

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

Meeting

Meeting Date and Time	Wednesday 12 th July 2017 19:30 to xx:xx
Location	Claire Hollins' House
Meeting called to order by	Lisa Dyson

Attendees

Committee

Lisa Dyson (LD) Chair, Years 8 and 10 Parent
Sally Youngs (SY) Vice-chair, Year 8 Parent
Claire Hollins, (CH) Treasurer, Years 8 and 10 Parent, Governor
Beth Simpson (BS) Secretary, Year 10 Parent

Guests

Iain Williams (IW) Year 7 Parent, Governor

Report

- 1] **Welcome from the Chair and apologies for any absences**
LD Welcomed everyone to the first meeting as a newly formed committee. No apologies given on this occasion.
- 2] **Approval of minutes of the last meeting**
The minutes from the AGM were approved by all in attendance.
- 3] **Actions / matters arising from last meeting**
BS and LD informed the other BPFA members that the YR6 (new year 7's) induction evening was considered fruitful. 8 people were interested in helping at events but not really interested in becoming regular committee members.

Facebook/twitter:

BS was unsure if a BPFA page was needed still as Mark Pollard and Karen Wigley had agreed for us to use the schools pages as and when necessary via contacting Karen. LD, SY, CH and IW agreed to see how this goes and review its success at the next meeting.

Staff link:

Ongoing. Karen is the current link for BPFA and maybe Nigel Ford or another leadership team member.

PTA UK:

Ongoing. IW advised the committee that it is £100 per year (1st year paid for by school to be a member and have access to the website. By being a member BPFA are covered with the insurances.

Friends section Of website:

Details of the new committee member and photos are now live on the website (IW) minutes of AGM will now be published on college website by (IW) as they have been approved.

Meeting with School:

LD and BS met with Mark Pollard and Karen Wigley on the 7th July. MP advised that he was willing to help BPFA wherever possible. MP advised that BPFA start small at events the school already has in place such as awards evening and any shows or open evenings serving refreshments. MP has supplies of confectionery that BPFA can have access to as and when required. LD asked would licensing be required for events held at the college and both MP and KW said that the college is covered by a licence and as long as Karen Wigley or Trish English are in attendance then the event will be covered as they are the licencees.

MP wanted the BPFA to be noticed at events and he was willing to pay to have banners Produced with a specially designed logo for the BPFA.

LD and BS mentioned a uniform shop. KW and MP agreed it was a good idea and KW would send a text to year 11 parents to try and gain some items of clothing. Storage space will be available in college. MP wondered if BPFA would try a 60/40 sale where parents get 60% of the sale of any uniform they donated and BPFA would get 40%. LD and BS said they would prefer to try donations for the time being.

MP is aware of a year 7 parent who is a 'Rat Pack' singer and suggested that the Friends may find it useful for an event with a buffet or similar. LD and BS agreed that this may come in handy. MP suggested having a project to aim for and LD and BS agreed. MP said there are two things the College really requires which are a seating area for outside. This would be 6 sturdy benches at a cost of around £500 each. The second thing was that MP and the performing Arts department would refurbish the theatre seats, coat of paint etc. There would then be a plaque above the door to say that the friends had supplied the funds for a new theatre.

4] **Treasurer's update**

CW has gathered the committee's signature's and will now open a bank account for BPFA funds. This can take a number of weeks to open and CW will advise BPFA when this happens if it is before the next meeting.

5] **Items of business**

IW and BS asked for a copy of the code of conduct for the BPFA to be signed by all BPFA members and IW will add this to the website under the friends section – All members signed.

Aims for Autumn term

It was discussed that the aims should be advertised across the website to advise the community what the funds are being spent on. CH suggested having two 'pots' of money as not all parents are involved with the Arts.

Fete

IW suggested that we try and find out what goes on at the fete and negotiate with college about a weekend fete next year. SY is going to ask her parents to have a look when they attend this year's fete.

All committee members agreed to being assigned an event each to organise as otherwise there may be confusion with who has done what.

Christmas Fayre

LD asked BS to try and organise and Christmas 'pamper' style fayre. BS is looking into this as it is dependent on college carol service etc.

Entertainment evening

LD to look into an entertainment evening with the Rat Pack singer and maybe children performing.

6] **Any other business**

Discussion about who can attend the awards evening to provide refreshments. All can be in attendance.

LD to draw up a table for parents details should they wish to help at events.

CH to speak to her boss about where they obtain their charity boxes from.

IW suggested contacting David Kling or John Plant at school to ask if they know if the college still have equipment from the previous BPFA.

BS to check that reception are aware there may be an influx of school uniform for the BPFA to sell.

IW asked BS to speak with KW and see if any text or email from BPFA can also be made available on the college Website.

7] **Date of next meeting**

22nd August 7.30pm at Sally Youngs house

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	12/07/2017	ongoing
1601-02	26/06/2017	Attend year 6 parent induction meeting	LD,BS	29/06/2017	complete
1601-03	26/06/2017	Create Facebook page for BPFA	BS	12/07/2017	TBC
1601-04	26/06/2017	Engage with school to find staff members to be involved with BPFA	LD	Next meeting	Ongoing
1601-05	26/06/2017	Register committee members with PTA UK website	IW	12/07/2017	complete
1601-06	26/06/2017	Develop Friends section on school website and upload committee photos	IW	Next meeting	ongoing
1602-01	12/07/2017	Bank account update	CH	22/08/2017	
1602-02	12/07/2017	Fete update and Christmas fayre update Rat pack evening	SY,BS,CH LD	22/08/2017	
1602-03	12/07/2017	Reception staff aware of uniform donations	BS	22/08/2017	89