Charity No. 1085742

**Minutes**

Meeting date: 10 November 2020

Time: 7pm

Venue: via Zoom

**Attendees**: Amanda Burgess (Community Liaison and Income Generation Manager),Quincy Whitaker, Suzanne Howells (Assistant Headteacher), Jim Endersby (Chair), Liz Webb (Secretary), Lizzie Sheffield, Andrea Eserin, Jen Lelliot (Events sub-committee), Danny Minnikin, David Graham (Events Sub-committee), Libby West, Dee Minnikin, Fi Griffin (Helpers List co-ordinator, Events Sub-committee), David Clark, Fred Hoad, Felicity Carter, Richard Black

**Apologies**: Tony Smith (Headteacher), Abi Saunders, Lou Davies, Deborah Flitter, Tony Bartholomew

**Actions from last meeting**

Covered in Fundraising Events / Projects below

**Finances**

Jim: HSBC sent FOP bank statements to wrong address then put a block on our account so we are in banking limbo. We are trying to get Jim as second signatory onto the account. Lockdown has stalled the process again.

No finance report from Adrian.

**Refreshments Report**

No events have taken place.

**School Liaison**

Amanda B: fundraising project: Tony Smith has suggested contributing towards the new Autism facility. There will be a funding shortfall for the area between the new building and the music block. If enclosed it will provide a safe outdoor space for the students. Cost c. £10,000.

Liz W: we do have the funding available now.

David G: good to set a specific fundraising target for forthcoming events.

Liz W: when does the school need the money?

Jim E: proposes that money raised by Christmas Raffle and Market go towards this target.

Amanda B: Waitrose has approached us. Priory will be one of their three charities for December.

**Action:** Amanda B to confirm when funding is needed from FOP.

**Action:** Jim to get copy and photos from Amanda B for the Newsletter

Second-hand Uniform Shop: difficult to allow anyone to come into the building. Priory is putting together a written protocol to enable the uniform shop to operate safely.

Jim E: put it in Newsletter.

Jim updates the Friends website so do send updates and suggestions to him.

**Fundraising Events / Projects**

1. **Year 7 Quiz: Tue 1 December 2020**

Felicity C: Tue 1 Dec – end of lockdown!

Julian Ashworth (Deputy Headteacher) will host. Felicity has access to a Zoom business account so all yr 7 parents can come. Will use Trybooking for tickets. Replaces yr 7 Fish & Chip Night. If successful we could open it up to other years.

Quincy: send out save the date with Newsletter. Free tickets.

Amanda B: send copy to her. Ideally tomorrow for text. Flyer next week.

Jim E: happy to design a flyer for Newsletter and put info on website.

**Action:** Felicity/Quincy to send details to Jim for flyer/FOP website and text to Amanda B for Newsletter

1. **Online Christmas Market: November/December 2020**

Fi G: flyer has gone out to parents today. Stall holder numbers increasing. 6-7 stalls so far. There’s a link to join the group on the FOP Facebook page. Also Instagram page for publicity.

Andrea E: offered to help.

Liz W: is there a closing date?

Andrea: would be good to set a closing date for stallholders otherwise people might forget to sign up. Everyone’s desperate to get their stuff out there. All the shows and galleries are cancelled.

Jim E: items must be sold and sent out before Christmas

**Action:** Fi to send copy to Jim E for website

1. **Christmas Raffle: online then Draw Tuesday 15 December 2020**

Amanda B: huge learning curve to set up! Tests OK. Letter going out to parents tomorrow. Lots of good prizes, still coming in. Thanks to everyone for supporting.

Lots to promote – we need to push each week. Use Priory Twitter account.

Andrea E: deadline for donations? How to get donations to school?

Amanda B: no deadline providing she can publicise. Can meet donors outside school building.

Jim E: prizes can be sent direct to the winner. Photos are crucial.

**Action:** Amanda B to send photos / info on raffle prizes to Fi for uploading to FOP Facebook page.

1. **Lewes Sportive: ? Sept 2021**

David G: leads a fundraising team in the charity sector. Organises cycling events. There is a huge hunger for it. Has seen community groups make large sums. It’s about Lewes / Sussex (rather than Priory) – the event drives the income. Could deliver reliable and regular annual income. Can build up to c.300 people entering. The cyclists care about the cycling, not the charity.

Key elements: well designed routes. Typically 100 miles with 40 & 25 mile options. Circular routes. David G has expertise with risk assessment and working with LA SAG. Would need volunteer support. Look at parents to form a working group to take on route design and mapping.

Make it a reality: identify engaged cyclists – 6-8 people. Notable alumni connected to cycling? Identify date in cycling calendar. Look at Sept 2021. David G would need to prepare outline plan and H&S documentation and insurance.

Finance: c.£35 to enter. It’s a product sale rather than donations. Local sponsorship opportunities. Fixed costs include paramedic team £800, route signage (loan), moto marshals £500, portaloos, mobile mechanic £400, medal £2/£2.50 per rider.

Other costs: feed stops £1 / £1.50 per rider.

Boosted posts on social media.

Year 1: 50% profit and a low return.

Year 3: in excess of £10K running at 30% costs.

First step: can we identify people? Needs a passionate support group. Lewes needs a Sportive.

Good to bolt on a specific fundraising project – like Autism unit or sporting facilities.

**Action:** Liz to talk to her contact – potential group of Priory parents and lead person – and put them in touch with David G. Then copy for Newsletter.

Danny M: great idea!

1. **Text to Give**

David G: Text to give: useful add on as part of any activity promotion or communication. Simple and well understood process. Proposes Donr platform [www.donr.com](http://www.donr.com) no monthly fee, costs 5% + VAT deducted from donation amount. Gift aid can be automated. So typical £10 donation = £12.00 remittance. Good for donors to donate quickly and anonymously.

Amanda B: Raffall (for Christmas Raffle) is using National Fundraising Platform. There is something similar set up. Will look into Donr too.

**Action:** Amanda B to liaise with David G

Jim E: any ideas please contact Jim, Liz, or use FOP WhatsApp

**AOB**

FOP WhatsApp group: is co-ordinated by Jen L and Fi G. Contact Jen/Fi to join or email Jim/Liz.

Priory Parents Forum: next Thursday 19 Nov. All welcome.

The meeting finished at 7.56pm

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| **Actions and Funding Agreed** | **By whom** |
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| **Autism Facility outdoor space:** Amanda B to confirm when funding is needed from FOP.  Jim to get copy and photos from Amanda B for the Newsletter | Amanda B, Jim |
|  |  |
| **Yr 7 Quiz:** Felicity/Quincy to send details to Jim for flyer/FOP website and text to Amanda B for Newsletter | Felicity, Quincy, Jim, Amanda B |
| **Online Christmas Market**: Fi to send copy to Jim E for website | Fi, Jim |
| **Christmas Raffle:** Amanda B to send photos / info on raffle prizes to Fi for uploading to FOP Facebook page. | Amanda B, Fi |
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| **Lewes Sportive**: Liz W to talk to her contact – potential group of Priory parents and lead person – and put them in touch with David G. Then copy for Newsletter. | Liz W, David G |
| **Text to Give**: Amanda B to liaise with David G | Amanda B, David G |

Date of next meeting: **Tuesday 12 January 2021 at 7pm**