



FRIENDS OF TAVERNSPITE SCHOOL

Tavernspite School, Tavernspite, Pembs., SA34 0NL



MINUTES

25th March 2022

Present:

Jeremy Cross (Chair and Secretary)

Holly Folly (Treasurer)

Sarah Arthur (School Representative)

Apologies:

Jess Erskine (Vice-Chair)

1. Welcome (JC as Chair)

JC welcomed the new committee being the first meeting since the AGM on Feb 11th. JC provided information on the FoTS constitution (updated last year), highlighting our Charitable Purpose and explaining the FoTS structure as having a committee, a core group of active supporters, and a wider community that all staff and parents (and others) are by default a part.

2. FoTS governance/admin (JC as Secretary)

LC covered the following:

- Confirmation and signing of Trustee duties and eligibility declaration
- Confirmation of our Committee roles (previously shared by email)
- Confirmation of our renewed Parentkind membership
- Update that all our information, documents, meeting minutes, etc. is uploaded onto our PTA Events site at <https://www.pta-events.co.uk/friendsoftavernspiteschool/index.cfm?event=Welcome%20to%20FoTS%21#.YkrT-i8w3PA> This is accessible from our page on the Tavernspite School site but is not very visible. We agreed that all minutes would also be emailed out to parents through the school administration email
- We have a few gmail accounts and need to confirm which one we should use and how
- Our constitution requires us to meet 3 times a year. Dates of meetings to be arranged
- We have document storage in Parentkind (insurance documents, constitution, etc.), PTA Events (meeting minutes, etc.) and a GoogleDrive account (accounts, etc.). We agreed that we would continue to use PTA Events and Parentkind but centralise everything into the GoogleDrive as our main repository. Access needs to be arranged

Actions:

- JC to upload Trustee Eligibility with the Charity Commission
- HF/JE to confirm gmail accounts and access



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- JC to offer meeting dates
- HF to confirm access to GoogleDrive

3. Financial update (HF as Treasurer)

HF has submitted the accounts and so we are not up to date. She has asked Julie to open a new bank account for us with Julie, Sarah, Holly and myself as signatories. HF also mentioned the requirement of ensuring that any funds raised stay at school after being counted by two trustees immediately off site ready to be banked by Julie.

4. Events

We discussed what we should now fundraise for as the targets to purchase iPads has now been met. We agreed that, although the school is looking to purchase Chromebooks for each child over time, this would be another digital focus. Instead, raising funds for the FunRun should be in line with a similarly 'active/healthy' theme.

Action:

- SA to discuss fundraising options with the School Council and report back

Jeremy Cross (Secretary)