

Minutes

Friends of HCSC Meeting

Monday 12th July 2016

Attendees: Helen Crotty, Marie Holder, Wendy Challis, Debs Thompson, Julie Whitehead, Alison Holland, Alison Bratcher, David Griffiths

Apologies: Amy Crotty, Lisa Robins, Marie C-M, Patricia Lief, Debbie Sinclair

Approval of Last Meeting Minutes & Matters Arising

1. Financial Report – Regards contingency fund this would need to cover all services payable in event of a very unlikely cancellation, costs tbc once Amy contracted all services for 2016. Need to consider while park (Nicky/Richard) verbally agreed at meeting with Helen/Amy that they would share cxi costs we do not have a written contract confirming this.- **Next meeting with Amy plan contingency**
2. Mr G advised science department have agreed to attend fireworks
3. Alison looking into sports hall flooring still pending figures, awaiting the costs before deciding on if to fund carpet- **Alison to chase**
4. TV screens, discussed offering 1 screen to be placed at hall area, Helens view was No given Lisa's & Amy's previous points that feedback from children is they won't use them and current usage is repetitive although after meeting Helen had noted change in delivery of info in reception screen, all others voted yes to funding 1 screen, **school to purchase and invoice us to save VAT net for 1 £1135.48**
5. **Still awaiting invoices from school for picnic benches & solar reflective rolls**
6. Member contact details – completed by those present **still awaiting Marie CM/Patricia**
7. PTA website – link sent to all – **Helen to send link to new member Alison Bratcher**
8. Website – still awaiting ability to add minutes, link our calendar items to main school calendar and facility for parents to comment. **Website to be an agenda item for future meeting to consider bio's/photos/changes. Please all members take a look.**
9. Prize Giving Evening- No response to Helens email regards any member wanting to represent Friends, Helen felt place should be offered to long serving committee members as such Marie H will attend as Friend. **Helen to advise April**
10. Mr G has sent out funding request to all departments again
11. School council will be established again in September Friends are keen to be involved and would like to be kept informed by school- **new school liaison to advise Friends**
12. Helen has memory stick from Mr G for storing Friends documents – **Helen to handover to Alison**

Chairs Report

For the benefit of our new member information on Friends objects/governance/procedures

- *To develop effective relationships between the staff parents and others associated with the school*
- *To engage in activities or provide facilities or equipment which supports the school and advances the education of the pupils*
- *We are a registered charity and governed by the charities commission and our constitution We elect committee members who we feel will represent our views with their votes.*
- *Voted in committee members have voting rights and are all equally responsible for ensuring we meet our objectives and work within our constitution*
- *We discuss proposals at the meetings and take an overall show of hands, a vote is then taken by the elected committee members, majority committee determines outcome*
- *The school representative brings forward requests from the school on our designed form to ensure the requests meet our objects*
Moving forward we are hoping to involve the students in requests, suggested through the school council when they start having more regular meetings
We are also hoping the website will have the facility for parent to make suggestions
- *We have provided maths books for the new curriculum, picnic benches so students have somewhere to eat lunch outside, 3D printer & embroidery machine enabling students to use technology now predominantly used in the workplace*

Highlights of previous year

- *We achieved one of the highest revenues from 2015 fireworks event at over £9k*
- *We have survived a turbulent year of changes and managed to move forward*

Special Thanks

- *Thanks to long serving and valued committee members Maria Hutchinson as Chair & Marie Holder as Treasurer both resigning this year.*
- *We are thankful for the new members who have enable us to continue having been on the brink of dissolving & Amy for taking the Fireworks co-ordinator role*

How the Friends plan to benefit school & pupils over coming year & how volunteers can get involved

- *We will continue to support the school through Fireworks event and use funds to benefit the students*
- *We have Fireworks planned for Saturday 5th November, volunteers required to steward/man gates/serve refreshments etc. A free family ticket is provided to each volunteer*

Skills we are seeking to support our activities

- *We are always looking for volunteers for Fireworks event, currently looking for a new secretary*

Treasurer Report, Income & Expenditure Account for year end 31 August 2015

Income

Fireworks	£19,609.30	
minus float	£2300.00	
Total Income		£17,309.30

Expenditure

Fireworks Night	£12,876.64
Stationary	£0
Equipment	£0
Gifts	£10.00
Refreshments	£26.66
Donations	£16,482.20
Prom	£850.00
Charge/Interest	£0
Insurance	£0
Admin	£132.00
Total Expenditure	£30,377.50

Opening Balance	£13,905.28
Add Total Income from year	£17,309.30
Less expenditure for the year	-£30,377.50
Balance as at 31 st August 2015	£837.08

The balance on the accounts as at 12th July 2016 is as follows:

Current account	£17,796.55
Savings account	£2,542.84
Pending expenditure agreed	
6.6.16 Benches	£1842.00
6.6.16 Film	£630.00
12.7.16 1 TV screen	£1135.48

Auditors

Our auditor is Rebecca Hitchens Marie H usually gives accounts to Maria H to pass on, Marie H to ask Maria H for Rebecca's direct contact details to be passed onto Julie as new treasurer.

Marie H agreed to do accounts up to 31st August 2016 before providing a handover over to Julie

Appointment of Charity Trustees/Committee Members

Alison Holland was already nominated by Helen C as Chair, this was 2nd by Marie H, no objections

Julie Whitehead was already nominated as treasurer by Helen C, this was 2nd by Alison H no objections

Alison H asked if Helen would consider taking secretary Helen advised ideally not and requested alternative nominations

Alison Blatcher offered to be secretary, nominated by Alison H, 2nd by Deb, no objections.

Debs offered to stand in and assist the secretary where necessary

Deb expressed interest in being committee member nominated by Alison H 2nd by Alison B , no objections.

Wendy Challace expressed interest in being committee member nominated by Marie H 2nd by Debs, no objections

Marie H to update charities commission within 21 days of meeting with new trustee information and also show Julie how to do this in future

Alteration to Constitution

Helen amended constitution to new school name The Hamble School and organisation name to The Friends of The Hamble School, witnessed by Alison H

Helen to update PTA.org website with new name

Marie H to update charities commission within 21 days of meeting and bank account with new name

Proposed Resolutions - None

Funding Requests

One additional request was emailed to members 30th June

Request from Mrs Bone in Catering Department- 10 scales @ £19.73,= £197.30

25 PVC Aprons KS3 @ £4.25 = £106.25 and 20 PVC aprons KS4 @ £4.55 =£91.00 =£197.25 – 5% discount on apron total cost = £187.39

Required for student independence in weighing and reduced staff time in cleaning aprons.

Funding agreed at total £384.69

AOB

Mr G advised there hadn't been time to come up with the shortlist of students for Friends volunteer award, we discussed should we make an award or not consensus was not this year as makes it irrelevant but we are keen to work with school council next year to move forward with this

Mr G advised this is his last meeting as moving schools our new school liaison will be Neil Cleaver from September

We would like to thank Mr G for all his help & support liaising with the school through some difficult times as Friends he made it possible for us to move forward and maintain a good relationship and we look forward to working with Neil.

Fireworks Update Amy asked Helen to share

Park Meeting – Amy met Nicky & Richard meeting went well, we have new stage plan for 2016 cars will be parked in the camping field incurring cost for lighting route also chapel being refurbished so face additional costs for toilets

Security – Last year's company (Security Nation) still not responded to Amy after no response previously to Maria H or Lisa Amy approached several companies for quotes to include the increase in numbers from 2015 at 1x SIA co-ordinator, 12 SIA security 16.30-21.00 and 7 stewards 16.30-21.00
2016 at 1x co-ordinator, 14 SIA security 16.30-21.00 and 10 stewards 16.30-21.00 plus 2 escorts to night safe
The best quote was from Mast Security who were recommended by Nicky at Park as having used them for June event, Amy checked staff will be able to speak English after previous issues, has copy of liability insurance- **All agreed Amy can confirm Mast Security**

Lighted Products -Helen advised Maria H advised that Scouts would be running lighted products at Park June event and if all well would likely run one for fireworks but at park meeting Nicky advised scouts didn't have a stall for June event. Nicky felt as this stage she would prefer we don't offer to another charity but go with a company although is happy for Friends to take ownership. Amy has looked for companies and cannot find availability for an on-site presence she has looked at some products & prices and asks – can we run with volunteers or should she continue looking for a company to be present on night?

Debs & Alison B offered to run the stall, everyone felt it would be good way to raise funds to cover the additional costs this year for lighting and toilets.

Wendy advised she has Hound Gate covered with volunteers from school so usually staff could be used elsewhere.

Discussed possible items, *ears and swords good, look for boys head gear and a spinning item and get glow sticks that fasten together to form bracelets etc* - **Amy to get prices on return from hols**

Mr G to establish quantities used by school previously or old invoice if possible to give us an idea of number to purchase

Refreshments for Volunteers-Victoria Perk felt they didn't get huge benefit so any ideas regard replacement? It was suggested we man this and Amy contact local businesses for donations of cake/tea/coffee. Wendy is able to borrow 1 possibly 2 urns

Amy to approach businesses for donations and establish if park can provide cups/spoons and if we need to purchase sugar/milk etc?

Tickets – Changes made – school name, date Sat 5th November 2016. Gates open to read from 6.00pm-7.20pm to allow for closing of pedestrian gate near fireworks display 10 minutes before fireworks are due to start after issues last year with public still being in danger zone.

Everyone agreed Amy can decide colour to order tickets.

Nicky wants no alcohol advised on tickets also- Amy to update

Adverts – Hamble Sports Complex & Veals advised all same, spare ticket we can advertise Friends unless Amy has another company interested in a fee to advertise

Prices – staying same as last year pre purchase £5 adult £3 child on night £8 adult £6 child or £20.00 family ticket 2a&2c. Under 5's free. Child 5-

Wendy raised question of concessions during park meeting Amy raised this and Richard was adamant we should not have concessions as it would be open to abuse.

Poster – Awaiting council to produce official poster Nicky has been given new name & logo

Radio Announcements – Emailed alternative stations Capital & wave 105, Wave calling back Monday Helen to speak them, pending response from Capital.

Next meeting - Next meeting will be Wednesday 3rd August 7pm in Price Consort pub & 1st meeting of new term will be Tuesday 6th September 6pm at The Hamble School, Skills Centre