

The Friends of Banks Road Infant and Nursery School
Meeting Minutes – 17th July 2018

Attendance:

Committee members	In attendance YES/NO
Helen Doughty – Joint Chair	YES
Helen Lee-Joint Chair	YES
Sarah Stephenson: Vice Chair	YES
Alex Vass – Treasurer	NO
Vicky Murray - Secretary	NO
Suzanne Hawkins:	YES
Kay Brackner	NO
Baljit Burford	NO
Sam Whyld	YES
Mel Porter	YES
Rachel Payne	YES
Fay Taylor	YES
Hannah Richards	NO
Geraldine Revill	NO
Elaine Perrin	NO
Gemma Barton	NO
Mrs Racz	YES
Kate Pickering	YES
Dave Richards	YES
Mathew Jarvis	YES
Nicola Bly	YES
Louise Nightingale	YES
Gareth Chell	YES
Beth Benton	YES
Clare Lowe	YES
Matt Price	YES

A very warm welcome to all the new faces today, great to see so many new people at the meeting! We hope that you are inspired to join the committee and help out in the coming years run fun events for your children.

1. Apologies

Vicky Murray
Alex Vass

2. BBQ Review

The BBQ raised £2373.16, this was a little down on last years figure of £2605.39 however we were down on ticket sales due in part to a clash with the beavers camp so it is still a fantastic result. We are awaiting a breakdown from the treasurer on where the profits were made.

The event was a great success with lots of money raised and no one on the meeting had any specific improvements to feed back.

We did not run out of anything on the day and it all ran pretty smoothly, a big thank you to everyone who was involved, especially the sub-committee. It takes a lot of effort to put on the event but raising a figure like that makes it all worth while.

3. Dates next year

AGM- 26th September 2018 – this is the only formal meeting of the year and must be run correctly in order to remain a registered charity. It will run after the new parents induction to try and attract new members.

The following events have proven in recent years to be popular, fun and to make a good profit for the school and the charities we support. However it is up to the committee each year what they run and how they do it. Dates have been communicated to Bispham Friends (BFG's) to avoid clashes. (as that committee also changes in Sept it would be worth keeping in contact with them going forward)

MacMillan coffee morning -28th September 2018

Treasure Hunt – 13th October 2018

Pamper Night -16th November 2018

Christmas Disco – 14th December 2018 – Mrs Clemens looking to move to 7th Dec, she will contact Bispham and ask if they would swap?

Time for a Cuppa – 1st March 2019

Quiz Night – 8th March 2019

Spring Disco – 10th May 2019

Summer BBQ – 22nd June 2019

4. Funding Requests

NO funding requests were made at this meeting, the proceeds from the BBQ will remain in the bank account to start off the new committee in Sept. The school have already proposed a new kitchen area for the children they would like us to fund.

Details of the Item Requested	How Much requested?	Agreed/Not agreed/Post phoned	How much agreed in the meeting?

5. Treasure Hunt

It was agreed to use the pirate treasure hunt theme, perhaps slightly modified. Mel Porter agreed to lead the event and get a sub-committee up and running over the summer. Helen Doughty agreed to provide the 'how to guide' and previous documents, posters etc.

At least two sub-committee meetings in the summer would be required.

Anyone who is interested in joining the sub-committee should contact Mel or let us know via facebook etc.

6. Macmillan

We discussed running this event in Sept, as it is straight after the AGM it will be a quick turn around for the committee. The general feeling in the room was that there would be people willing to help on the day. Mel again agreed to run the event. Action Helen and Amber to ensure a pack is ordered and the advertising for the event (such as asking for cakes etc.) is done before the AGM. A morning event would be preferable as more popular and easier to manage with breakfast club. Action Helen to confirm the timing with the school.

7. Pamper Night

This is a very popular event that again required the preparations to start towards the end of the summer. The contacts that we have got, have either come to previous events or have made contact with us asking to attend the event. We need to get stalls booked in good time to ensure that the event is viable.

Sam Whyld agreed to make contact with vendors over the summer.

Action Amber to send her the list. We need to be careful under GDPR what we use and store and that we ask for permission going forward to store their contact details.

8. Committee positions next year

The position of Chair and treasurer are definitely vacant next year. The existing secretary and vice chair will be on the committee next year and Vicky Murray (current secretary) has said she is still happy to hold an elected position in Sept.

There was interest in the meeting in the elected roles, suggesting a viable committee could be formed in September.

Any of the roles can be shared and how the work is exactly split between the elected committee.

Chair – responsible for ensuring the committee is run correctly, in line with the constitution. Chair meetings, ensure events are well run and well managed and we have a good relationship with the school. Keep the parents at the school informed of money raised and what it has been spent on, currently done by 2 newsletters a year circulated by the school. End of year report for the AGM.

There is a lot of admin associated with the role and traditionally the chair takes the lead at each event.

Treasurer

Ensures the accounts are run in line with our constitution.

Ensures we have sufficient funds at any time to run the events, provides floats for each event, counts up after every event, provides detailed breakdown of profits from each event. Also responsible for reporting accounts to the charity commission and ensuring we pay our subscription to the PTA UK (now known as Parentkind) etc.

End of year report for the AGM.

In previous years this role has also included the creation of shopping lists based on previous event sales and applications for licences etc. This year that job has been done by one of the joint chairs to share workload.

(I am sure there is lots more Alex can add but it gives you a flavour)

Secretary

Main signatory on the bank mandate. Due to that fact it may make sense for this role to also look after changing the bank mandate each year rather than the treasurer.

Ensures all meetings are recorded in line with the constitution and minutes are circulated.

Additions to the role will depend on how the chairs and treasurer may wish to split tasks.

Vice Chair

Supports the chair in all activities, exactly how the role is defined will depend on the committee at the time. Chair can delegate roles as appropriate, at the moment the current vice looks after the ticketing of every event (no small task) and provides general support for all events and meetings.

9. Social

Suggested a night out down the Manor, Action Helen to put a date on facebook!

10. GPDR

Rachel Payne has prepared a note on GPDR and how it will impact the FRIENDS. This will be circulated with the minutes.

In short we should not store any personal data without permission, after events ticket lists should have names removed (we can keep details of numbers of people but not names).

The main concern for us will be the list we keep for the pamper night stall holders and the BBQ raffle as they both contain contact details. If there are already publicly available that is fine, if they are personal details we need to ask for permission to keep them.

If the committee choose to email minutes etc. then we all need to give permission for our e-mail addresses to be stored. (if we circulate via the weekly reminder then that is not necessary, nor is it necessary when circulating on the facebook pages).

Rachel suggested that next year there should be a role on the committee to look after this (data protection officer). Beth Benton expressed an interest and has prior knowledge.

There is also lots of information on the charity commission website and the PTA UK website (now known as ParentKind).

We need to show we have considered this and are taking the necessary steps.

11. Any other Business

Carole Clemens came into the meeting to pass on her thanks from her and the school for all of the hard work the Friends have put in this year.

Shed – Helen Doughty will be having a quick tidy in the shed on Fri 20th. She would like two volunteers, preferably from next years committee so people know what we have and where it is stored. Meet 1:30 on Friday 20th at the shed.

Minutes, it was suggested that the minutes are distributed using the weekly reminder. To ensure the whole school get regular access and don't have to search for them.

It was also suggested a drop box account would be good going forward to store documents, How to's, templates, minutes etc. going forward. The new members of the committee were keen to set that up for next year.

As now the member of staff on the committee changes every term we need to make sure we are clear on what we expect them to do and that everything is recorded in detail to ensure a good handover term to term.

Facebook page – this could do with some housekeeping in the future to remove parents who are no longer at the school and to add new ones. The admin will need to be handed over. Please invite your friends to the page as it is a great way of keeping in touch and asking for help.

Committee facebook page- this is for the active committee members only and is used for day to day communications and decision making.

12. Date of Next Meeting

The date of the next meeting was confirmed as: **AGM on Weds 26th September**

However there will be sub-committee meetings for the treasure hunt over the summer. Dates to be defined.