

Minutes of the Meeting held on Tuesday 18th July 2017

Registered Charity No. 11173333

Present: Andrew Laver (Chair), Sue Antill (Treasurer), Dawn Imm (Secretary), Nicki Woolway (Venture rep), Andy Williams (parent), Heather Shaw (Rainbow rep), Paul Cooke (Enterprise rep), Phil Apperley (Friend), Brian Roberts (Dep Head), Lyn Dance joined the meeting before item 5.

Apologies: Sally Scanlon (Friend) Sue Reed (Woodland rep)

1] **Minutes of last meeting & Matters Arising**

Minutes of the last meeting were approved.

2] **Chair's Report**

Andrew thanked everyone for their support during his time as Chair. Friends had been a fantastic opportunity for him to be involved with fundraising for the pupils. He thanked Dawn and Sue for their hard work behind the scenes in their respective roles as Secretary and Chair as well as co-ordinating so many successful events over the years. There are robust procedures in place and detailed knowledge capsules which will allow for the usual events to be easily co-ordinated. The recent incorporation of the charity will hopefully encourage more potential trustees to come forward. To summarise some fantastic events have been organised, Friends have raised a lot of money and ultimately spent a lot of money.

3] **Financial Statement**

See attached.

Sue met with Duncan, Friends accountant and it was agreed that the accounts for the 'old' charity (no 1072092) would have a yearend of 31st July. The 'new' charity (no 1173333) accounts would commence on 1st August. From 1st August the new charity number should be used.

4] **Resignation Letters**

A resignation letter was received from Andrew Laver, Chair. This will take effect at the end of the summer term (25th July). Dawn Imm, Secretary thanked him for his hard work and effort in fundraising to benefit the children at The Milestone School.

5] **Election of Trustees**

Chair, Lyn Dance

Proposed by Dawn Imm and Seconded by Andrew Laver.

Secretary, Brian Roberts
Proposed by Andrew Laver and Seconded by Sue Antill.

Other Trustees:

Adi Hargreaves and Katie Holcroft.

Proposed by Andrew Laver and Seconded by Sue Antill.

Dawn would put in place all the changes necessary to register the new Trustees and anything else needed for a successful handover.

Paul Cooke and Andy Williams also expressed an interest in becoming Trustees but wanted to know about the responsibilities. **Andrew would arrange for them to find out more about being a Governor.**

6] Requests

Thank you letter received from:

Woodlands for water play equipment

Yr 11 pupils for their Prom night

Orange class for summer spends – they went to the cinema

Blue class for summer spends – they also went to the cinema

Requests were approved as show below

Class/Hub	Request	Cost
Whole School	Joe Page Snacks , drinks and resources for Sports day – agreed.	£300.00
Ross Mitchell	Bike Maintenance Overalls – agreed.	£114.88
School Orchestra	Rosie Butson Additional instruments to build the resources for the school orchestra – agreed.	£176.93
Whole School	Claire Murphy, ongoing sensory project. Need to see evidence that the current wheelchair bike is being used. Post meeting Dawn spoke with Claire who advised that whilst the school risk assessment has been completed she is still waiting for a risk assessment from the company who supplied the bike.	

It was also agreed that Christmas spends for each pupil be ring-fenced.

7] **AOB**

Thank you to Nicki and Dawn for organising the ice cream vans to come into school so that all pupils and staff could enjoy an ice cream on Monday 17th July.

Sue presented a small token of appreciation to both Andrew and Dawn and Phil thanked them for keeping the Friends ship afloat!

Date of next meeting: tba

Meeting ends : 12.05pm

Financial up date 14/06/17 to 14/07/17

Income

Bristol Textiles £13.80 + £16.80	total	£30.60
Masonic Lodge		£600.00
Easy Funding		<u>£27.77</u>
Total		£658.37

Out goings

Mike Speke E/Y Marathon		£833.45
Pupil Summer Spends		£1545.00
Milestone Last month's request		<u>£7200.31</u>
Total		£9578.76

Bank balance 14/07/17 **£5981.08**

Still outstanding rest of last month's request	£2914.28
Summer pupil spend	<u>£5.00</u>
Total	£2919.28
Remaining funds approx	£3061.80