



Minutes of the Meeting held on Wednesday 13th September 2016

Registered Charity No. 1072092

Present: Andrew Laver (Chair), Dawn Imm (Secretary), Sue Antill (Treasurer), Brian Roberts (Deputy Headteacher), Heather Shaw (Rainbow rep), Sue Reed (Woodland rep), Paul Cooke (Enterprise rep),

Apologies: Nikki Woolway (Woodland Rep rep), Mandy Lucas (Parent) Sally Scanlon (Friend), No Venture rep attended

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

Minutes of the last meeting were approved.

2] **Chair's Report**

Chair thanked everyone for attending the meeting. We enjoyed a fabulous end to the summer term with our Pirate event and ice-cream for all pupils and staff. The June meeting was cancelled as the Trustees wanted to meet to consider a number of issues that are mentioned in item 4] below.

Chair was hoping to stand down at the AGM but has agreed to continue until the issues are resolved. A possible replacement Chair is not prepared to step up until all issues have been resolved.

Chair met with Becky & Dave Hill to clarify a number of issues relating to Milefest. Chair established, and it was agreed by Becky & Dave that Milefest profits should not be considered as 'Milefest money' to be ring fenced or allocated 'through the back door'. The profit from Milefest is paid into the Friends account and should be allocated by submitting a Friends Request Form.

3] **Financial Statement**

Statement attached.

There was an overspend of £550 on the Pirate week which was agreed as acceptable. Milefest raised £6,737.38.

Friends will receive £990.93 from Marks & Spencer Gloucester. We are their Charity of the Year and this money was generated by the mandatory carrier bag charge.

For the last financial year we had to submit additional reports to the Charity Commission as our balance was over £25,000 (due to holding of the Chamwell Project money until they set up their own charity).

4] **Constitution and Membership**

Questions have been raised about Trustee liability particularly for Milefest. We also discussed committee voting rights and agreed that this should be clarified.

After much discussion about the Trustees legal responsibilities, the constitution and membership it was agreed that legal advice would be sought. **Action: Brian R to establish contact with a legal representative.**

5] **Requests**

Deferred from last meeting - Rob Stevens, Site Manager, School Dog, £800 contribution. Request withdrawn.

Sara Watters, Rainbow Hub, 10 x Didi cars, £320. **Approved**

Claire Murphy, Whole School, sensory project, Bubble tubes x 3, £2,016. **Approved**

Kara Mann, Wallabies class, Trampoline & enclosure, £50. **Approved**

Carly Noble, Explorer class, Material Movement Kit, £455. **Approved**

Deferred to next meeting - Claire Murphy, Whole school, sensory project, Wheelchair transporter, £4,400. Friends want to know if other funding streams are available e.g. PE funding and where the transporter will be stored.

6] **Future Events**

A planning overview for 2016/2017 will be distributed with these minutes. Feedback re events and dates would be appreciated at next meeting.

7] **AOB**

A succession plan needs to be established. **Action: Trustees.**

Proposed meeting dates for 2016/2017 will be distributed with these minutes. If there are any issues with these dates please let Dawn Imm, Secretary know by Tuesday 20th September.

Date of next meeting: AGM to be held on Wednesday 16th November 2017 at 10.45am in Meeting Room 2

Meeting ends 12.05pm.

Financial update 14/06/16 to 01/09/16

Income

Fun day (actually took £950.19)	£1128.83
Fun day floats	£375.00
Wallibies donation water gun	£5.00
Sara Harrison leaving donation	£40.00
Bristol textiles (£23.10 + £62.40 + £17.40)	£102.90
Phase 2 sports day	£58.12
Ice cream	£2.00
Total	£1711.85

Out Goings

Bookers fun day	£24.80
Coco nuts	£18.00
Bouncy castle	£55.00
Pupil spends	£15.00
Sue Antill summer spends	£83.88
Brian Roberts booze trolley	£18.29
Dawn Imm fun day	£18.76
Phase 4 summer ball	£179.84
Squirrels wet suits	£164.95

Phase 3 buddy bench	£250.00
Phase 2/3 sports day	£200.00
Friends shed	£1391.00
Friends BBQ (£283.54 + £176.51)	£460.05
Red group blinds	£1151.76
Tartaglia	£491.00
Total	£4522.33
Bank balance as of 01/09/16	£14249.75

2nd Account Financial update 26/01/16/ to 01/09/16

Chamwell monies transferred £46252.95 to their account on 26/01/16 (info only)

Milefest 1/03/16 transferred from main account £8478.98

Income

Ticket sales £429.00

Buildex £250.00

Green fields £250.00

Overture installations £250.00

Barnwood trust £450.00

Hartypury college £250.00

Milefest 2016 £6872.66

Total £8751.66

+ £8478.98

Total £17230.64

Out goings

Becky cash (£513, £250, £250) £1013.00

Scrape store £19.00

Active impact (loos) £450.00

Montpellier interiors (pirate week) £228.78

Mudway Marques (pirate week) £2246.40

S Antill party bag items pirate week) £176.60

Clare Murphy (milefest) £52.90

S Dowell (pirate week) £77.21

Phil Collins (pirate week) £5217.04

Mike Kingston (pirate week design & construction of settings) £462.33

Brian Collins (pirate week ship & back drop) £550.00

Total **£10493.26**

Bank balance as of the 1/09/16 **£6737.38**

Still outstanding Everyman Theatre donation £50.00

Pirate week over budget by £543.38