

COMMITTEE MEETING

MINUTES OF THE MEETING HELD ON 29/04/2021 @ 8PM VIA ZOOM

Present:	Hannah Brown (HB)	Victoria Cawkwell (VC)	Amanda Smallbone (AS)	Helen Tait (HT) Head Teacher	Gianna Ulyatt
Lynda McIvor	Lorna Winship	Mike Brown	Eleanor Smith	Katie Dresser	Bola Adisa
Meixuan Chen	Elspeth Macleod				
Apologies:	Ella Long	Liza Rycroft	Lisa Willis		

Item No:	Topic:	Actions:
1	Welcome and apologies as above Chair of meeting: VC Minutes taken by: AS Votes counted by: HB	
2	Formal Adoption of New Constitution Vote <ul style="list-style-type: none"> ○ Presented by VC and HB. ○ Confirmed that the Charity Commission has now reviewed the Friend's request to wholly adopt the <i>Parentkind 2018 Model Constitution</i> and has given us permission to do so. ○ Vote to submit final paperwork to adopt <i>Parentkind 2018 Model Constitution</i>. Vote taken and passed unanimously. ○ VC shows the unsigned <i>Parentkind 2018 Model Constitution</i> document. VC signs and then shows the signature to the camera and all attendees. ○ Confirmed that AS is to act as witness and sign the document tomorrow (due to virtual meeting). ○ Formal confirmation of the adoption of the <i>Parentkind 2018 Model Constitution</i> to be communicated once final paperwork is filed. 	
3	Conflict of Interest (COI) Policy and Code of Conduct <ul style="list-style-type: none"> ● Presented by HB. ● As part of adopting the <i>Parentkind 2018 Model Constitution</i> it was identified that the Friends should have a COI policy and a Code of Conduct in place. ● Sought advice from Parentkind (governing body for PTAs) and they suggested the utilisation of their model documents. ● Trustees have reviewed the model policies, tailored them for the Friends, and wish to informed members that a COI policy and a Code of Conduct have been adopted and are now in place. 	
4	Financial Update from Treasurer <ul style="list-style-type: none"> ● Presented by HB. ● Account Balance as of 21 April 2021 = <u>£6,746.07</u> 	

	<p>Income: £57.18 Amazon Smile Commission £37.64 Easy Fundraising Commission</p> <p>TOTAL = £94.82 <i>Plus £937.20 payment from APFS for Christmas Card Project into bank account</i></p> <p>Grants/Expenses/Payments Made: £38.71 Bingo Running & Prize Winning Costs £20.00 DCC Lottery Licence Fee £800.00 Bug Club Subs Grant Paid £400.00 News 4 Kids Subs Grant Paid</p> <p>TOTAL= £1,258.71</p> <p>Current Grant Commitments still to be paid: £200.00 Hardship Fund £140.00 Santa Presents Contribution £300.00 Contribution to Y6 Leavers £680.00 Theatre Performance in School (TBC)</p> <p>TOTAL: £1,320.00</p> <ul style="list-style-type: none"> • Keeping £1,000 contingency in the account leaves us currently with £5,746.07 	
5	<p>Fundraising Requests from School and Ideas</p> <ul style="list-style-type: none"> • Presented by HB and VC. • £5,746.07 of funds available. • Mrs Tait advised that a new Ecopod is to be installed at school. This additional space will allow libraries to be used as libraries again. • To reinvigorate/update libraries a grant to cover the following is required to: <ul style="list-style-type: none"> ○ Update the current library software, ○ Purchase books (in the absence of the book fairs), ○ Purchase soft furnishings and furniture to make the libraries inviting/comfortable spaces. • Mike Brown offered some props/pieces to support the library updates and is to engage with Mrs Tait directly. • Mrs Tait fed back on hessian backgrounds funded by the Friends (the Friends funded hessians backgrounds for one classroom to trial if it provided a calming influence). The impact has been positive, and school is now looking to roll out hessian backgrounds to all classrooms. 	
6	<p>Upcoming Fundraising & School Community Events</p> <ul style="list-style-type: none"> • Presented by HB and VC. • This school year, due to the pandemic, the Friends have focused on community rather than fundraising events. These include new parent meetings and family bingo. • Events for the rest of the school year are to include: <ul style="list-style-type: none"> ○ Crazy hair themed dress down day ○ Jenny Ulyatt academic calendars ○ New starter parent sessions ○ Picnic on the field – if restrictions allow. ○ Bags2School 	
7	<p>Second Hand Uniform Sales</p>	

	<ul style="list-style-type: none"> Presented by HB and VC. Secondhand uniform cannot be sold yet as this is stored onsite at school and cannot be accessed by the Friends. A collection of phased out uniform (red polos/black skirts/trousers) is organised. This will be collected by a parent who is a teacher at another school. 	
8	<p>Communications</p> <ul style="list-style-type: none"> Presented by HB and VC. The Friends are adopting a more accessible email address fosmdurham@outlook.com The Friends website has been trialled this academic year however interest has been poor. Moving forward the Friends will utilise the Friends page on the school website. Mrs Tait is to link with Miss Lee/IT support to identify the best way for the Friends to access the pages. A Friends newsletter has also been trialled. Members felt that this was helpful however a notice board maybe better utilised. This discussion is to be revisited when school is opened up to parents again. 	
9	<p>Committee Roles</p> <ul style="list-style-type: none"> Presented by HB. Current roles within the Friends: <ul style="list-style-type: none"> Chair – VC Vice-Chair – vacant Treasurer – HB Secretary – AS Policy & Engagement Officer – vacant Honouree position of Patron for Mrs Tait as head of school. Current trustees have worked collaboratively rather than sticking to set roles. This has identified some areas for key support/additional committee roles Proposed roles to be voted into at the next AGM (role of Patron will remain): <ul style="list-style-type: none"> Chair Vice-Chair Treasurer Secretary Communications Officer Engagement Officer Interest is welcome for all roles. Potential trustees have any questions they should approach Hannah, Victoria or Amanda or email fosmdurham@outlook.com for more information. 	
10	<p>AOB</p> <p>No AOB so meeting concluded</p>	
<p>Date and time of next meeting: Date of Next Meeting – AGM in September 2021 Date & Venue TBC</p>		