

## MEETING MINUTES

Where: Rampant Cat  
When: 17/01/24, 8.00 pm  
Time: 1.5 hours

---

### Housekeeping items: - 5 min.

---

1. Attendees and Apologies (SA):
  - Attending: Stuart Ashby, Nick Watson, Claire Maestri, Lesley Samara, Rachel Fisher
  - Apologies: Rachel Ryan, Lycee Marsh, Charlotte
    - i. Proxy votes collected via WhatsApp (evidence attached)
2. Collect AOB items and estimate time needed (SA)
  - Nothing added

---

### Regular items: - 25 min.

---

3. Review actions from previous meeting minutes that are still outstanding – 5 min

Date/ID	Owner	Action	Status
20.10/7	SA	Remove previous 'Friends' Facebook page.	Cont. Page to be abandoned after posting a message saying it is no longer used.
20.04/7	SA	Line up match funders for Woolfest.	Done. 1 only
09.11/1	RR	Book Bag2School for 1st week Dec 23	Done
09.11/2	SA	Send Giving Machine comms out before Christmas	Resent - did not go out!
09.11/3	SA	Check status of using GM for Amazon purchases	Done. No funds available via GM from Amazon.
09.11/4	SA	Publicise direct giving page via School and Spectrum	Cont. Use outdoor project message
09.11/5	SA	Discuss use of Benevolence Fund with school	cont.
09.11/6	SA	Enact banking mandate change with Metro Bank	Done. RR needs to add herself.
09.11/7	SA	Update GDPR policy to reflect no longer keeping details beyond single event use	Done.
09.11/8	SA	Clean up historic GDPR data	Done. All PII removed from Dropbox and Google.
09.11/9	RF	Purchase books for infants disco/Santa	Done

4. Finance status update (NW) – 5 min
  - Account: Balance, income, expenditure since last meeting - headline figures

- NW: Account balance currently £13k.
    - Income: Disco (net) £860, B2S £163, CAF £48 + £12 GA, Rfmt £33
    - Outgoing: Parentkind membership: £153
    - Commitment outstanding: £3.5k (£2.5k juniors, £1k infants)
    - Expecting: £6.4k transfer from STAPF (cheque was returned by their bank!)  
Of this, £2.9k falls under our direct control as per our rules for merging the PTAs and £3.5k has further conditions applied by the donor.
      - **ACTION: NW to follow up STAPF cheque issue.**
5. Regular fundraising activities – 5 min
- Bag 2 School (RR) - **ACTION: RR to arrange next B2S for after half term - two pickups, one payment**
  - Giving Machine (RR) - no report.
  - Refreshments (SA) - attended both musical after school event and church christmas service as both had time set aside for interaction (interval, pre-service)
  - Direct donations w/ Gift Aid (SA) - one direct donation received, gift aid included. **ACTION: SA to promote online giving and update CAF page with new project description**
6. Password updates for 23-24 - GDPR compliance (SA) - 5min
- Google account - will affect anyone logged in
  - Dropbox admin account - should not affect anyone (only Stuart)
  - **ACTION: SA to change both and update escrow document in school. Then to assist user login as required.**

---

**Notable items: - 30 min.**

---

7. Discos
- Feedback from team on Christmas event
    - i. Was well attended. Joint format worked to keep admin and volunteer load down. School approved!
    - ii. Profit comparable to holding two separate events; would expect 400-500 each, this event made 860 so no loss there.
    - iii. **Improvement plan:**
      1. **We will have a film/quiet breakout area for infants especially and inform all where it is before we start!**
      2. **We need to be clearer regards first aid - staff are there to cover this role primarily.**
      3. **We need to be clear regards in/out doors and signoff location for drop/pick to reduce congestion in main corridor.**
  - Vote: to hold another event at end of this term  
**VOTE: We would like to run another Disco. AGREED (5 FOR, 3 not voted)**  
**ACTION: RF to select date with school team at next liaison meeting**
    - i. If agreed, select event leader[s]  
**ACTION: LS/LM to lead next disco - thanks!**
8. Outdoor learning project
- Review comments from school team

- i. Thanks to the school for responding to our comments on the proposal. We were satisfied we have a good shared understanding of the potential risks and their mitigation. Primarily that we can only release funding for the first stage of work with no guarantee we will be able to fully fund the remainder at this time. This means there needs to be a clear benefit to the first phase as it stands. We agree there is sufficient value in this stage. We also understand your quotes have contingency built in, and are prepared to help fund maintenance at the level you suggest will be necessary. We would also like to offer practical help with maintaining the facilities.
- ii. We noted during this discussion that STAPF did not hold all their usual events for infant school last year and as we would like to do something to rectify this and help improve parent engagement. This would need us to retain some funding for that purpose. (Perhaps it would allow us to access the conditional donor funding if we cannot use it for federation-wide improvement work?)
- Vote: Release funding of up to 9.5k for phase 1 from former FWHJS fund  
**VOTE: We agree to release up to £9.5k to support the development of the LEAP building into an outdoor classroom & nurture space. AGREED (All FOR, no objections)**
  - i. Note any conditions applied  
**Sufficient funds need to be retained by FWHS to support other ongoing commitments for the year, (and to make booking payments for WoolFest suppliers.) This amounts to approx £3.5k.**
- Feedback from donor on use of £3.5k donation now passed to FWHS:
  - i. We are still seeking a response from the donor on the funds they gave for use 'at the infants school'. We hope to report back on this by the next meeting.  
**ACTION: RR to reach out again to the donor.**

9. Secretary succession:

CM confirmed she is stepping down from secretary, as expected. SA will arrange meetings/agenda/minutes until replaced.

- Note this is a trustee position - we are thus limited to 6 committee places for now
  - i. This means we are presently full for non-trustee positions (RF, LM, LS)
- Seek candidates from meeting
  - i. None were forthcoming 😊
- If none forthcoming, action proposed is:
  - i. place advert via school (website and parent email)
  - ii. Elect at next meeting  
**1. ACTION: SA to advertise the position**

---

### Calendar review: - 10 min

---

10. New activities to be calendared

- review list of proposed activities [on separate sheet] (RF)
  - i. **B2S proposed for March 1st**
  - ii. **Disco, we expect to be last week of this term (March 25-28)**

11. AOB - nothing forthcoming.

12. Confirm date for next meeting

- Next meeting is proposed for **Wednesday 6th March, 8pm**. Venue T.B.D..

---

**CLOSE**

---

Proxy vote evidence:

