

## Minutes of the Bishop Perowne CE College Friends Association (BPFA)

Meeting	
Meeting Date and Time	Monday 26 <sup>th</sup> June 2017 19:30 to 21:00
Location	Bishop Perowne College, Long Room
Meeting called to order by	Iain Williams
Attendees	
<p>Iain Williams (IW) Year 7 Parent, Governor and Chair of Friends Association start-up            Claire Hollins, (CH) Years 8 and 10 Parent, Governor            Beth Simpson (BS) Year 10 Parent            Lisa Dyson (LS) Years 8 and 10 Parent            Sally Youngs (SY) Year 8 Parent</p>	
Report	
<b>1]</b>	<p><b>Apologies for absence</b></p> <p>No apologies for absence were received by IW prior to the meeting</p>
<b>2]</b>	<p><b>Welcome from Head teacher or PTA chair elect / Introductions of those present</b></p> <p>As interim Chair, IW welcomed everyone to the first Annual General Meeting (AGM) of the Friends Association and apologised for the delay in starting the meeting. This was due to the overrunning of a governors meeting by 10 minutes in the same room.</p>
<b>3]</b>	<p><b>Aims and objectives of the group</b></p> <p>IW stated that the objective of the association is to advance the education of the students in the school, in particular by:</p> <ol style="list-style-type: none"> <li>1. Developing effective relationships between the staff, parents and others associated with the school</li> <li>2. Engaging in activities or providing facilities or equipment which support and advance the education of the students</li> </ol>
<b>4]</b>	<p><b>Organisation type? (PA/PTA/PTFA/Friends Association)</b></p> <p>It was agreed by everyone present at the meeting that the type of PTA that we want to support the school with is a Friends Association as it allows for parents, grand-parents, former parents, teachers and members of the local community to all be involved.</p>
<b>5]</b>	<p><b>Adoption of constitution (PTA UK model constitution)</b></p> <p>Prior to the meeting IW had circulated to the people who had expressed an interest in being on the committee the following documents:</p> <ul style="list-style-type: none"> <li>• PTA-01 BPFA Constitution</li> <li>• PTA-04 BPFA Code of Conduct</li> <li>• PTA-05 BPFA Role Descriptions</li> <li>• PTA-06 BPFA Conflict of Interests Policy</li> </ul> <p>It was agreed by everyone at the meeting that the BPFA Constitution which is based on the model PTA UK constitution would be adopted without modification. This is because as and when the annual income for BPFA exceeds £5000 and more a year it would legally be required to register as a charity anyway. Following advice from PTA UK the attendees agreed that BPFA should be registered from the start.</p>
<b>6]</b>	<p><b>Election of Officers and Committee members</b></p>

IW had checked with the school during the day to see if there had been any further nominations for committee roles and confirmed that the only nominations were from people who were present in the meeting.

As none of the roles were contested; the following people were duly appointed to run the association for the next 12 to 15 months until the next AGM.

**Officer roles**

Chair: Lisa Dyson  
Vice-chair: Sally Youngs  
Secretary: Beth Simpson  
Treasurer: Claire Hollins  
Other Officer(s): None

**Ordinary Committee members**

None

As had been explained at the launch meeting, IW was not able to commit to being a committee member, but would provide support to the newly appointed officers as he had led the Friends Association start-up initiative.

IW agreed to continue to run the meeting and produce the minutes afterwards for the first AGM rather than hand over to LD during the meeting.

**7] Appointment of an Independent Examiner of Accounts for the year ending 31 Aug 200X**

No required for the first AGM.

**8] Signatories for Association bank account**

The committee agreed that all the officer roles i.e. Chair, Vice-Chair, Secretary and Treasurer could be bank account signatories but any two would be required to sign a cheque.

CH agreed to find an appropriate bank account that could allow BPIFA to use it for charitable purposes.

**9] Key contact for PTA UK, who will register for members only part of pta.org.uk**

The committee agreed that IW could remain as key contact and retain access to help with the PTA during the first year.

**10] Events and fundraising calendar**

There was a general discussion about fundraising ideas but it was felt that the Friends needs to get engagement from the school as the whole committee is comprised of parents. Without input from the school the whole concept of the Friends Association will fail.

**11] Date of next meeting**

The date of the next meeting is Wednesday 12<sup>th</sup> July commencing at 19:30 at CH's house. Whilst the committee is still small it was felt that it would be better to hold the next meeting at a member's house. Venue details will be provided to committee members directly.

**12] Other business**

IW requested a photo of individual committee members so that they can be uploaded to the Friends section of the school website which is under development.

**Actions**

Note: Action number comprises start date of academic year, meeting number and action number.

Action	Date	Description	Owner	Due Date	Status
1601-01	26/06/2017	Open charity bank account	CH	Next meeting	New
1601-02	26/06/2017	Attend year 6 parent induction meeting	LD,BS	29/06/2017	New
1601-03	26/06/2017	Create Facebook page for BPFA	BS	Next meeting	New
1601-04	26/06/2017	Engage with school to find staff members to be involved with BPFA	LD	Next meeting	New
1601-05	26/06/2017	Register committee members with PTA UK website	IW	Next meeting	New
1601-06	26/06/2017	Develop Friends section on school website and upload committee photos	IW	Next meeting	New
1602-01					
1602-02					
1602-03					