

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

Meeting	
Meeting Date and Time	Monday 22 nd May 2017 19:00 to 20:00
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	
<p>IW welcomed everyone to the launch meeting of the Friends Association. IW explained that he is managing the start up process until the first AGM when formal elections can be held for the various committee roles. A Friends Association has been chosen as the type of PTA that we want to support the school as it allows for parents, grand-parents, former parents, teachers and members of the local community to all be involved.</p> <p>There are currently 5 Governors with children in various years at the school and it is intended that a link is created between the Friends and Governors by the parent Governors taking turns to attend the committee meetings. The head teacher, Mark Pollard has also said that members of the schools' senior leadership team will also be involved.</p> <p>A brief re-cap was given of the journey so far from informal discussions in January, gauging parental interest at the "We will rock you" performances through to the launch meeting.</p> <p>The key elements of the structure of the association, constitution, members, committee and trustees were explained. The constitution which establishes the fundamental rules by which the association is governed and describes: the aims of the association and its powers, its membership, the size of the committee & how members are elected, the need for an annual audit and general meeting is currently being prepared so that it meets the requirements of the Charity Commission and is based upon a model provided by PTA UK, an organisation which the College has joined to help the Friends Association.</p> <p>IW explained that The Friends should hold an Annual General Meeting (AGM) every year, with no more than 15 months elapsing between successive AGMs. By holding the initial meeting in June it will allow the Friends Association to move it to September in 2018 without issue. We need to give parents and the whole school community 21 days' written notice prior to a general meeting.</p> <p>Other topics discussed were licensing for alcohol and entertainment, safeguarding and volunteer checks and fund-raising. The Friends Association will later assume the parent's group that the Head teacher established post OFSTED inspection so that it will be an enduring voice for parents.</p> <p>The attendees of the meeting have agreed to stand for the election of;</p> <ul style="list-style-type: none"> • Chair – Lisa Dyson • Vice Chair – Sally Youngs • Treasurer – Claire Hollins • Secretary – Beth Simpson <p>Other people may put themselves forward for these roles, even if they didn't attend the launch meeting, as the roles are not allocated until after the individuals have been formally voted in at the AGM.</p>	
Next Meeting	
<p>The next steps will be to set the first AGM date. Those in attendance suggested two dates, 19th and 16th June commencing at 19:30 as potential dates. IW will liaise with the school to book a room for the event.</p>	