

FRIENDS OF YPB - AGM



Minutes Tuesday, 14th May 2019



Agenda item

Agenda Item	Main discussion points	Actions
1) Welcome, apologies, introductions	<p>Attended by: Jane Bryant, Louise Hollingworth, Tracy Pugh, Yvonne Harris, Judith Tipney-Hicks, Joanne Morris</p> <p>Apologies: Jo Price, Kevin Mowbray.</p>	
2) Minutes of last meeting	<p>JM confirmed lottery licence report was signed by JB and sent. it was felt best to discuss Parentkind at the AGM before proceeding with purchasing one year's membership. LH has explored cards/calendar prices an information pack has been ordered from Parentkind approved supplier MyArtProject.co.uk . Would need to start October in time for Christmas.</p>	
3) Reports	<p>i) Chair report (enclosed) to be published on Friends webpage. Also reviewed description of the Friends on YPB website (who are the friends and what do they do). Both the report and description were accepted.</p> <p>ii) Treasurer report: Funds at 1st June 2018 - £2,983.91 Excess Income b/f - £1,229.80 Balance 31 May 2019 - £4,213.71</p>	<p>Future financial reports to show a breakdown of income & expenditure</p>
4) Appointment of roles	<p>Appointments were agree by all in attendance:</p> <p>i) Chair - Joanne Morris ii) Treasurer - Kevin Mowbray iii) Secretary - Judith Tipney-Hicks iv) Vice-Chair - Tracy Pugh</p>	
5) Looking ahead	<p>i) Fundraising calendar</p> <p>A draft schedule was presented showing timelines for planning the summer raffle, christmas sales and</p>	

	<p>christmas raffle. Further plans to be scheduled in due course.</p> <p>Potentail grant opportunities were shared: Grants4Schools has information Peter Harrison Foundations - opportunities through sports (UK) Periimmon Community Champions Toy Trust (UK) Lego Chartiy & Donations - charity@lego.com</p> <p>Summer raffle - the theme of summer fun was discussed and ideas of potential activities, venues, days out that could be approached. Agreed to approach different venues and share information by email of any successes.</p> <p>It was agreed to buy 2,000 raffle tickets, as we could have sold more than the 1,000 that were purchased for the Christmas Raffle.</p> <p>ii) Promoting Friends & Activities</p> <p>JM to draft a letter to families to see if any local businesses can donate to the summer raffle</p> <p>JB will identify specific needs for targetted fundraising. This is likely to include digital equipment, and support for an outdoor classroom / forest school at Tir Ysgol.</p> <p>iii) Governance</p> <p>The need for trustees were discussed, all present agreed that trustees would include: Louise Hollingworth, Tracy Pugh, Yvonne Harris, Judith Tipney-Hicks, and Joanne Morris. As personal data is required, best for this to be completed at school.</p> <p>All agreed to try a year membership of Parentkind to see whether the support would be beneficial. It was agreed that as soon as membership is in place the governing document for Friends of YBP will be updated from a template available via Parentkind as the current constitution is outdated.</p> <p>Bank signatories - current signatories are Alison Ballantine and Simon Humphreys. It was agreed that as treasurer Kevin should be approached to</p>	<p>JM draft letter for families.</p> <p>JB to identify fundraising wish list.</p> <p>LH, TP, YH & JTH to be added as Trustees with Charity Commission</p> <p>JM to take forward sign up with Parentkind - will check with KM arranging payment.</p>
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	replace Simon as a signatory and Alison should be approached to see if she would like to continue with Friends as a trustee / signatory.	
6) Future meeting dates	Tuesday, 18th June (to follow coffee morning at Primary site) JM gave apologies for this meeting. At this meeting the raffle prizes will be finalised and a date / time for the draw will be set so that tickets can be ordered.	