



Friends of Pendragon School

Minutes of meeting held on 13.01.15

Present: Laura Purran, Deb Greening, Gail Curran, Lisa Noble, Emma Pearson, Kerry Griffin, Ben Bardell, Lisa Watkins, Rachel McCullough, Lynette Wooding, Ruvini Udugampola,

Apologies: Sharron Simpson, Liz Jones, Angela Overall, Jodie Singh, Gill Wadkin, Carol Shaw, Dani Raynor, Rudo Ruvangu, Tina Allen

item	Minutes	Action
(1) Welcome and Chair updates	<ul style="list-style-type: none"> • Laura confirmed that Emma Pearson had kindly agreed to become Vice Chair along with Sharron Simpson 	
(2) Treasurers Report	<ul style="list-style-type: none"> • Spend and profit report is attached. Current balance stands at £5336, however, below outlines committed spend circa £2500: <p>Future spending outlined</p> <ul style="list-style-type: none"> • Athletics - renewal in Feb around (this will be slightly more than previous years due to an increase in school children) • Cameras <p>Bank Account update</p> <ul style="list-style-type: none"> • As of 22nd Dec 2014, Donna Botting (previous treasurer) has been removed as signatory on Friends account. Current signatories are: Lisa Noble (current treasurer), Laura Purran (Chair), Deb Greening (former joint chair, remains as committee member) • Lisa Noble took over managing the accounts as of 28th July 2014 and has created an excel system for monitoring and recording the Friends financial affairs. On 28th July (at the point Lisa took over) balance in account was £3676.25 • Lisa has been handed over previous financial logs and paperwork from Donna Botting but has not looked back over the accounts in order to computerize them. From 28th July 2014, all financial activity is logged onto excel system Lisa has created. Lisa manages this spread sheet in regular liaison with Chair Laura Purran and this is available for anyone to discuss/ review if they so wish. • During handover, it is noted that cheque books have been used out of order, therefore: cheque book with cheque numbers 1671- 1770 and book 1771-1870 have been used before current cheque book 1571- 1670. These previous cheque books can be accounted for in the bank statements and stubs which are stored with previous accounts 	

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	<p>information.</p> <ul style="list-style-type: none"> • It has been discovered that there are two open accounts, one which will be closed as it only has 0.13p in it. • Lisa has received a cash withdrawal card. It is only likely that this may be used if Float money is required. No objections were received for Lisa to be hold the card. • Online banking and online transfers can also be carried out now via Lisa – please speak with her for more details when required. • An auditor is required to look over our accounts for good practice and in preparation when we become charity status. Needs an Accountancy training background. An advert in the News and Views may be needed, however, firstly, a lady who attends the Yoga class may be interested to support. • Following email from Laura, PTA UK have confirmed that in relation to accounts and financial records “The legal requirement for keeping accounts is to keep six years, plus the current year. We would also recommend keeping other paperwork for this amount of time, with the exception of the constitution, which you keep indefinitely, till amendments are made or a new one is adopted.” • Lisa and Laura will work towards shredding old paperwork including previous minutes of meetings pre dating this time. 	
(3) Feedback from events	<ul style="list-style-type: none"> • Christmas cards were popular; however, in future the organisation and communication will need to start sooner and cannot afford to miss the set deadlines. A couple of negative comments from parents were received which were responded to. It needs to be decided whether we participate again this year. • Christmas raffle – we spent more than usual on prizes in December – circa £270. The raffle normally funds the prizes as well as the Christmas entertainer. We need to review cost of prizes versus profit on raffles this year 	LP All
(4) Charity Application	<ul style="list-style-type: none"> • This is a legal obligation as we regularly have over £5k in the bank. An account has been created. • When we become a charity, there is a requirement for the Friends committee members to become Trustees. Laura is checking with PTA UK whether there is a minimum number required, e.g. Chair, Vice Chair, Treasurer only- PTA UK have confirmed that: “committee members and trustees are the same people, it’s just a different terminology. As soon as someone is elected onto your committee, they become a charity trustee. Check your constitution to see if there is a maximum committee size stated in there, however really we recommend a minimum of 3 and a maximum of 10. I don’t think the lead name on the Charity Commission account has to be the Chair, but obviously it does need to be a current committee member.” <p>Please can people let Laura know if they have any objections to becoming a trustee as part of being on the committee, it does not require you to do any more</p>	LP

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	that is your current commitment. For further information please go to https://www.gov.uk/charity-trustee-whats-involved	
(5) DBS Checks	<ul style="list-style-type: none"> • Previously CRB checks, all committee members need to have a DBS check. Could all those who have not got this, please see Lesley in the school office who can give you the online details to complete and make copies of the proof of ID documents required. • https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide- • The above website is the link that will give you the documents you need to provide. • Please can you email Laura if you already have a CRB/ DBS check completed by school (even if you have an existing one with an employer, you still need to complete one with school) 	All
(6) Spending Requests	<ul style="list-style-type: none"> • Email Mr Medwell for Mathletics numbers and costings • Check whether the school can receive a discounted deal again if all the schools in the cluster are also signing up to Mathletics • Some cameras have been ordered, the remainder to be ordered soon- cheque written during meeting for initial camera costs. • Wireless is being installed during February half term in readiness for the tablets to be purchased and used- committee to work towards specific fundraising for this. • No swimming coaches spending during 2015/2016 	LP BB
(7) Trolley Key ring Fobs	<ul style="list-style-type: none"> • Emma gave an update on designs and costs of the Trolley token fobs. Prices are based on quantity: 500 = £350 with a profit of £150 1000 = £587 with a profit of £413 It was agreed to order 500 in quantity. An initial set up charge for the school logo is £45 which is a one off. Contact Sarah in the school office to order via school. • It was discussed to approach the Company designing the fobs to see costs of pencils, rubbers etc. that we could consider purchasing for sale at events and in school • Speak with Sarah to see if the Company that provide the school awards stickers whether they have any better deals as they have the school logo already set up 	EP EP EP
(8) Events planning	<ul style="list-style-type: none"> • Family Bingo planned for the 6th Feb to be postponed and revisited at the next meeting • Quiz night and raffle – 7th March at 7.30pm. Coordination required for tickets, organising, approaching the fish and chip shop etc. • Quiz master has been booked. Need someone to support on the night to pull together scores and record etc. • Need a volunteer to ask around village businesses for raffle prizes- Ben 	CG,RM RU LW All

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	<p>has offered to write to local shops etc- please can someone volunteer to collect items in run up to quiz night.</p> <ul style="list-style-type: none"> • Request for unwanted xmas gifts to be donated from parents to go on newsletter. • NNS – 25th April • Plant sales in Spring • Sponsored Event – to discuss with Senior Leadership team. (Ideas are reading related or mathletics related. We will communicate the sponsored event will be to raise funds for the school tablets) • Summer Fete – 3rd July. Book bouncy castle. Laura to send details to LW • Summer discos – 10th July – book disco. Laura to send details to LW 	<p>BB</p> <p>LW</p> <p>LW</p>
(9)AOB	<ul style="list-style-type: none"> • Purchase an additional BBQ and gazebo and BBQ cover • Quote to clean BBQ 	<p>GC/ DG KG</p>
	Date of Next Meeting – Wednesday 15th April at 7.30pm	