Charity No. 1085742

**Minutes**

Meeting date: 14 October 2020

Time: 7pm

Venue: via Zoom

**Attendees**: Tony Smith (Headteacher), Amanda Burgess (Community Liaison and Income Generation Manager), Fiona Griffin (refreshments), Adrian Keitch (Treasurer), Jim Endersby (Chair), Liz Webb (Secretary), Suzanne Howells (Assistant Headteacher), Jenny Lelliott, Tony Bartholomew, David Clark, Quincy Whitaker, Felicity Carter, David Graham

**Apologies**: Adrian Keitch (Treasurer)

**Actions from last meeting**

Liz Webb went through the actions from the Feb 2020 meeting. Most of the discussion was about events which were then cancelled due to lockdown:

Tom Reeves Photography event: bar and refreshments: hoping to reschedule for spring/summer 2021 outdoors

District Sports: ice lollies, drinks etc for parents and children [local primaries]: hopefully will happen in 2021

Committed Giving: first reminder letter has just gone out to parents to encourage monthly donations

**Finances**

Adrian has sent through the financial statement.

Jim E reported: HSBC are not interested in small charity accounts. Jim E is trying to become signatory. Has heard nothing from them. We have been trying to switch to the Co-op bank since before lockdown. That process has also stalled. Jim has requested Co-op contact details from Adrian and will chase.

We are unable to access the HSBC account until we have a second signatory. Jim will chase HSBC in person again.

The Charities Commission website has now been updated with the current Trustees so Jim now has a log-in. Our accounts have been submitted.

We have a healthy balance in the bank.

The amount in the accounts for stock has been written off as stock is largely out of date and has been donated to Food Banks or given away.

Card payments using card machines at events are essential now. The Co-op bank definitely offer this.

There is now a WhatsApp group for Friends of Priory being managed by Jen Lelliott.

Liz: FOP has set up EasyFundraising via link on FOP website Donations page.

**Action: Adrian** to chase Co-op bank re: new account including card machine and HSBC re: Jim as second signatory so account can be accessed

**Refreshments Report**

Schools Shakespeare Event on 20 November will go ahead but without refreshments.

We discussed the idea of outdoor talks including Tom Reeves Photography and a lecture by Jim Endersby in the spring 2021.

**School Liaison**

1. Christmas Raffle

Amanda Burgess reported: Raffall is an online platform for Raffles. We can’t currently send out paper tickets or take cash payments. No printing costs. People pay directly online. The platform charges 10%. We have to set a date for the Raffle draw. They draw the tickets and publicise the winning numbers and we contact the winners.

**Date agreed**: Monday 14 December.

Amanda has asked Adrian whether our gambling license is still valid. She needs that before we can go ahead.

Fi: was there a text option from another company?

Amanda: looked more complicated.

Jim: one of the raffle prize donors asked us to link the FOP website to their website.

Most prizes will be vouchers. Donors can be asked to deliver prizes directly to winners.

Amanda: asked for local business contacts for potential prize donors

**Agreed**: raffle donors can have a link to their website for the duration of the raffle and a few weeks afterwards.

**Action: Adrian** to confirm whether the gambling license is still valid

**Action:** **Amanda** to send photos of prizes to Fi so she can add them to the FOP Facebook page.

**Action: Amanda** will look into Textdonate

**Action: FOP** to send suggestions for raffle prize donors to Amanda

1. Fundraising priorities from the School

Last big project: FOP helped refurbish the science labs.

Tony S: spoke to Ian (bursar) re: projects. There are a number of small projects but the school would rather the Friends contribute to something substantial. The school may want something for the new Autism facility. We have got a grant from the LA so the basics are funded. On hold for the moment. A bigger project attracts bigger donations from parents.

Jim E: it would be good to have some funding news to share.

**Fundraising Events / Projects**

1. Quiz

Jim: good to do something specially for year 7 parents.

Felicity: good to do it in teams based around tutor group

Quincy: break-out groups?

Jim: parents can book into tutor groups

Fi: who will host?

Felicity: happy to host. Online takes longer than live. 3 rounds is enough.

Fi: Parentkind has a quiz on their website – Fi has downloaded it

David: works full time at a charity as head of fundraising. Happy to pitch in. He ran 8 lockdown quizzes so has 8 weeks of pre-prepared questions. They were 1 hour long on Facebook live. They had a celebrity presenter hosting.

Is there someone from the school who could host? Could a quiz be a regular feature? More ambitious: The Lewes Quiz? Get each round sponsored. People kept coming back to his quizzes because high quality production. Tough bit is getting the technology right. There needs to be a background crew.

Tony B: what is the aim? Regular, highly polished events, or just getting parents to get to know each other?

Jim: try small-scale year 7 only as a dry run to try out tech and think about the presenter. Develop expertise.

David: we need to own a bit of space outside students and parents. The product is the feature rather than Priory.

Quiz sub-committee initial members: David, Fi, Felicity.

**Action: Jen**: ask for Quiz sub-committee members via WhatsApp

1. Night-time nature walks

Fi emailed Michael Blencowe at Sussex Wildlife Trust for Spring 2021. Several groups setting off at intervals. Waiting to hear.

Amanda: Linian Trust [sp] give up to £1,000 to charities to do something with schools. Could be a community activity for year 7s only with a learning outcome. Then year 7s could help with event in year 8.

**Action: Amanda** to circulate info about Linian Trust.

1. Lecture with Jim Endersby

Jim is a visiting lecturer at Gresham College – currently online. Happy to do a talk for Priory. We did have interest in the (cancelled due to lockdown) Gardens of Empire talk. Outdoors in the Spring would be nicer. Jim uses slides so would need to be projected.

Tony S: we have had an inflatable stage on the field. There are possibilities.

**Action Tony S**: consider suitable outdoor sites at Priory for talk involving projection/slides

Aim for Quiz and Raffle this term.

1. Second hand Uniform

Can FOP help? Add to Friends website and Newsletter?

Amanda: uniform is now accessible. Logistics are tricky. At least one person per day does contact Amanda.

Is using a side door for parents’ access. It is doable.

Jim: virtual exchange on the website? Would need co-ordinating.

**Action:** ask for volunteers to co-ordinate uniform exchange on FOP website via FOP email list.

Website is designed as a web commerce site so could be used for selling in future.

1. Art Auction / Art Fair

Art Auction in 2019 was a collaboration with Wallands.

Fi: it was great but a lot of work. Wallands did a lot. Team of 5.

Christmas Craft Fair idea: online Christmas Crafts. Donate £5 to take part. FOP host via a FB / Instagram page. FOP sell a ‘stall’. One-off fee. Stallholders organise delivery and payment.

Liz W: can we raise more cash for FOP? There won’t be any refreshments to raise extra funds.

Amanda: there are still some items left over from the Art Auction

Jim: charge £10. Could lead to a physical event next Christmas?

Fi: would need to be widely promoted.

Tony S: will promote events etc. in the Newsletter to parents. Normally monthly but currently weekly.

1. Lewes Sportif – cycle event

David: Lewes lacks a decent Sportive [non-competitive long-distance cycling event] Can we get a product off the ground? Establish for September 2021? Participants pay £40 to take part. Involve Intersport. Could raise £10K. There’s a gap in the marketplace. There are cyclists everywhere…

Tony S: happy to promote. Include a link.

**Action: David** to write a short plan for a Lewes Sportive and send to Liz for circulation

1. Diversity books and Black Curriculum training

Felicity: aiming to get more Diversity books for the library. There is lots of new literature. Any interest in Black History or Black Curriculum Training? Black Curriculum is a charity.

Tony S: new librarian is very keen on new ideas. Library idea welcome.

Jim: if money needed from Friends for books / resources then we’d consider.

1. Virtual Lewes Half Marathon

Tony B: London Marathon: virtual event? There are a lot of runners. Simple way to raise money. Virtual Lewes Half Marathon.

David: next 6-9 months events must be virtual. There is space in the market for local virtual events. Relatively easy to do.

Jim E: keep working parties under 6 and meet outside!

**Action: Liz W / Tony S**: use Newsletter to invite parents to join Cycling / Running Virtual Event committee

David: can we add Text To Give? David can set it up.

GivePenny platform: links to Spotify. E.g. people donate a tune to [David] and pay whatever price they wanted. Raised £1,500 in 10 days. Create a Playlist – end of year? Valentines? Needs to get marketing right then it’s easy.

Jim E: add Text To Give to other events e.g. Online Auction

**Action: David** to forward Text To Give information to Liz for circulation

**Action: David, Fi and Felicity** to sort out logistics for the Quiz and discuss the Art Auction a.s.a.p.

**AOB**

There was no other business.

The meeting finished at 8.08pm

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| **Actions and Funding Agreed** | **By whom** |
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| Chase Co-op bank re: new account including card machine & HSBC re: existing account – new signatory | Adrian |
| Confirm whether the FOP gambling license is still valid | Adrian / Amanda |
| Send photos of raffle prizes to Fi so she can add them to the FOP Facebook page. | Amanda / Fi |
| Research Textdonate as alternative to Raffall for Christmas Raffle | Amanda |
| Send suggestions for raffle prize donors to Amanda | All |
| Circulate info about Linian Trust re: Nature Walk ideas | Amanda |
| Consider suitable outdoor sites at Priory for talk involving projection/slides | Tony S |
| Invite parents to join a Lewes Sportive / Virtual Half Marathon sub-committee and separate Quiz Committee via Newsletter & WhatsApp group | Liz / Tony S / Jen |
| Write a short plan for a Lewes Sportive and send to Liz for circulation | David |
| Forward Text To Give information to Liz for circulation | David |
| Sort out logistics for the Quiz and Art Auction a.s.a.p. | Quiz sub-committee: David, Fi and Felicity |

Date of next meeting: **Tue 10 Nov at 7pm**