see well thought out plans and evidence of public/pupil consultation. They would need assurance that any piece of equipment or building for instance was definitely required and wouldn't be defunct in a year or so's time because of lack of planning.
- The pupils should be involved in the fundraising and especially the stewardship part such as handwriting letters, making gifts, writing an annual fundraising newsletter or coming up with a crowd funding scheme.
- The school can set up a regular donation fundraising scheme, such as a 'Friends of Beetham' programme. Then if a charity is created further down the line the school can retrospectively claim Gift Aid.

- Gift Aid-able events/donations were discussed such as Swimming contributions, funds raised at events e.g. Duck Day and Trip donations. This might be something to look at in the future (see above).
- Ideas for new fundraising events were discussed – Valentine’s Disco, Outdoor cinema night, Beetham’s Got Talent.
- New stalls for the Christmas Fair were discussed – making it more of a Christmas fair with a Santa’s Grotto.
- A fundraising committee was formed:

Chair = Jackie Jenner

Deputy Chair = Nicola Vincent

Secretary = Lucy Hunn

Treasurer = Claire Kinnear

With more informal help and support from other members present.

- Michelle McDowell agreed to take on the Cake Raffle and make sure people are aware of it.

5. Actions

- a) LH to contact Wendy Nicholas about dates for fundraising events.
- b) LH to contact Wendy Nicholas about school paying the membership fee for Parentkind to set up a PTA (£70/£65 Direct Debit).
- c) LH to ask Wendy Nicholas for an Asset Schedule for school so we know the priorities for funds.
- d) Arrange another meeting once Parentkind set up to sort out aims and a constitution.

6. Date & location of next meeting

- Thursday 4th October, 3.15pm.

Seq.	Meeting date	Meeting action number	Action	Status	Completed	Actionee
1	21/9/18	5a	LH to contact Wendy Nicholas about dates for fundraising events	Open		LH
2	21/9/18	5b	LH to contact Wendy Nicholas about school paying the membership fee for Parentkind to set up a PTA (£70/£65 Direct Debit).	Open		LH
3	21/9/18	5c	LH to ask Wendy Nicholas for an Asset Schedule for school so we know the priorities for funds.	Open		LH
4	21/9/18	5d	Arrange another meeting once Parentkind set up to sort out aims and a constitution.	Open		LH