



Minutes of the Meeting held on Thursday 12th January 2017

Registered Charity No. 1072092

Present: Dawn Imm (Secretary), Sue Antill (Treasurer), Sally Scanlon (Friends), Brian Roberts (Deputy Head), Heather Shaw (Rainbow rep), Nicki Woolway (Venture Hub), Sue Reed (Woodland Hub), Mandy Lucas (Friend), Phil Apperley (Friend), Sally Scanlon (Friend)

Apologies: Andrew Laver (Chair), Paul Cooke (Enterprise Rep), Beth Griffin (Venture rep)

The meeting was preceded by an Extraordinary General Meeting called to receive the Annual Accounts for the year ending 30th September 2016.

Duncan Edwards, independent examiner qualified the accounts by stating that “the accounts reflect the transaction on all respects apart from the Milefest event. In connection with this event there are elements of the accounting records (receipts and payments) that cannot be verified from the records made available”.

A substantial amount of time and effort was made in trying to verify the final Milefest figures by Andrew Laver, Sue Antill, Duncan Edwards and Dave Hill. Chair advises that a line now be drawn under this issue given that the difference is now under £66.

The Accounts were accepted with the qualification. (Accounts attached).

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

Minutes of the last meeting were approved.

2] **Chair’s Report (given by Dawn Imm)**

The Christmas Market was a great success – with over £1,800 being raised. Thanks to anyone who helped in any way to make it such a lovely event. Trustees received some very positive feedback particularly from some of the regular external stallholder who said that they enjoy the atmosphere and friendliness of everyone they meet.

3] **Financial Statement**

Statement attached.

4] **Constitution and Membership**

Trustees are planning to complete the paperwork involved with incorporating the charity within the next few weeks. Once the charity is incorporated Trustees hope that people who currently attend meetings will consider becoming a Trustee. This will enable more people to be involved with making decisions as to how funds raised are spent.

5] Requests

A list of requests submitted for consideration by the Trustees was emailed to Hub reps and others ahead of the meeting. Hub reps and others who usually attend meeting were reminded that there are only 3 Trustees with voting rights, currently the Friends Officers. To save time at the meeting and knowing that the Chair would not be present the Trustees discussed and agreed the following prior to the meeting:

Sue Reed, Hawks, Lego set, £129.59 **Approved £129.59.**

Colin Smith, Whole school, school stage lighting kit, £583.29 **Approved £583.29.**

Caroline Barnett, Woodland, ride-ons £1,621 **Approved £1,085.95.**
Approved 5 bikes: 1 of each bike runner, easy rider, tricart, truck and kangaroo

Lisette Luke, Creator, large bean bag, £29.50 **Approved £29.50.**

Rosemarie Butson, Music makers, instruments, £301.26 **Approved £301.26.**

Liz Bates, Breakfast club, funding to run club for a year £1,000 **Approved £1,000.**
This has been agreed as a one off request – there is no ongoing commitment by Friends to support Breakfast Club. Breakfast Club is welcome to submit requests for consideration in future years.

Liz Bailey, Woodland Hub, live insects, animals and films, £110 **Approved £50.**
Trustees agreed to make a contribution on this occasion only. In future retrospective requests will not be considered.

Carys Buswell, Foxes, Bristol Zoo trip, £35 **Approved £35.**

Trustees agreed that class resources would be supported up to a maximum of £100

Carissa Palmer, Squirrels, class resources, £305.40 **Approved £100.**

Rachel Capper, Experience, class resources, £84.32 **Approved £84.32.**

Esther Gregory, Whole school, front garden, £1,034.99 **Approved £500.**

Claire Murphy, Sensory project, wheelchair transporter, £3,900 **Approved.**
CM to speak with MO re charity who attend Racerunning to find out if transporter could be sourced at a better price.

Lyn Dance, Whole school, OPAL, £3,000

Approved £3,000.

OPAL is welcome to submit requests for consideration in future years but Friends will not consider an ongoing commitment of £3k per annum at this time. Milefest proceeds will no longer be received by Friends which will reduce our funding significantly in future years. Milefest proceeds will still be received into school so perhaps these could be ring fenced for the OPAL project.

6] **Future Events**

Jumble Sale, Saturday 11th March 2017, **co-ordinator required**

Spring Draw, to be drawn Friday 31st March 2017, Phil A kindly agreed to organise.

Future Events planned:

Family Disco, Friday 12th May 2017

Summer Fun Day, Saturday 17th June 2017

Bingo or Quiz Night, Spring 2017 – agree date at next meeting.

7] **AOB**

A query has been raised about who PTA funds belong to. The Friends of The Milestone are affiliated to PTA UK and their advice is as follows. *“Legally the school and the PTA are two completely separate entities, which means the funds raised by the PTA belong to the PTA. Charity Law stipulates that charity trustees (i.e. your elected committee members) are responsible for deciding how the funds raised are spent. This means the school cannot determine how the PTA allocates its money. PTA funds should not be taken into consideration when preparing school budgets”.*

Cash handling procedures have been reviewed and updated. A copy of this procedure should be attached to every Risk Assessment. A cash verification form has also been created which must be retained by the Treasurer.

Date of next meeting: Tuesday 7th March 2017

Future dates: Wednesday 10th May 2017, Thursday 15th June 2017, Tuesday 18th July 2017

Meeting ends : 12 noon

Addendum

Post meeting Friends were asked to pay delivery costs by the school Finance Team of £9.99 and £4.99 for items that had been approved. This was agreed. The Friends request form has been updated to ensure that delivery or postage and package costs are included if applicable. Other updates made - included a statement reading ‘retrospective requests will not be considered so please do not place any orders until approval has been given’. Wording changed on HoD and Business Manager boxes to read ‘will not be funded’ rather than ‘cannot be funded’.

**The Friends of Milestones School
Register Charity No 1072092
Accounts for the year end 30 September 2016**

Cash funds at 01 October 2015

Lloyds A/C 75347868	Bank Statement @ 10 Aug 2015	£52,385.25
Lloyds A/C 04042181	Bank Statement @ 28 Sept 2015	£31,012.58
Cash In Hand		£0.00
		<u>£83,397.83</u>

Cash funds at 30 September 2016

Lloyds A/C 75347868	Bank Statement @ 21 July 2016	£6,737.38
Lloyds A/C 04042181	Bank Statement @ 20 Sept 2016	£14,293.22
Cash In Hand		£0.00
		<u>£21,030.60</u>

Loss for the year :

-£62,367.23

Receipts - Year Ending 30 September 2016

Donations	£3,702.60
Charity A /Foundatiuon	£15.00
My Donate	£1,265.92
Events	£5,042.34
Marathon	£0.00
Easy Fund	£98.75
Chamwell Project	£2,000.00
Milefest	£11,975.68

TOTAL INCOME £

£24,100.29

Payments - Year Ending 30 September 2016

Events	£17,821.61
ICT Equip	£0.00
Chamwell Project	£54,385.25
Milefest	£4,739.92
Pirate Week	£9,520.74

TOTAL EXPENDITURE £


£86,467.52

Income - Expenditure

-£62,367.23

Independent Examiners Statement

I have examined the above accounts together with relevant books and vouchers and have obtained all necessary information and explanations. Based on the information and explanations obtained the accounts reflect the transaction in all respect apart from the Milefest event. In connection with this event there are elements of the accounting records (receipts and payments) that can not be verified from the records made available.


Signed: D Edwards

5th January 2017

Apologies from the Treasurer. The bank balance on 10/11/16 was £13,282.78 and not the figure

shown. Bubble tube £1,680 and Friends shelving £109.70 should have been shown on the statement below.

Financial update 11/11/16 – 28/12/16

Income

Bristol Textiles	(£21.60 + £33.90)	£55.50
Ecclesiastical (Marie Kilby donation)		£125.00
Chloe Elliott birthday party (donation)		£260.00
Xmas Float		£350.00
Xmas Market	(£1900.67 silent auction £105.00) = (After payouts actual takings £1850.78)	£2005.77
Rita Muff Teddy books donation		£20.00
Transfer from 2 nd account		£6737.38
100 Club		£125.00
Total		£9678.65

Out goings

Back Into 2 nd account		£6737.38
Over spend from Pirate week (into 2 nd account) (£6737.38 + £543.38 = £7280.76 info only)		£543.38
Xmas pupil spends		£1530.00
Xmas float		£350.00
Bookers Xmas market		£31.74
100 Club		£250.00
Sue Antill Xmas market		£112.25
Brian Roberts Xmas market		£11.00
Sue Reed ginger bread men (woodlands)		£44.00
Lottery Permit		£20.00
Total		£9629.75
Bank balance as of 28/12/16		£13,331.68