Charity No. 1085742

**Minutes**

Meeting date: 12 January 2021

Time: 7pm

Venue: via Zoom

**Attendees**: Amanda Burgess (Community Liaison and Income Generation Manager),Fi Griffin (Helpers List co-ordinator, Events Sub-committee), Alexandra Loske-Page, Jo Magowan, Suzie Pitman, Alice Ross, Tony Smith (Headteacher), Suzanne Howells (Assistant Headteacher), Jim Endersby (Chair), Liz Webb (Secretary), Matt Holmes, Quincy Whitaker, Andrea Eserin

**Apologies**: Jen Lelliot (Events sub-committee), Adrian Keitch (Treasurer)

**Actions from last meeting**

See Fundraising Events below.

**Finances**

Adrian Keitch has sent a Financial Statement at 31 December 2020. Jim shared this on screen.

Jim Endersby reported. We have lots of money - £42.5K in the bank plus £2.3K in our PayPal account and £700 in our Donate account (Christmas Raffle takings). Congratulations on recent fundraising events.

We have an ongoing problem with our bank account which is currently frozen. Liz Webb has spoken to HSBC in detail. We need three of us to go to the bank in person with ID, certified copies of Minutes etc. in order to remove an old address on the account and add the Priory School address. This was due to happen on 13 January but both Jen and Adrian are isolating.

Jen Lelliot has agreed to be a third signatory with Adrian and Jim.

Liz W: we also need to add/update signatories – currently only Adrian is a signatory and we need two to authorise any expenditure. It would also be good to set up Online banking. However, Online banking only allows for one ‘primary user’ but our Constitution states that two signatories are needed. So if we want to use Online banking we need to agree this formally in a meeting and submit the Minutes to HSBC. All online action and transactions are recorded so this acts as a check/balance.

Jim: Once we know exactly what’s required by HSBC then we need to have an EGM to amend the constitution to allow online banking.

Jim will also ask HSBC about card payments and card machines.

Fi: we do have money in the PayPal account which we can access. This has income from the Christmas Market, Christmas Raffle.

We need to refund Amanda Burgess for expenses for the Standing Together book.

**Agreed.**

We need to refund Adrian Keitch for the cost of the website domain name and hosting.

**Agreed.**

Tony Smith: we have completed the work on the outdoor area surfacing for the new Autism Facility. It’s fantastic. Thanks to the Friends; it looks absolutely superb. No hurry to transfer the agreed donation of £3,000.

Jim: would be great to have some photos for the website.

**Action:** Amanda: will take photos and send to Jim.

Liz W: what is the Play Campaign?

Amanda B: it’s one of the online campaigns set up as part of DONATE and received income.

**School Liaison**

Amanda Burgess reported:

Christmas Raffle. DONATE (donations via text) was tricky to set up but did then work really well. Customer service was poor during set-up. It’s easy to add cash donations. We should make the donation level higher than £1 per text and accept higher donations for future events. Much cheaper to run than a conventional raffle with printed tickets which cost over £100. Total expenditure for Text donations was only c.£15.

**Action: Amanda** to write a brief summary of what worked well and the setting-up process and send to Liz W for archiving for future events.

Lots of generous donations recently.

How to keep track of money coming in? We need to make sure the money is spent as requested. £80 was donated to purchase revision guides back in October, for example. We need to check this once we have access to the bank account.

Art request: Art Auction proceeds in 2019 was for art equipment. The Art Department would still like an SLR camera and other items.

Jim: can we authorise a small committee to make small payments from the PayPal account?

For larger requests which have already been approved we can go ahead and make those payments without further discussion.

**Action: Amanda** to send invoice to Adrian for payment from the PayPal account for items already agreed in FOP meetings – revision guides and art equipment.

**Action: Amanda** to let Bianca Faricy know that art equipment will be available soon for current GCSE students.

Jim: FOP funding priority: Art Auction proceeds and Autism flooring.

**Action: Amanda** to do another stock check to check use-by dates. Donate to Food Banks.

**Fundraising Events / Projects**

**2020 Events**

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

Quincy reported. Really successful as a social event. Could have had bigger teams for more socialising. Enjoyable.

Jim: thank you for all your work. Not intended as a fundraiser – social event.

**Action: Quincy** to send brief summary to Liz W for future event planning.

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

Christmas Market: Fi thought it went well. More social than fundraising but we had 27 stallholders and raised £270.

Andrea: Artists and Makers did happen around the same time so there may have been a conflict with some of the artists. The online programme wasn’t very user-friendly for artists. £10 one-off payment was good. Better than a commission system. Worth looking into other online platforms for the future. Good that we did it. Other people were interested who weren’t artists or makers; consider something permanent for sales via the Priory website? For discussion. Consider summer event?

Jim: we need to keep things ticking over to remind people we still exist.

**Action: Fi and Andrea** to send quick summary of event to Liz for future planning.

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

See above.

**Future Events:**

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

**Action: Liz** to chase David Graham who proposed the event. Liz has put Crispin Williams in touch with David Graham. Crispin offered to help devise the routes.

Would be a great regular money-raiser if it can be got off the ground but it does need a dedicated team to run it.

1. **Outdoor nature event: Spring/Summer 2021**

Amanda: hoping for an outside nature event around Easter / May.

**Action: Amanda** will research. Could use funding from the Linnean Society.

Andrea: knows Michael Blencowe of Sussex Wildlife Trust and other staff in the education department. Could Michael do a talk as part of a Nature Festival?

Fi: did email Michael but didn’t get a reply.

**Action: Andrea** to talk to Caroline Croft of Patina who knows Michael.

**Action: Amanda B** to send further details to Andrea.

1. **Online talks: Spring/Summer 2021**

Jim: has offered to do an Online talk. Jim lectures for Gresham College – free online lectures. He spoke to the technician who said it is complicated to live-cast. Needs a really robust set-up for a live event. No access to University of Sussex campus currently. We might be able to use US facilities in future.

The History of Photography talk could work well online.

Liz: could we use Zoom and screen-sharing for a simple live event?

Jim: still needs reliable broadband. FOP have plenty of money at the moment so no need for complex fundraising events at the moment.

Fi: if we ask Reeves to do a talk, could it be recorded? Limited paid access to the recording.

**Action: Amanda** to talk to Reeves about a possible live or recorded online Photography event.

Liz: use Vimeo to upload pre-recorded talks with paid access?

Jim: good to make it feel like an event, a one-off. Could have a pre-recorded talk then a live Q&A.

1. **Art Auction**

Amanda B: Art Auction was two years ago – summer 2019. Very successful. Use the same platform – JumbleBee.

Fi: we asked artists to donate work but artists are being very impacted financially by Covid. It was a lot of work to set up the event.

Jim: good to keep FOP profile up. Good to have one or two low-cost events rather than trying to create large, complex events now. Proposes Nature Festival plus one Online Talk for spring/summer 2021.

Liz W: is there a possible location at Priory for an outdoor talk with projection?

Tony S: no obvious location for an outdoor projection. Where there are flat walls there isn’t much space for an audience. Better to look for a pop-up stage. We borrowed Starfish’s stage for a concert some years ago. We might be able to borrow equipment locally.

**Action: Jim E:** University of Sussex has been looking at options for renting marquees etc. for outdoor socialising. He will research available equipment.

**AOB**

Andrea: thanks to Tony and the staff for all their work on remote learning. It’s better than in March.

Tony: there’s still lots to do.

Jim: once funds are unlocked we can ask whether further equipment is needed.

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| **Actions and Funding Agreed** | **By whom** |
| **Funding agreed:** refund Amanda Burgess for expenses for the Standing Together book. [£174] | Adrian/Amanda |
| **Funding agreed:** refund Adrian Keitch for the annual cost of the website domain name and hosting [Domain name 2 years £38.38; hosting/email £43.06 plus last year’s domain and hosting, total £231.44] | Adrian/Amanda |
| **Action: Event Reports:** organisers to write a brief summary of the setting-up process and what worked well / less well and send to Liz W for reference for future events:1. **Amanda** Christmas Raffle
2. **Quincy / Felicity:** Year 7 Quiz
3. **Fi / Andrea:** Christmas Market
 | Amanda, Quincy, Felicity, Fi, Andrea, Liz W |
| **Action: Amanda** to send invoices to Adrian for payment from the PayPal account for items already agreed in FOP meetings including revision guides and art equipment.  | Amanda, Adrian |
| **Action: Amanda** to let Bianca Faricy know that art equipment will be available soon for current GCSE students | Amanda |
| **Action: Amanda** to do another FOP stock check to check use-by dates. Donate soon-to-expire items to Food Banks.  |  |
| **Action: Liz** to chase David Graham who proposed a FOP Lewes Sportive | Liz  |
| **Action: Amanda** to research Outdoor Nature Event for spring/summer 2021. **Andrea** to talk to Caroline Croft of Patina who knows Michael Blencowe. **Amanda B** to send further details to Andrea.  | Amanda, Andrea |
| **Action: Amanda** to talk to Reeves about a possible live or recorded online Photography event.  | Amanda |
| **Action: Jim E:** to research staging / marquees for possible outdoor event – University of Sussex, Starfish etc.  | Jim |

Date of next meeting: **Tuesday 2 March 2021 at 7pm via Zoom**