

Minutes of meeting
Thursday 6th January 2011 at 7pm held at Oasis Academy Coulsdon

Attendees:	Kate Taylor, Claire Taylor (Treasurer), Alison Fitzwalter, Jackie Hann, Clare Howe, Dawn Lockyer, Steve Newland, Simon Orr, Reena Ramus, Sam Smith, Claire Taylor, Henrietta Westergaard-Belcher, Graham Day, David Millar	
Apologies:	Marion Jones, Mark Pelling, Tracey Jeal	
Item number:	Item:	Action by:
1	<p><u>Appointment of Secretary, confirmation of staff representatives</u></p> <p>Kate advised that Tracey Jeal has kindly offered to become the Secretary for the Friends.</p> <p>David confirmed that either himself, or Mark Pelling will be attending the meetings on behalf of the Academy. They will be supported by Marion Jones. He will report back on any other staff who may wish to become involved at the next meeting.</p> <p>ACTION: DAVID TO ADVISE ON STAFF REPRESENTATIVES</p>	David
2	<p><u>Apologies for absence</u></p> <p>As listed above.</p>	
3	<p><u>Minutes of last meeting</u></p> <p>The minutes were approved as a true record.</p> <p>Kate raised a general query regarding whether there is an ongoing annual financial commitment for the bike club. Simon confirmed that a request is generally received from Bob Lund for funds and then that request is duly considered. There is currently no outstanding request for a payment.</p> <p>Outstanding Action Points from the Minutes:</p> <p>Year 11 photographs/yearbook: after discussion, it was agreed that the Friends would not be making a contribution to last year's Y11 photographs.</p> <p>Financial liability for Y11 Food Awards: it was confirmed by David and Steve that the Friends do not have any outstanding financial liabilities for this event.</p>	

4	<p><u>Outstanding Action Points from AGM</u></p> <p>We are awaiting the production of the Minutes. ACTION: STEVE</p> <p>Appointment of Auditor: Kate confirmed that Jo Hayward has been appointed the independent auditor for last year's accounts. ACTION: KATE TO PRESENT AUDITED ACCOUNTS TO NEXT MEETING</p>	<p>Steve</p> <p>Kate</p>
5	<p><u>Review of current administration of the Friends</u></p> <p>Kate presented a review of the areas that require attention:-</p> <p>Academy website: Marion has advised that we are bound by the Oasis corporate identity and as such can not feature on the home page of the website with a dedicated tab. However we do have the capability to amend the Friends page which is located on the "Work with Us" section. Claire (Treasurer) indicated that she would be willing to take on the role of updating the website on behalf of the Friends. It was also suggested that we consider introducing the "buyat" scheme onto the Friends' page as a means of boosting income. ACTION: DAVID TO INVESTIGATE WHETHER IT IS PERMITTED UNDER THE CORPORATE IDENTITY GUIDELINES TO INTRODUCE SUCH A SCHEME AND KATE TO CHECK WITH MARION REGARDING UPDATES TO THE SITE</p> <p>Newsletter updates to parents: Kate confirmed that she will write a half termly report for inclusion in the Academy Newsletter.</p> <p>NCPTA membership: in order to secure adequate insurance for future events and obtain PTA legal and technical advice, it was agreed to join the NCPTA at an annual cost of £105 payable via direct debit. ACTION: KATE TO EXAMINE MEMBERSHIP RULES AND IF THERE ARE NO ONEROUS OBLIGATIONS AS A RESULT OF JOINING , CLAIRE WILL ARRANGE MEMBERSHIP</p> <p>Adoption of NCPTA Model Constitution: if the Friends' income exceeds £5k pa then we are obliged to register as a charity, which for ease of passage, would require adoption of the NCPTA MC at the next AGM. David advised that it is the intention of the Oasis Group to arrange charity membership for the whole of the Academy functioning under one umbrella. We will therefore not need to adopt the NCPTA MC.</p> <p>Licences: it was agreed that if we hold prize draws or sell alcohol, then the proper licences will be in place to allow us to do this.</p>	<p>David/Kate</p> <p>Kate/Claire</p>

	<p>Future A.G.M.'s: it was agreed to move the AGM to the first week of October.</p> <p>Risk Assessments: Kate will undertake Risk Assessments for all future Friends' managed events.</p> <p>On-site storage facilities: it was requested that the Friends are provided with a storage facility/cupboard at the Academy post re-build.</p> <p>ACTION: DAVID TO INVESTIGATE</p> <p>Accounting: Claire will be introducing an accounting system to ensure that we operate as a business and each event is profitable. Providing we have storage, it is our intention to reduce our overheads by bulk-buying for events.</p>	David
6	<p><u>Review of operating structure of the Friends</u> A discussion took place on the committee's past experiences of fundraising at their primary schools.</p> <p>Family Friends: we discussed the possibility of the Friends operating with a main committee for the major events e.g. the summer fair; supplemented by Family run sub-committees organising smaller events e.g. mufti days with each Family in competition to raise the most funds.</p> <p>Virtual Friends: David suggested introducing a Virtual Friends' of Oasis as well to harness those parents who would not usually attend meetings.</p> <p>We debated whether to set a fundraising target for a specific goal and whilst it was agreed that a target was a good idea in general, David would like to discuss the matter further with the students. He confirmed that the students would be willing to fundraise on behalf of the Friends as this could then form part of their Service Arc.</p> <p>ACTION: DAVID TO ARRANGE A STUDENT COUNCIL MEETING TO DISCUSS A FUNDRAISING TARGET/POSSIBLE EXPENDITURE AND STREAMLINING OF FRIENDS INTO FAMILY GROUPS. KATE TO SPEAK WITH MARION REGARDING VIRTUAL FRIENDS</p> <p>Matched Funding: Kate/Claire explained that matched funding from banks had raised £3k last year for Coulsdon's PTA. We will advise parents of this in the next newsletter. Kate advised that her husband was awaiting a cheque from Accenture for £300 for the Friends with a further £600 promised in February as payment for taking part in a survey. Accenture operate a similar scheme to the banks.</p> <p>External Funding: Claire (Treasurer) informed the group of two possible avenues of raising funds:-</p>	David/Kate

	<p>Waitrose: well known token scheme at local supermarket. We agreed to wait for the Student Council to identify a fundraising goal prior to applying for this scheme.</p> <p>Support Your School: a company offering payment for printer cartridge/mobile phone re-cycling. They pay £1 per cartridge and £3 per phone. Keston earned £500 from this scheme last year. David said that they already have a scheme in place for the cartridges but was happy to register for the mobile phones.</p> <p>ACTION: CLAIRE TO REGISTER THE ACADEMY FOR RE-CYCLING AND SPEAK WITH MARION REGARDING ENVELOPE DISTRIBUTION</p>	<p>C/Fwd</p> <p>Claire (Treasurer)</p>
7	<p><u>Possible Future Events</u> Events booked to date:- Quiz Night (18 March), Car Boot Sale (14 May), Village Fair (tbc date in July). We agreed to defer booking any additional events until the next meeting. Under possible consideration: event to celebrate the royal wedding in April; Chinese New Year Fireworks; Christmas Market.</p>	C/Fwd
8	<p><u>Revolting Rhymes</u> Henrietta, Clare Howe and Jackie are available to help at this event. Set-up will be at 5.30, there will be no interval and refreshments will be served at the end of the production. It was agreed to raise a nominal charge for refreshments. ACTION: KATE TO DELIVER SUPPLIES, PRICE LIST AND FLOAT TO HENRIETTA</p>	Kate
9	<p><u>Quiz Night: 18 March</u> We discussed how the Quiz Night has been run historically and compared this to our experiences at primary level. After discussion, we agreed the following:- Entrance will be £7.50 to include supper (fish & chips, sausage & chips or quiche & chips), served at 8.30. ACTION: DAVID TO DISCUSS PRICING/AVAILABILITY WITH HIS LOCAL CHIPPY We would like to serve alcohol and operate a raffle. It is critical that this is confirmed soon so that advertising can commence. ACTION: DAVID TO CONFIRM WHETHER THIS IS PERMISSABLE Information and a booking form will be available to download on the Academy website. All monies will be addressed to the Friends and delivered to Student Reception for collection. ACTION: KATE TO DISCUSS WITH MARION</p>	<p>David</p> <p>David</p> <p>Kate</p>

	<p>Event will be open to the community. ACTION: KATE TO DISCUSS ADVERTISING WITH MARION</p> <p>Tables will hold 8/10 people. ACTION: DAVID TO CONFIRM MAXIMUM NUMBERS ALLOWED IN THE HUB</p> <p>Staffing as follows: Simon: Compere Steve: Scorer Bar: Kate, Alison, Claire, Dawn, Reena, Sam</p>	<p>Kate</p> <p>David</p>
10	<p><u>On Site Storage Facilities</u> Refer to Item 5</p>	
11	<p><u>A.O.B.</u></p> <p>Special mention was made of Bob Lund who kindly agreed to PAT the Friends' electrical equipment over the recent holiday period. <u>Thankyou from the committee.</u></p> <p>David presented a list of dates that the Academy would like the Friends to provide refreshments on. ACTION: KATE TO FORWARD LIST TO COMMITTEE FOR COMMENT ON AVAILABILITY</p> <p>David advised that the Academy is speaking with local groups/organisations regarding using Academy facilities. He asked those present to consider whether they are part of any group that could benefit from using the site and if so, to attend the forthcoming meeting on 2nd February.</p>	<p>Kate</p>
12	<p><u>Date of next meeting</u> The meeting closed at 9pm. Thursday 3rd March, 7pm, Oasis Academy Coulsdon.</p>	