

Friends of Stockbridge School

MINUTES

Date: Thursday, 8th June 2017 @ 08:00
Location: Stockbridge Primary – Head Teacher's Office

Present:

Faye Calder-Kelly (FC) – Trustee/Chair
Gordon Chrumka (GC) - Trustee
Craig Smith (CM) – Trustee/Treasurer
Dylan White (DW) - Trustee

Apologies: None

- 1) The agenda for the meeting was agreed as follows:
 - a) Apologies
 - b) Minutes of Previous Meeting
 - c) Treasurer's Report
 - d) Bank Account
 - e) Promotional Material
 - f) Future Grants
 - g) Funding Requests/Spending Plans
 - h) Quaich – Expressive Arts
 - i) AOB
- 2) Apologies
 - a) Dylan White was not able to attend.
- 3) Minutes of Previous Meeting
 - a) GC presented minutes from the meeting on 20th April 2017. These were approved by everyone present as being an accurate accounting of the meeting
- 4) Treasurer's Report
 - a) The current balance of the bank account is £3,796.66.
 - b) Current balance includes the following:
 - i) Regular payroll giving of £20 per month by a parent of children in the school – increased to £50 per month.
 - c) Need to claim Gift Aid on the donation. GC to liaise with CS. Problems with HMRC account. GC in the process of sorting it out.
 - d) Some money (approx. £144.78) has been received from Virgin Money Giving for donations from Edinburgh Nursery Marathon Team fundraising. GC to check if this includes Gift Aid. Funds have been allocated to ... Cheque to be raised.
- 5) Bank Account

- a) The new bank account is in the process of being opened. CS to advise when it is ready.
- 6) Aviva – Grant
- a) The school has purchased all items needed to replace the lines other than the lines themselves and the necessary heating tools.
 - i) Angle grinder and wire
 - ii) Pressure washer
 - iii) Drain clearing attachment
 - b) A cheque needs to be raised to reimburse the school for the items purchased.
 - c) It has been decided that the existing lines for football, basketball and netball are to be re-done with the addition of lines for cycling proficiency.
 - d) 2 colours of lines and heat gun has been order.
- 7) Promotional Material
- a) It was agreed at the previous meeting to spend a small amount on promotional material to allow us to promote FSBS more effectively.
 - i) Up to £50 on getting the flyers printed professionally.
 - ii) Up to £100 on a banner stand to be used at events, such as the Summer Fair and P1 Transition functions.
 - b) Artwork for banner is in the process of being produced. To be agreed with Trustees before producing banner.
 - c) Artwork for flyer will follow the production of the banner. Need more recent photos for flyer. No photos to be used on banner so that it doesn't date.
 - d) Suggestions for photos...
 - i) Stage
 - ii) Soundgarden
 - iii) Choir
 - iv) Before and after shots of playground
 - e) FC to send photos by end of term for flyer.
- 8) Future Grants
- a) Our ability to apply for further grants is restricted at the moment because of the pending construction of new classrooms.
 - b) Struggling to find grants for iPads.
 - i) Question was raised as to whether there are cheaper alternatives to iPad that are suitable with school infrastructure?
 - ii) FC to ask ICT support as to compatibility with existing infrastructure.
 - iii) GC to check on RBS grants.
 - iv) CS indicated that further grants may be available in next round of Aviva Community Grants – September/October
- 9) Funding Requests / Spending Plans

- a) The current status of requests for funding approved and discussed at the previous meeting is as follows. A cheque needs to be raised to reimburse the school for the costs paid out.
 - i) 2 Wifi Powerline links to improve signal strength in the school. Approximately £50. - Purchased – total cost £69.74
 - (1) 1 for School Hall
 - (2) 1 for Support for Learning and Offices
 - ii) Additional wet and sand area for additional P1 class – Purchased - Estimated cost £200. Actual cost £189.69
 - iii) Cooking Boxes to help with cooking lessons – Not ordered as grant from Food For Thought has been applied for. Waiting to hear.
 - (1) 7 boxes for new P1 and P3-P7
 - (2) £50 each for a total of £350.
 - iv) T-shirts for School Choir have been ordered – see Quaich item below. - £275.83
 - v) Inter-scholastic bibs – Purchased - £190.
 - vi) Weighing scales for Maths – old set needs to be upgraded.
 - (1) £200/set – need 1 set - ???
 - vii) New plastic coins for Moneyworks. 1 set = £50 - ???
 - viii) New batteries for laptops as a number of batteries are at the end of their life. Approximately, £50 each. There is a need for 5 urgently plus a further 20 over time. - Purchased – Actual cost £250.
 - ix) Flag-stack chairs for dining/gym hall –
 - (1) CS indicated that a grant up to £10,000 may be available.
 - (2) FC to send details of costs and chairs.
 - (3) CS to fill out grant application.
 - b) New Funding Request:
 - i) Playhouse for outside P1 classroom.
 - (1) Moves role play area outside of classroom, freeing up space in classroom.
 - (2) To go under office window.
 - (3) Would need to be sturdy and secure.
 - (4) FC to get quote. Can be agreed by email vote or at next meeting.
- 10) Quaich – Expressive Arts
- i) At previous meeting, it was agreed that FSBS should fund t-shirts for the school choir and present them along with the Quaich.
- 11) AOB
- a) GC to email Alison Grant that her copy of Annual Report is in the school office.
- 12) Next Meeting – Thursday, 7th September 2017 at 8:00..

13) Actions

New/On-going Actions

#	Action	Who	Target Date	Status
04	Develop form for Funding Requests	ALL	31/05/17	On-going
26	Document process for claiming Gift Aid.	CS	31/12/17	Carried Over
45	Raise cheque for funds for Mpeni Primary	FC	31/12/16	Complete
49	Purchase equipment needed to re-paint lines.	CS/ Peter Clark	30/04/17	In progress
50	Check on potential funding sources that PSA can't apply for.	FC	30/04/17	On-going
56	GC to send out email account details for FSBS email account.	GC	31/05/17	Carried Over
57	GC to advise on other practices that FSBS should be following after review of OSCR guidance.	GC	30/06/17	Ongoing
58	Submit Gift Aid request for recent donation.	GC & CS	31/12/17	Carried Over
61	Plan for stand at summer fair.	All	31/05/17	Ongoing
62	Arrange for presentation at P1 Transition to outline purpose and benefits of FSBS.	All	21/06/17	Ongoing
63	Determine whether funds deposited by Virgin Money Giving include Gift Aid and advise final tally for distribution.	GC	30/06/17	New
64	Advise when new current account is open and operating.	CS	31/08/17	New
65	Provide photos for flyer.	FC	30/06/17	New
66	Ask ICT support as to compatibility of alternatives to iPads with existing infrastructure.	FC	30/06/17	New
67	Check on availability of grants from RBS for iPads	GC	30/06/17	New
68	Send details of costs of stacking chairs to allow CS to complete grant application.	FC	30/06/17	New
69	Obtain quote on proposed Playhouse and distribute for decision.	FC	08/09/17	New
70	Email Alison Grant that her copy of Annual Report is in the school office.	GC	30/06/17	New

Completed Actions

#	Action	Who	Target Date	Status
1	Send out minutes from previous meeting for approval via email.	GC	31/03/2012	Complete
2	Raise school cheque for revenue from sale of gift vouchers.	FC	31/03/2012	Complete
3	Determine status of bank statements and Just Giving funds.	LR	15/03/2012	Complete
5	Highlight existence of FSBS and possible additional funding source at staff meeting.	FC	Next staff meeting	Complete
6	Notify parents and PC via school newsletter of FSBS and possible additional funding source.	FC	31/03/2012	Complete
7	Add FSBS to agenda for next PTA Meeting.	GC	20/03/2012	Complete

#	Action	Who	Target Date	Status
8	Check OSCR website for accounting and reporting environments.	JA/GC	30/05/2012	Complete
9	Check OSCR website for sample constitutions.	GC	30/05/2012	Complete
10	Submit requests for film equipment and chickens to PTA committee for approval.	GC	19/06/2012	Complete
11	Provide photocopies of bankbook to GC.	FC	15/09/2012	Complete
13	Deposit cash	FC	ASAP	Complete
14	Determine amounts outstanding to be paid to school	FC	ASAP	Complete
15	Update bank book	FC	ASAP	Complete
16	Find out if there is a better bank account for our purposes.	FC and LM	Next meeting	Complete
18	GC to check when Annual Return is due.	GC	Next meeting	Complete
12	Bring charity accounts up-to-date and ready for submission.	GC	28/06/13	Complete
17	GC to send previous minutes to LM	GC	ASAP	Complete
20	Re-instate Just Giving account	JA	28/06/13	Complete
21	Investigate cost of new cabinet for equipment storage.	Peter Clark	11/09/13	Complete
22	Investigate sample constitution.	GC	14/02/14	Complete
23	Chase up HMRC Registration	FC	14/02/14	Complete
24	Get Costings for set of outdoor instruments including installation.	FC	14/02/14	Complete
25	Provide costs for fencing for Sanctuary Garden.	FC/AB	14/02/14	Not submitted
27	Complete Virgin Giving application process.	GC	31/10/14	Complete. Awaiting VGM action.
29	Include FSBS items in newsletter	FC	31/10/14	Complete
30	Indicate to SoundGarden that February dates are desired dates for installation.	FC	31/10/14	Complete
31	Arrange for volunteers to help with installation of musical instruments and workshops.	All	30/11/14	Complete
19	Set up page on school website for FSBS to allow minutes to be distributed to school community.	FC	11/09/13	Complete
32	Register with HMRC for Gift Aid On-line Services and submit outstanding Gift Aid details.	GC	31/12/14	Complete
33	Provide soft-copies of minutes for all meetings in 2014 to all Trustees.	GC	12/12/14	Complete
34	Upload minutes for all meetings in 2014 to school website.	FC	31/01/15	Complete
35	Produce draft of revised Trust Deed and distribute to all Trustees prior to next meeting.	GC	11/02/15	Complete
28	Draft promotional flyer with the help of a parent/graphic designer to provide the graphics.	GC and others	31/05/15	Complete
36	Amend Declaration of Trust and distribute to Trustees for signature.	GC	01/04/15	Complete
37	Circulate benefits of use of technology, such as tablets, in education to help justify fundraising.	FC	01/04/15	Complete
38	Check whether there is a regular giving option on Virgin Money Giving.	GC	01/04/15	Complete

#	Action	Who	Target Date	Status
39	Find graphic designer willing to help with development of logo and leaflet/flyer.	GC	01/04/15	Complete
40	Apply to RBS Community Fund	GC	08/02/16	Completed – Not success
41	Pursue funding options for tree cutting	ALL	08/02/16	Obsolete
42	Send Aviva Community Fund follow-up form to AB for completion.	CS	08/02/16	Complete
43	Complete handover of Treasurer's duties	GC/CS	08/02/16	Complete
44	Deposit cheque from 200 Club	FC	31/12/16	Complete?
46	Deposit cheques from Charities Trust	FC or CS	31/12/16	Complete
47	Discuss basis for award of FSBS Quaich and criteria for selection with school staff	FC	30/04/17	Complete
48	Agree cash award for award of FSBS Quaich	All	30/04/17	Complete
51	Sign Accounts and Annual Return	DW	19/12/16	Complete
52	Submit Accounts and Annual Return	GC	31/12/16	Complete
53	Notify HMRC of CS as responsible person and remove JA.	GC	30/04/17	Complete
54	Open new bank account.	CS	30/04/17	Complete
55	Distribute 'Being a Charity in Scotland' to all Trustees.	GC	31/05/17	Complete
59	Send receipt for recent donation to donor.	CS & GC	31/05/17	Complete
60	Research t-shirts for Choir – design and cost	FC	31/05/17	Complete

Certification

I hereby certify that these minutes are a true and accurate reflection of the proceedings.

Faye Calder-Kelly
Chair