



FRIENDS OF TAVERNSPITE SCHOOL

Tavernspite School, Tavernspite, Pembs., SA34 0NL



MINUTES

14th October 2021

Present:

Jeremy Cross (Chair and Secretary), Holly Folly (Treasurer)

1. Finances

HF gave a financial update. There is currently around £2500 but HF cannot get sight of this until she gets full signatory access to the account. Similarly, the Annual Return is overdue and cannot be submitted until signed over. JC mentioned the option of using BOPP to make future payments simpler and HF agreed.

Actions:

JC to chase Helen Nicholl.

HF to set up BOPP.

JC/HF to understand what funds the school wants to spend.

2. AGM date

We discussed the next AGM date. By the Constitution it must be 15 months from the last AGM (Nov 19th 2020) and we need to give 1 month notice. Based on the recent C-19 surge in school and based on the likelihood of more FoTS activity around Christmas we agree that a February 2021 AGM was a better date.

Action:

JC to confirm a February date with Kevin/ Sarah based on their availability/ C-19 status.

3. Committee recruitment

We discussed the need to co-opt at least one more person to the committee due to our preference to support the running of FoTS but not being able to commit time to lead events (primarily community supporting/building activities and events that that fundraise rather than fundraising activities that do not directly build community!). Helen Nicholl and Jess Erskine may be interested in this role.

Action:

JC to approach HN, JE and others to gauge interest.

4. Fundraising – non-event options

JC reported that he had gained admin rights to Easyfundraising and that we should promote this for Christmas purchases.



FRIENDS OF TAVERNSPITE SCHOOL

Tavernspite School, Tavernspite, Pembs., SA34 0NL



Action:

JC to action easyfundraising education/ marketing (potentially with new committee member)

5. Events

We have a meeting scheduled with Kevin/ Sarah to understand which events and under what C-19 restrictions may go ahead this term. These could include the AGM, coffee mornings, Xmas Fayre, Torch Theatre, presents, Xmas cards, tea towels, non-uniform day, etc.

Actions:

JC/HF to discuss with KP/SA what's possible due to COVID restrictions, how this might change, and what events

6. FoTS internal processes

We discussed a number of FoTS internal processes:

- Using PTA Events as a homepage for FoTS
- Having one committee email (gmail) to create efficiency, easy transitions for new committee members and separate from personal email
- Having a google docs file set up to house all our files to aid retrieval, prevent file losses, aid transfer of information, support induction, aid transparency, etc.
- Creating a master protocol document including constitution, roles, calendar, etc.)

Actions:

JC to register as admin for PTA Events and update page.

HF to create FoTS committee gmail.

HF to create FoTS google drive and share with JC.

JC to create master protocol document.