

Friends of Stockbridge School

MINUTES

Date: Wednesday, 14th December 2016 @ 08:00

Location: Stockbridge Primary – Head Teacher's Office

Present:

Faye Calder-Kelly (FC) – Trustee

Gordon Chrumka (GC) - Trustee

Craig Smith (CM) - Trustee

Apologies: Dylan White

- 1) The agenda for the meeting was agreed as follows:
 - a) Apologies
 - b) Minutes of Previous Meeting
 - c) Change in Trustees and Selection of Chair
 - d) Treasurer's Report
 - e) Quaich - FSBS
 - f) Aviva - Grant
 - g) Future Grants
 - h) Annual Report
 - i) AOB
- 2) Apologies
 - a) Dylan White was not able to attend.
- 3) Minutes of Previous Meeting
 - a) As Dylan White was absent, no minutes of the previous meeting were presented. To be presented at next meeting
- 4) Change in Trustees and Selection of Chair
 - a) Julie Ashworth resigned as Trustee, effective 21/09/2016, due to other commitments.
 - b) With Faye Calder-Kelly's (FC) return to work after her maternity leave, Amanda Burton (AB) has resigned as Trustee and has been replaced by FC who has been appointed as Trustee by those Trustees present, effective as of this meeting.
 - c) By unanimous agreement of the Trustees presents, FC has been selected as Chair for these meetings going forward.
 - d) Going forward, AB will act as FC's delegate when she is not able to attend a meeting.
- 5) Treasurer's Report
 - a) The current balance of the bank account is £1254.75 plus interest which has been credited but not yet reported.
 - b) A sum of £122.98 has been received from the 200 Club. FC to deposit.

- c) A cheque is to be raised for £156 to send this sum to Mpeni Primary in Malawi, a primary school sponsored by Stockbridge Primary. This sum was raised by a parent on behalf of the sponsored school. FC to arrange for the cheque to be raised and funds forwarded.
- d) Cheques in the amount of £120 from the Charities Trust are awaiting deposit. These cheques are funds from Payroll Giving.
- e) It was agreed that the minimum balance for the bank account going forward will be £1000, rather than £2000, to reflect the amount of funds raised and spent by the charity. This has been reported in the Annual Report for 2015-2016.

6) Quaich - FSBS

- a) CS noticed Quaich in trophy cabinet that was awarded on behalf of FSBS.
- b) FC informed those present that the award was stopped a few years ago due to the selection process which was not seen as fair.
- c) Reinstating the award was discussed and it was agreed that it would be a good idea to give the award at the end-of-year assembly, subject to the following:
 - i) FC to discuss with school staff to decide on basis for the award and the criteria to be used for selecting the recipient.
 - ii) FSBS Trustees to agree on a cash award.

7) Aviva – Grant

- a) CS informed the group that FSBS application for a community grant from Aviva was submitted and that the application has received enough votes for the grant to be provided.
- b) The money is due to be paid into the FSBS account in January.
- c) Proposal was for funding to be used as follows:
 - i) Re-paint lines in the playground.
 - ii) Power washing and cleaning playground equipment.
- d) Will need:
 - i) Power washing equipment - £50
 - ii) Blow torch and gas (can't be kept on-site for safety reasons)
 - iii) Angle guides and material to burn on
 - (1) Approximately £750 for playground and primary 1 lines
 - (2) Can be ordered through websites
 - iv) Work expected to be done in summer term.
 - v) Equipment to be purchased ASAP so that Peter can do test runs.
- e) May need further funding.
 - i) PSA has informed that Tesco is looking for applicants for bag-fee funds.
 - ii) FC to check with Julie re sources of funding that PSA can't apply for.

8) Future Grants

- a) Waiting on decision re new classrooms – 2 possibly 3.
 - i) Should know in January.

- ii) Not everything will be council funded (e.g. additional Maths sets, iPads, ICT)
- iii) Will need to look at how to fill gaps through PSA, FSBS.
- iv) Potential to promote regular giving in lead up
- b) Need to be seen to be supporting school – should look at spending some of the funds on small requests and publicise them to show what can be achieved with FSBS support.

9) Annual Return

- a) GC informed the group that the FSBS accounts and Annual Return for the year 1st April 2015 - 31st March 2016 have been completed and are now ready for submission. As DW is not present, GC will leave report in office for him to sign and will then scan and submit it to OSCR before the 31st December 2016 deadline.

10) AOB

- a) The following tasks still need to be completed.
 - i) Add CS as responsible person for HMRC.
 - ii) Open a new current account to better support banking activities, such as regular giving, direct deposit.

11) Next Meeting – TBD.

12) 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	31/05/17	Carried Over
44	Deposit cheque from 200 Club	FC	31/12/16	New
45	Raise cheque for funds for Mpeni Primary	FC	31/12/16	New
46	Deposit cheques from Charities Trust	FC or CS	31/12/16	New
47	Discuss basis for award of FSBS Quaich and criteria for selection with school staff	FC	30/04/17	New
48	Agree cash award for award of FSBS Quaich	All	30/04/17	New
49	Purchase equipment needed to re-paint lines.	CS/ Peter Clark	30/04/17	New
50	Check on potential funding sources that PSA can't apply for.	FC	30/04/17	New
51	Sign Accounts and Annual Return	DW	19/12/16	New
52	Submit Accounts and Annual Return	GC	31/12/16	New
53	Notify HMRC of CS as responsible person.	GC	30/04/17	New
54	Open new bank account.	CS	30/04/17	Carried Over

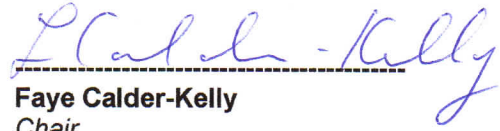
Completed Actions

#	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
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

#	Action	Who	Target Date	Status
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
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

Certification

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



Faye Calder-Kelly
Chair