



**MINUTES**

**FoTS committee meeting – 27th March 2021**

**Present:**

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

**Apologies:**

William Perry (Early Years Representative)

**1. Introductions**

The committee started with some introduction, background, relevant experience and why they volunteered for the committee. Both JC and HF are happy to help manage the structure of FoTS but do not have time or preference for running events. WP was unable to make the meeting and, due to other commitments decided to step down as a committee member although was keen to support events at a later date where possible.

**2. FoTS Structure**

JC and HF discussed their understanding of the constitution, FoTS purpose/ objects and potential aims for the year. JC also discussed his documentation/training/ understanding of the role of the trustee. JC noted that there were a number of governance jobs to do to update the FoTS committee.

*Actions:*

*JC to register JC/HF as trustees.*

*JC to contact all trustees registered by Charity Commission website and deregister them.*

*JC to check current constitution, check options and propose updates as appropriate.*

*JC to email trustee information.*

*JC to register with Parentkind and file documents as appropriate.*

**3. Finances**

HF gave a financial update. There is currently around £1288.05 in the account. HF wanted to change bank signatories to HF and JC. (Updated - see the unanimously agreed resolutions in Appendix 1).

*Action: HF to update bank signatories.*

**4. Committee recruitment**

Whether we recruit any further committee members now was discussed. It was noted that we currently have the minimum requirement of members being 2. We agreed that due to expediency we would first bring the paperwork of FoTS up to date and clarify our plans (if any due to Covid restrictions) and then recruit further committee members as needed.



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## **5. School meeting**

We agreed that the most important next step was to meet with Sarah/ Kevin to gain clarity on what to fund raise for and what events may be possible over the summer term.

*Action:*

*JC to arrange meeting with Sarah and Kevin at school*

## **6. AOB**

JC was going to look into the following:

- Speaking with Templeton Chair
- Speaking to School Parent Governors
- Registering/ updating with easyfundraising
- Updating the Tavernspite FoTS website page if necessary

We discussed whether there needed to be class reps but agreed this was not needed currently and most (?) classes had an active What's App group

We also discussed whether we needed to canvas the 'parent voice' and we agreed that this was necessary but at a later date.

*Actions:*

*JC as above*



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## **Appendix 1: Bank account resolutions**

1. That a bank account or accounts be opened/continued\* and the Bank is authorised to act on any Instructions provided they have been given by those persons named in the Specimen Signature section (or authorised by such persons in accordance with the applicable authorisation requirement(s)) as follows:

1 signatory up to £1000 2 signatories over £1000

**Please note** in respect of opening additional accounts, if more than one person is authorised and the Society/Club/Association\* has allocated individual signing limits, only the individual(s) with the highest limit will be authorised to apply to open additional account(s).

2. That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.
3. That the Secretary is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the Association, and that the Bank may rely on such lists.
4. That the Association accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been provided) as amended from time to time, together with any terms and conditions in respect of specific products and services requested by the Society/Club/Association\*.
5. That these resolutions be communicated to the Bank and remain in force until cancelled by notice in writing to the Bank, signed by the Chairperson or Secretary from time to time acting or claiming to act on behalf of the Association, and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.