Charity No. 1085742

**Minutes**

Meeting date: 7 September 2021

Time: 7pm

Venue: Lecture Theatre, Priory School

**Attendees**: Jim Endersby (Chair), Liz Webb (Secretary), Fred Hoad (Treasurer elect), Fiona Griffin*,* Amanda Burgess (Community Liaison and Income Generation Manager*),* Jen Lelliott,Tony Bartholomew, Susanne Howells (Staff Liaison, Assistant Head)

**Apologies**: Tony Smith (Head), Quincy Whitaker, Abi Claxton, Jonathan Rae, Andrea Eserin, Felicity Carter

**Actions from last meeting**

Jim Endersby reported: the Treasurer situation has been resolved and we have a new Treasurer, Fred Hoad. We now have live signatories on the FOP bank account and all necessary passwords etc. The Charity Commission website is updated with current Trustees. Still hoping Adrian Keitch will send historic accounting documentation. Thanks to everyone involved.

**Finances and Banking Update**

Fred Hoadreported**:**

**Banking:**

Fred is now a signatory and will set up online banking. We should then have access to historical bank accounts. We need a formal resolution to confirm that the Committee is happy for Fred to be sole signatory for online payments.

**Financial report:**

Income: for the period 29 March 2021 to 31 July 2021: £4,289.85 – mostly Direct Debits. Christmas Online Raffle raised around £1,000 in total.

Expenditure since last meeting: £16,600: two cheque payments to the School. This was contribution to Science Labs and Autism Facility as agreed in previous FOP meetings.

Balance at bank in March 2021 £45K. Balance at 31 July 2021: £32,724.76. There is a gap in the accounts between October 2020 and March 2021 when statements were sent direct to the Priory School address.

Fred hopes to have a full set of accounts for the AGM.

**Action**: Fred to confirm running total of monthly Committed Giving Direct Debits from parents and tell Amanda.

**Action**: Liz and Amanda to send 2020/21 accounts and financial information to Fred

**Card Reader:**

Agreed to buy a card reader as a one-off payment to avoid need for phone tethering.

**Action**: Fred to look at Sum Up

Jen: is there a limit to how much cash can be held in a Charity account?

Fred/Jim: no, and there are long-term fundraising plans, but we should not accumulate.

**School Liaison: Fundraising Events and Projects**

Amanda reported:

**Open Evening Thu 16 September**: 6-9pm. Refreshments to be provided by FOP in the Servery.

**Action**: Fi to email helpers to request volunteers and buy new stock.

**Action**: Amanda to check stock.

**Event for year 7 and 8 parents**: No Fish & Chip night this year. Last year there was an online quiz.

Could we run a quiz and bar, week before October half term? Social. Free admission.

**Action**: Tony B to sound out Deen Lim, who runs quizzes in Brighton. We could afford a modest fee.

**Action**: Susanne to raise Quiz idea at Senior Leadership meeting next week. Then invite FOP volunteers to co-ordinate.

**Tom Reeves Photography evening**: he does an illustrated talk for free. Usually profit is around £1,000. Cancelled in 2020 and 2021. Go for May 2022.

**Gardens of Empire** **Talk** by Jim Endersby, cancelled in March 2020. Reschedule to mid-November 2021. With seed swap? Venue: either Lecture Theatre or Main Hall depending on numbers. Could be online too? Pay to view? With Q&A. Could livestream – talk to Rob, new IT head.

**Action:** Susanne and Amanda to look into dates.

**Action**: Jim to talk to Rob about livestreaming.

**Second-hand Uniform Sales**: lots of enquiries from parents. Do a sale once per term? 3-4pm. Plus stall at the Quiz Night and at Family Information Evenings – coming up in late September.

**Action:** Fi to request regular helpers for termly after-school sales (Mon-Wed) and Family Information Evenings.

**Action**: Susanne to confirm Family Information Evening dates. Single yeargroups.

**Stationery Sales**: there will be some direct payments to FOP account. Stocks are getting low.

**Textbooks**: not practical for Friends to sell second-hand textbooks.

**Christmas Raffle**: a Text raffle is easier to set up and manage than physical tickets and costs are cheaper. There are still Covid restrictions.

**Action**: Amanda to co-ordinate Text Raffle and raise ticket price from £1 to £2.

**Action**: Fred to renew the Gambling Licence direct with the Council

**Christmas Event**: too early to know what will happen. Previous Christmas events were a craft fair plus bar/refreshments in the Dining Hall and a concert in the Chapel. We could still facilitate an online market event if live events not possible.

**AOB**

**AGM:** We need a new Secretary.

Will be online.

Future Committee meetings: mix of live and online.

**Online Banking:**

Resolution: that the Trustees authorise the Treasurer to apply for online banking facilities. The Treasurer will be authorised to make payments without approval from other Trustees up to £[]. For payments above this level the approval of at least one other Trustee will be required before the payment can be made. This approval may take the form of an email.

Proposed by Fred Hoad

Seconded by Jim Endersby

**Agreed:** Resolution agreed unanimously.

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| **Actions and Funding Agreed** | **By whom** |
| **Action**: Fred to confirm running total of monthly Committed Giving Direct Debits from parents and tell Amanda.  | Fred, Amanda |
| **Action**: Liz and Amanda to send 2020/21 accounts and financial information to Fred | Liz, Amanda |
| **Action**: Fred to look at Sum Up | Fred |
| **Action**: Open Evening Thu 16 Sept: Fi to email helpers to request volunteers and buy new stock. Amanda to check current stock.  | Fi, Amanda |
| **Action**: Possible Year 7 and 8 Quiz Night: mid-Oct 21?Tony B to sound out Deen Lim. Susanne to raise Quiz idea at Senior Leadership meeting. Then invite FOP volunteers to co-ordinate.  | Tony BSusanne |
| **Action:** Garden of Empire Talk with Jim Endersby: mid-Nov 21Susanne and Amanda to look into dates. Jim to talk to Rob about livestreaming.  | Jim, Susanne, Amanda  |
| **Action:** Second-hand Uniform Sales: Fi to request regular helpers for termly after-school sales (Mon-Wed) and Family Information Evenings. Susanne to confirm Family Information Evening dates.  | Fi, Susanne |
| **Action**: Christmas Raffle: Amanda to co-ordinate Text Raffle and raise ticket price from £1 to £2. Fred to renew the Gambling Licence direct with the Council**Agreed:** Resolution: that the Trustees authorise the Treasurer to apply for online banking facilities | Amanda, Fred |

Date of next meeting: **Tuesday 2 November 2021 at 7pm in person (if possible)**

**AGM: Tuesday 28 September 2021 at 7pm online**

**Book here: https://www.trybooking.co.uk/BFJS**