

Date  
04/10/18

Friends of Beetham School AGM  
Minutes

Time 3.15pm

1. **Present**

1.1. Jackie Jenner (JJ), Rachel Binley (RB), Claire Kinnear (CK), Michelle McDowell (MM), Lucy Hunn (LH), Hannah Gardner (HG), Janan Morgan (JM).

2. **Apologies**

2.1. Rachel Shaw (RS), Nicola Vincent (NV).

3. **Minutes of previous meeting**

3.1. Approved unanimously 04/10/18.

4. **Outstanding actions**

4.1. Seq. 1: Waiting for confirmation of Easter Bingo date from the Heron Corn Mill.

5. **Meeting business**

5.1. Friends of Beetham School (FOBS) was chosen as an official name for the new fundraising group.

5.2. A fundraising committee was formed. Chair: JJ, Deputy Chair: NV, Secretary: LH, Treasurer: CK, Other members to help as required.

5.3. The Parentkind model constitution was formally adopted by the committee. **Action 1:** LH will ask Becky Rodgers to put it on the school website once there is a FOBS page on there.

5.4. CK will be second signatory on the fundraising bank account.

5.5. The need for accounts to be audited was discussed. It was decided that due to time constraints, this would be discussed in more detail at a future meeting.

5.6. **Action 2:** JJ to ask Parentkind for advice on claiming Gift Aid on donations to school.

5.7. **Action 3:** RB to come into school and look at Parentmail and if there is scope for managing Gift Aid on there.

5.8. Is charity registration worth it? **Action 4:** JJ to ask Parentkind about charity registration and GDPR rules.

5.9. **Action 5:** LH to share log in details for Parentkind with other committee members.

5.10. Money needed for school was discussed. Priorities are £3800 to cover the 2 new whiteboards in the new classroom, furniture for the new classroom, IT equipment and the new sports field. HG noted that there is a £5,000 grant from the Diocese to replace toys in the school playground – would this be better used for equipment for the field?

5.11. The need to generate income from the field for school was discussed. A parent/child consultation was proposed, with a suggestion box in school for people to post their ideas on how best to utilise the sports field. A need to document what the children are asking for was noted. Wendy Nicholas (WN) was consulted during the meeting and agreed to this suggestion. **Action 6:** CK to sort out box for suggestions – to go into school from Monday so ideas can be read before the next meeting on 11<sup>th</sup> October.

5.12. A letter to Governors was proposed, introducing FOBS and offering help and support with fundraising and finding grants, particularly for the sports field. The need for a short, medium and long-term plan for the field was discussed with ideas for priorities (composting toilet?). Could a representative from FOBS help with the field committee? **Action 7:** LH and CK to come up with ideas for the letter, with help from Daniel Hunn.

5.13. The need for parents to get involved with fundraising was discussed – and how everyone can help in their own way, not necessarily attending meetings but in other ways that people may feel more comfortable with. The need to utilise parents' different skills was highlighted.

5.14. £2.50 per child was agreed for entry to the school disco.

5.15. **Action 8:** CK to buy the food and drink for the disco on the 11<sup>th</sup> October, using Tesco vouchers from school.

5.16. What should be discussed at the fundraising meeting on the 11<sup>th</sup> October? Introduce FOBS and ask for any support from other parents – would anyone be willing to help organise the Christmas Fair? General

discussion about the need for more fundraising from outside school – are there any parents with skills in bid writing/ grant applications?

- 5.17. Staff representative and School council involvement to be discussed in more detail at another meeting due to time constraints. School council may be able to get involved in writing letters to companies asking for sponsorship/funding?
  - 5.18. Easyfundraising and 200 club – to be discussed at the meeting on 11<sup>th</sup> October – how can we promote to the wider community?
  - 5.19. Daily Mile Track discussed with Wendy Nicholas, with someone from the scheme coming to school on Friday 5<sup>th</sup> October. WN asked if there was any funding available for help with costs. **Action 9**: CK to investigate; the point was made that grants cannot be awarded retrospectively – there is a need to forward plan.
  - 5.20. Tokens for charities at supermarkets (Community Payback?) were discussed as a new way of generating funds. **Action 10**: RB to investigate.
  - 5.21. Bag for School – could Becky Rodgers organise another collection? WN aware of this and will sort out a date before Christmas.
6. **Any other business**
    - 6.1. **Action 11**: JJ to ask Becky Rodgers to send out event dates and information on the fundraising meeting through ParentMail.
  7. **Date & location of next meeting**
    - 7.1. Thursday 11<sup>th</sup> October, 6pm, new garden classroom.

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 <b>Still waiting for Easter Bingo Date</b>	Partly closed		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).	Closed	2/10/18	LH
3	21/9/18	5c	LH to ask Wendy Nicholas for an Asset Schedule for school so we know the priorities for funds.	Closed	27/9/18	LH
4	21/9/18	5d	Arrange another meeting once Parentkind set up to sort out aims and a constitution.	Closed	4/10/18	LH
5	4/10/18	1	LH/JJ to contact Becky Rodgers about setting up a FOBS page on the school website, with the constitution on there.	Open		LH/JJ
6	4/10/18	2	JJ to call Parentkind for advice on Gift Aid	Open		JJ
7	4/10/18	3	RB to see if Gift Aid can be managed though ParentMail.	Open		RB
8	4/10/18	4	JJ to call Parentkind for advice on charity registration regarding GDPR rules.	Open		JJ
9	4/10/18	5	LH to share log in details for Parentkind with the rest of the committee.	Open		CK
10	4/10/18	6	CK to sort out a suggestion box to go into school on Monday 8 <sup>th</sup> October.	Open		LH
11	4/10/18	7	LH/CK to formulate a letter to the Governors.	Open		LH/CK
12	4/10/18	8	CK to buy food for disco using TESCO vouchers	Open		CK
13	4/10/18	9	CK to investigate funding for the Daily Mile track.	Open		CK
14	4/10/18	10	RB to look into Token schemes at local supermarkets	Open		RB
15	4/10/18	11	JJ to ask Becky Rodgers to send out event dates and information on the 11 <sup>th</sup> October fundraising meeting through ParentMail	Closed	5/10/18	JJ