

Minutes

Friends of HCSC Meeting

Monday 6th June 2016

Attendees: Lisa Robbins, Helen Crotty, Amy Crotty, Debbie Sinclair, Debs Thompson, Julie Whitehead, Alison Holland, David Griffiths

Apologies: Maria Hutchinson, Marie C-M, Marie Holder, Wendy Challis, Patricia Lief

Approval of Last Meeting Minutes & Matters Arising

At the last meeting members declared a desire to be other committee members and as such were voted in however the meeting cannot be officially classed as a formally notified EGM/AGM as such we require an official AGM to vote in as committee members.

Items for all to consider regards “Committee Member” v “Member”

- 1 Since the last meeting Helens discussions with PTA.org advise all “committee members” are trustees and as such legally responsible for the charity even “Other committee members”
- 2 “Members” are not voted in committee members and as such do not have an official vote but nor do they have any legal responsibility to charities commission. Members are able to debate and can have unofficial vote that should sway committee members to accurately represent members in their vote.
- 3 PTA advice was to operate on minimum committee at odd number so there is a casting vote and do not vote into committee more than half the number of regular attendees of meetings as we render ourselves unable to achieve quorum of twice number at attendees at AGM as there are committee members at start of AGM.
- 4 When voting in committee consider who you feel will best represent your views as the role of the committee is to accurately represent the member’s unofficial votes

Regards our previous constitution amendment to quorum and the possibility of amending constitution to allow “Members” a vote given their commitment to Friends and regular attendance at meetings PTA advised the idea of an elected committee is that we all elect them by majority vote to represent us and as such charities commission would not accept either of these changes to the constitution.

Financial Report

The balance on the accounts as at 20th May 2016 is as follows:

Current account £17,796.55

Savings account £2,542.84

There are no debits due to hit the account as all cheques written have cleared through the current account.

The contingency was discussed regards what we need to have aside in event of cancellation of fireworks. **Helen to discuss with Marie H** what the amount in savings would cover and establish if this what contractual requirements this would cover and check if it’s enough to cover all contractual requirements.

Current Funding Requests -Four requests were emailed to members Friday 4th June

- 1 Request from Science Department -Solar reflective film for Science blocks S1,S2,S3,S5 and S6 2 rolls @ £315 each = £630
Worst case scenario is refurb in 2 years would mean max 2 years use as do not know if it can be reused but at this cost over 2 years' members felt it was reasonable and funding was agreed it was raised that the department had not answered if they could assist at Fireworks and **Mr G to chase this**
- 2 Request from Mr G – 12 additional picnic benches @£153.50 each = £1842.00
Mr G advised not feasible to buy raw materials and build within timetable as learning exercise. Helen raised question from Maria H regards vandalism of previously funded benches and if we were funding additional as replacements- Mr G advised these are additional benches and while vandalism cannot be eradicated its rare and dealt with accordingly. Funding was agreed
- 3 Request from Mr G - Carpet covering for hall £3300 12 rolls carpet, £20 tape dispenser, £15 per roll tape, (3 required per usage)
Helen previously raised questions with Mr G regards “quiet” and alternative flooring options that were less labour intensive and more versatile
Maria H had emailed that the school would benefit from larger exam area and as experienced invigilator she felt the hall even with public foyer attached would be quieter than the school hall attached to kitchen.
Concerns were raised about site team having to deal with laying/removing/storing huge amounts of carpet and possible damage
Alison advised Wildern recently installed a new permanent flooring that was able to be used as a sports hall and an exam hall and **Alison will look into this to establish if the site manager can advise of flooring details and costs**
Decision was made not to fund now but to compare ongoing costs of carpet to that of permanent flooring as it may be feasible for us to fundraise for a better solution and discuss further at future meeting.
- 4 Request from Mr G – 3 TV screens to display information to students Total £4087.72
Lisa voted No reasoning that the school has 1 screen currently that is not used effectively for communication and as such she would lack confidence in the school's ability to effectively utilise any additional screens. Lisa also thought the students would not take notice and the funds would be wasted as there are plenty of less costly ways to keep students informed. Amy mentioned as a student at college and university with this facility the only time she as a student used them was for Wi-Fi password or the time General consensus and Helens vote was No as in agreement with all Lisa's & Amy's points.
Alison suggested maybe a compromise Friends may consider would be 1 TV in an area used by all such as the Hall
Decision was that as so many members were absent we may not be representative and would happily raise this funding request in future to establish if No vote is representative or if we would consider 1 screen. Funding not agreed at this point

Items of Business

- 1 Bank Mandate – Julie and Alison completed and Debbie copied ID
- 2 Member Contact details – After last meeting Helen and Alison realised we didn't have each other's contact numbers. All present members completed contact details form. ***Please can all absent members complete a contact details form with all much information as you are happy to share***, the form details guidelines on how info used
- 3 PTA Website – the link for all members to be able to register was sent out by email Fri 3rd at 16.18, it is recommended that particularly anyone considering being a "Committee Member" have access to this tool. Debs requested this be sent out again – ***Helen to re-send the link via email to all members***
- 4 Constitution amendments – Previous amendment to quorum is not acceptable change to constitution for Charities Commission. We are also unable to amend constitution as hoped to allow members to have an official vote (see notes in matters arising from last meeting)
- 5 Website – Helen & Alison have had instruction on website, we have now got our calendar dates linked to main school calendar so our events will appear on front page calendar along with all other school events.
We have requested facility to add meeting minutes to our website to enable all members/parents to view, a spell check facility and a facility for parents to communicate with Friends such as comment on agenda items, make suggestions etc.
- school can format this just pending action
Link to us is under Partnerships tab and isn't prominent, we requested a link through either useful links or parents tab where parent forum appears- pending approval.
Debs suggested we add photos to the website with short Bio so friends are more identifiable, we also discussed it would be good idea for a group photo to replace the coloured stick men. The website needs updating and the "Who Are We" page would be ideal for pictures.
Please take a look at our website before the next meeting and If anyone absent has any particular thought/ideas/objections, please share at next meeting as overall consensus on night was these updates would be positive.
Does anyone wish to take on this project and look after website- it appears quite user friendly and may suit someone's skills, possible Facebook group?
Please can all members consider suitable photo and few lines of bio.
- 6 Prize Giving Evening Thursday 14th July at Saints Stadium 6.30-9pm – Mr G had asked if Friends would like to present an award on the evening Helen emailed questions to Mr G cc Friends group Thursday 26th May 17.21.
Overall we all felt this was a positive move in improving awareness of Friends and appropriate in having a student nominated for efforts in Volunteer work
(i.e. *Volunteering is someone spending time, unpaid, doing something that aims to benefit the environment or someone who they're not closely related to. Volunteering must be a choice freely made by each individual.*)
despite concerns in exactly how students would be nominated to ensure all possible

candidates are included and how nominations would be validated. At this point its proposed it will only be a certificate awarded, we advised Mr G we would like as many avenues of nomination to be available as possible so it's not just same student's teachers recognise, tutors and class teachers will all have opportunity to nominate. Mr G advised school admin team will validate students proposed for the award. Mr G to forward nominations for this year's award

We are constrained by time for this year's event but moving forward it was discussed that an actual award (not just certificate) may be possible to encourage students to strive for this award and we would like to look further into nomination process, maybe produce nomination form so students can nominate others.

We need to ensure someone is available and happy to make the presentation

Would anyone like to make the presentation?

- 7 Annual Summer Art Exhibition Thursday 23rd June 5-6.30 – In line with raising our profile Alison suggested we attend this event as “Friends”
Helen is away this evening –***Please can members respond to Alison before Thursday 16th June to advise if you are/are not able to attend this event***

- 8 Funding suggestions – It was discussed that 3 of the 4 funding requests came from Mr G and we would like to ensure all teachers have opportunity to request funds, ***Mr G to send out funding request form to all staff again***
We would like to encourage funding requests in particular liaise with students and have requested we be able to make an introduction to the school council, Mr G advised this is not running effectively at present but once year 11 exams are done the school hope to improve this – ***Mr G to advise Friends when school council meeting scheduled so we can look to present.***
Parents will also have an opportunity to make suggestions or have a say on requests on our agenda once the website is updated

- 9 Fireworks Update – Amy advised message from Nicky advised she was happy for Amy to be contact Lisa to arrange introduction meeting with Nicki/Amy
Last year's security has not replied to either Maria or Lisa ***Amy has approached others for quotes but wishes to have discussion with Lisa on this***
Lighted products – Wendy mentioned at last meeting she would consider running the stall, we need to make a decision on this. ***Amy to meet with Lisa/Nicki and discuss Lighted Products and then discuss further with Wendy regards viability.***

Correspondence – None received

AOB

All Friends items have been stored by Mr G in the cupboard nearest 1st door from corridor in the Skills Centre Café, and stock list in Friends folder. ***Mr G to locate Friends a memory stick***

Next meeting - Next meeting will be AGM Tuesday 12th July 6pm, location tbc – ***suggested pub/hall any thoughts from those absent to Alison before 13th June? Mr G to advertise in reception, Alison to write email notification and Mr G send email notification to parents before 20th June***