



# The Friends of Cannon Lane Primary School

## Committee Meeting

**Monday 18<sup>th</sup> January 2016, 7.30PM**

**Lower School Meeting Room**

## MINUTES

| <b>IN ATTENDANCE</b>              |    |
|-----------------------------------|----|
| Mrs. H Mistry (CLPS Rep)          | HM |
| Gawain Cox (Committee Chair)      | GC |
| Krish Kotecha (Chair of Trustees) | KK |
| Mira Lad                          | ML |
| Bianca McDade                     | BM |
| Gurpal Kalsi                      | GK |
| Alan Woods                        | AW |
| David Hill                        | DH |
| Nigel Rebeiro                     | NR |
| Maria Sanchez (Treasurer)         | MS |
| Bhavini Vyas (Secretary)          | BV |

| <b>APOLOGIES</b>          |    |
|---------------------------|----|
| Mr A Phillips (CLPS Head) | AP |
| Sarah Galbraith           | SG |
| Leslie Hammond            | LH |
| Vicki Mason               | VM |
| Jo Hemmings               | JH |
| Jon Baldwin               | JB |
| Shonal Patel              | SP |
| Lynne Fearn               | LF |
| Anne Nola                 | AN |
| Jean Ryba                 | JR |

| <b>Agenda Item</b> | <b>Discussion Points</b>   | <b>Actions</b> |
|--------------------|--|----------------|
| <b>1.0</b>         | <b>INTRODUCTION BY CHAIR</b><br>Gawain Cox welcomed everyone and introduced himself as the new chair.                    | Note           |
| <b>2.0</b>         | <b>APOLOGIES FOR ABSENCE</b><br>Apologies received as noted above.   | Note           |
| <b>3.0</b>         | <b>MINUTES OF THE LAST MEETING</b><br>Minutes of last meeting agreed as accurate.  | Note           |
| <b>4.0</b>         | <b>MATTERS ARISING</b>   |                |
| <b>4.1</b>         | <b>Accounting Protocols</b>  |                |
| 4.11               | SG had advised that the protocol for standard processes for expenditure was to be documented. This needs further review. | GC/MS          |

|            |  |          |
|------------|--|----------|
| 4.12       | MS recommended person responsible for event should authorise monies to be expended to allow control of expenditure to be maintained.   | GC       |
| 4.13       | Team discussion around a more controlled ticketing system for Christmas /summer fair to allow ease of reconciliation. To be explored further as part of protocols.   | GC       |
| 4.14       | MS advised raffle tickets for Xmas fair require more accountability.   | GC       |
| 4.15       | KK stated that the commission are placing stricter requirements on the management of monies.   | Note     |
| 4.16       | A sub-committee to investigate accounting protocols proposed.  | GC       |
| <b>4.2</b> | <b>Xmas Card</b><br>ML offered to facilitate introduction to contacts who created cards throughout the year.   | ML/GC/BV |
| <b>4.3</b> | <b>Bags 2 School</b><br>JW has proposed a permanent bin be located on school grounds to allow donations throughout the year. Location of bin to be agreed.   | JW/AP/GC |
| <b>4.4</b> | <b>Transfer of funds</b><br>MS advised that the transfer of funds (Approx. £5,000) from the Friends to the school, as agreed at the previous committee meeting, had not yet taken place.   | MS       |
| <b>4.5</b> | <b>Fundraising Ideas</b><br>Reserved for AOB (Point 8.1)   |          |
| <b>4.6</b> | <b>Social Media</b><br>JB and AD were to review potential for Facebook page for FOCLPS. GC has already undertaken some preparatory work on this and has met with the school to discuss how we can further enhance the Friends' section on the website and integrate this with new social media channels.             | JB/AD/GC |
| <b>4.7</b> | <b>Meeting Minutes</b>   |          |
| 4.71       | GC asked for clarification on current procedure for publishing Minutes. Head and Chair to have sight of minutes prior to uploading to Friends website. It was agreed this will continue.   | Note     |
| 4.72       | It was explained that, at the school's request, the Friends would only send out one Newsletter per year. GC suggested that it would be preferred if a first newsletter was sent only to reception parents at the beginning of the academic year with a second newsletter going out to all parents later in the year. | GC       |
| <b>5.0</b> | <b>UPCOMING EVENTS</b>   |          |
| 5.1        | <b>General</b>   |          |

|            |   |                        |
|------------|---|------------------------|
| 5.11       | GC proposed that there should be a wash up meeting after each event to report back to PTA.  | ALL                    |
| <b>5.2</b> | <b>Cake Sale</b>  |                        |
| 5.21       | VM has confirmed cake sale to take place on Friday 12 February and is to be a valentines theme.   | Note                   |
| 5.22       | HM advised health and safety concerns regarding table layout in the centre of the hall and management of entrances. Suggestions were made to help alleviate the crowds. GC to discuss options with VM.  | GC                     |
| <b>5.3</b> | <b>Quiz Night</b><br>LF briefly spoke with AP regarding quiz night. An outline plan was sent to GC & BV ahead of meeting, however it was agreed that the matter would be reserved for the next meeting. | LF/AP/GC               |
| <b>5.4</b> | <b>Danceathon</b>   |                        |
| 5.41       | BV proposed a danceathon as a sponsored activity to raise funds for school. This could take place on a Saturday, after school, during school and needs to be explored further with Mr. Phillips.        | BV                     |
| 5.42       | Sub-committee to be set up for Danceathon.  | BV                     |
| 5.43       | HM advised this event would be better suited to take place after 2 <sup>nd</sup> Week of May, when SATS are completed   | Note                   |
| <b>5.5</b> | <b>Circus / Summer Fair</b>   |                        |
| 5.51       | The Circus is confirmed for Sunday 19 <sup>th</sup> June and this is to be combined with Summer Fair.   | Note                   |
| 5.52       | Sub-Committee to be set up for Circus /Summer Fair.   | AN/BV                  |
| 5.53       | BV to liaise with Happy's Circus to obtain costs for running circus over 2 days and potentially 3 sessions. This information to be obtained prior to booking circus for 2018.                           | BV                     |
| <b>5.6</b> | <b>Xmas Fair</b>  |                        |
| 5.61       | GC to confirm whether SP still happy to co-ordinate Xmas fair for 2016  | GC                     |
| 5.62       | Ideas put forward for consideration at next Xmas Fair: <ul style="list-style-type: none"> <li>• Ice Rink</li> <li>• Train rides</li> </ul>  | SP/ Xmas Sub Committee |
| <b>6.0</b> | <b>TREASURERS REPORT</b>  |                        |
| 6.1        | MS advised a total of £22,000 has been raised by The Friends. This amount is exclusive of expenses.   | Note                   |
| 6.2        | GC asked for clarification of the financial year period. It was noted that the Friends accounting year starts in September, however the School's financial year runs from 1 April.                      | Note                   |

|             |  |                             |
|-------------|--|-----------------------------|
| 6.3         | MS reported a total of £7,600 raised for Xmas fair against an expenditure of £3,500. Expenses against Xmas Fair are still pending.   | Note                        |
| 6.4         | MS reported a total of £976 from the cake sale.  | Note                        |
| 6.5         | MS reported a total of £2,633 raised for Xmas disco against an expenditure of £500.  | Note                        |
| <b>7.0</b>  | <b>FEEDBACK FROM SCHOOL</b>  |                             |
| 7.1         | Events this school year include XMAS Fair, Circus to combine with Summer Fair, potential sponsored event in Spring term and Quiz Night.  | Note                        |
| 7.2         | Income against expenditure should be reviewed to assess viability.   | GC/ ALL<br>EVENT<br>LEADERS |
| <b>8.0</b>  | <b>AOB</b>   |                             |
| <b>8.1</b>  | <b>Fund Raising</b>  |                             |
| <b>8.11</b> | <p><b>School Bus</b></p> <p>GC advised that he had discussed funds for a school bus being made available / raised with AP. Further consideration required:</p> <ul style="list-style-type: none"> <li>• Demand for school bus</li> <li>• Expenditure and options</li> <li>• Who owns the bus</li> <li>• Hidden costs</li> </ul> <p>KK also explained that fundraising for a bus may only benefit a small section of students and may not be allowed by the charity commission.</p> | GC/KK                       |
| <b>8.12</b> | <p><b>Playground Activities</b></p> <p>HM advised that following completion of the building works there were works required to be undertaken to the playground. Funds could be made available for playground activities.</p>   | HM/AP/GC                    |
| <b>8.13</b> | <p><b>School Driven Ideas</b></p> <p>HM to approach school council for ideas on what funds raised could be spent on.</p>   | HM                          |
| <b>8.2</b>  | <b>Storage Solutions</b>   |                             |
| 8.21        | Considerable costs expended on hiring tables and if storage space available then tables could be bought for school use / fundraising activities.   | GC/AP                       |
| 8.22        | GC advised he has a large marquee that he would offer to school. Storage to be considered.   | GC                          |
| 8.23        | GC to discuss what additional storage is now available for the Friends following the completion of the building works.   | GC                          |
| <b>8.3</b>  | <p><b>Advertising</b></p> <p>ML offered assistance for creating graphic banners to advertise future events.</p>  | ML /ALL/Note                |

|            |  |       |
|------------|--|-------|
| <b>8.4</b> | <b>Bags 2 School</b><br>Query raised by NR on how the monies raised for Bags 2 School is split and if monies can be donated to other charities. JW would need to advise on split and KK to confirm commission rules. | JW/KK |
| <b>8.5</b> | <b>Rights Respecting School Award</b>  |       |
| 8.51       | HM advised the CLPS has been attributed a Level 1 status as a Rights Respecting School and for it to be recognised at a Level 2 status the school would need to raise monies.  | Note  |
| 8.52       | HM to advise on schools that have Level 2 Status and how this has been achieved.   | HM    |
| 8.53       | KK to advise on commission rules regarding funds raised by FCLPS to assist in achieving the Level 2 Status.  | KK    |
| <b>9.0</b> | <b>Next Meeting</b><br>The next committee meeting is to take place on DATE TO BE CONFIRMED   | GC    |

**Meeting Closed at 21:30**

|   |              |
|---|--------------|
| Minutes to be uploaded to School Website. |              |
| <b>Minutes Author</b>                     | Bhavini Vyas |