

**Friends of the Winchcombe School
Registered Charity No. 1025405
Zoom Meeting for Committee
Wednesday 30 June 2020 – 8.30pm**

MINUTES

Attendees

Jemma Culley (Chair), Vicky Jackson (Vice Chair), Emma Oliver (Buyer)

Apologies:

Meurig Lloyd (Treasurer)

1. Review of circumstances

We discussed how the Covid-19 situation has affected us and how we have been disappointed about not being able to carry out the events we had planned after getting everything done in time for it to go ahead. The passing weekend would have been our Summer Fete. We are disappointed that after the AGM, and making plans to fund that we have been unable to start fundraising. We are unsure when we might be able to proceed but will continue to review the situation in line with the guidelines of the school.

We are all aware that we haven't had our heads fully into FoWS whilst dealing with our own challenges and agreed that families will probably appreciate the radio silence while they also deal with their own circumstances. Jemma felt we should concentrate only on as much as we have said we will deliver and after that, only as much as we feel we can, based on our individual circumstances.

On that basis, it was felt that any outstanding action points from previous meeting will need to be completed by the end of the academic year Friday 17th July. Jemma strongly recommended that even in these uncertain times, we need to keep our promises to show our dependability which I hope will go a long way to get more families interested in supporting us. Would like to do some online fundraising but am concerned about not having charity status and be able to get matched-funding which we heavily rely on.

2. Review of ALL (previous) Minutes Action Points

We have already completed a lot and only a few things are outstanding which it is understood will be completed by the end of term/academic year.

Actions Completed:

- Meurig to confirm FoWS cash reserves for the AGM minutes.
- Jemma to check school diary to agree dates for Easter Event & Summer Fete.
- Jemma and Vicki to draft a letter for the 'Community Market & Easter Egg Hunt' to send by half-term.
- Vicki to advertise World Book Day & Easter events on Facebook by half-term.
- Jemma to draft an Events Calendar & Newsletter by end of first week after half-term holiday and publish 'save the date' with the school as applicable.
- Vicki to draft up Community Market Booking Form/Terms and Conditions.
- Vicki to respond to enquiries for Community Market.
- Jemma to upload Volunteer Skills & Interests Form to the website and google drive to be used whenever anyone would like to sign up to help us.
- Jemma to arrange Events Calendar and Newsletter (request school office to send, publish to website).
- Vicki to continue with promotion on Facebook.
- Vicki to arrange all contact details of attendees, plus any recently received from events, into our database
- Vicki to send Minutes out to members
- Jemma to publish minutes on the school website

Actions Outstanding:

- Meurig to arrange for the approved constitution to be signed and saved on the ParentKind website **by 15th July 2020**
- Jemma to upload completed constitution to the FoWS section of the school website **by 17th July 2020**
- Meurig to bring annual accounts up to date and submit FoWS annual return to the Charity Commission by Easter 2020.
by Friday 10th July 2020
- All to further discuss clubs and social events
Discuss next meeting should covid-19 guidelines allow more social activity

3. Fundraising Options

Would like to investigate options for some online fundraising, following seeing other PTA's doing this even during these times. Ideas include, but not limited to:

- West Berkshire Lottery (sell tickets for a draw to win a share of £25k)
- Go Fund Me Initiative (just asking for donations)
- 100 Square
- Etc!

We also discussed easyfundraising. Amazon purchases appear to be automatically linked to easyfundraising. Emma to check if she receives hers (can take a couple of weeks for them to be processed, maybe longer due to situation). We should probably try to push this more right now due to more online purchases being made.

Would like to do some events as soon as we can. There may be other things we can do in place of events, to fundraise or to add fun (some of the school staff and parents have already been doing this on Facebook). We already discussed the possibility of Christmas Cards and or Tea Towels at the AGM so we can start to look into doing that in September/October – will need a small amount of time to organise but needs to be in plenty of time.

Potentially, depending on circumstances, would love to do a Disco to 'celebrate' coming back together but we agreed this is likely to be impossible and that we would wait it out until it is safe! Meurig already had the idea at the beginning of lockdown, of doing a Virtual Disco...we have the potential to pick this up when all other deadlines have been met.

We can utilise our Facebook page for some of these things (also see next point). Depending on what we find, we can use WhatsApp platform as necessary to communicate our ideas between ourselves and if possible get things started up during the summer holidays, depending on our availability, etc.

4. Facebook Page

Jemma suggested that we can perhaps add a fundraising button to our page...we need some more time to look into this, and will go in-hand with fundraising points above.

Vicki is maintaining a watchful eye on the page and responding as necessary to messages and emails.

5. Accounts & Charitable Status

Meurig is attempting to get the accounts up to date and to submit them to retrieve our charitable status. Getting to the bank has been a challenge. The deadline was end of April 2020 but has been excused due to Covid-19 and we have accepted that a new deadline would be arranged by Meurig, based on own circumstances and government guidelines in relation to observing restrictions.

Jemma to contact Meurig to check if there are any challenges preventing meeting the new deadline (which reflect those in the communication sent from Meurig to Mr Pilsworth and Jemma on 9 June 2020), by 10th July 2020.

Also, for the account signatories to be sorted as soon as possible – to advise what is needed to make this happen whilst also observing any Covid-19 guidelines – resolve this or advise action points required by 13th July 2020.

6. AOB

Leavers Book – Jemma submitted words for Year 6 Leavers book

Foundation New Starters – Opportunity to add to the Foundation Book Bags to recruit parents of the new intake. Emma to provide list of things by Friday 10th July. Jemma to speak with Foundation staff and come up with plan of action by Wednesday 15th July.

The Easter Eggs that were purchased for the Easter Event have a Best Before of 31/7/20 so have been handed out to the staff and children that have been attending since 2 June 2020. All remaining Easter Eggs have been donated to The Food Bank, as arranged between Jemma and Food Bank rep at school, as agreed between all trustees.

A limited amount of actions as we ensure all is in place for September.

Next Meeting to be arranged for September 2020 latest.

Summary of Required Actions and Deadlines:

ML – Constitution to be completed, saved and shared on ParentKind by 15th July 2020

JC – Upload Constitution onto FoWS Website page by 17th July 2020 (pending ML action)

ML – Accounts Updated and submitted to Charity Commission by 13th July 2020

ML – Signatories for Bank Account - resolve by or advise actions required by 15th July 2020

EO – Provide list of items for New Starter book bags by 10th July 2020

JC – Speak to Foundation Team about New Starter opportunities (book bags, parents information meeting, etc) & create plan of action to share with the team by 15th July 2020

VJ/JC – Facebook opportunities – discuss and share with the team by next meeting or before if necessary

JC – Arrange next meeting for September by 17th July 2020

NB: Minutes are to be sent out to members