Charity No. 1085742

**Minutes**

Meeting date: 15 June 2021

Time: 7pm

Venue: via Zoom

**Attendees**: Jim Endersby (Chair), Liz Webb (Secretary), Fred Hoad (Treasurer elect), Tony Smith (Head), Abi Saunders, Fiona Griffin, Amanda Burgess (Community Liaison and Income Generation Manager), Jen Lelliott, Quincy Whitaker

**Apologies**: Harry Mole, Andrea Eserin, Tony Bartholomew, Felicity Carter

**Actions from last meeting**

All covered below.

**Finances and Banking Update**

**FOP Accounts and Treasurer**

To date, no documentation has been received from Adrian Keitch despite two formal requests. We are now at the point of having to threaten legal proceedings to ensure that the documentation is returned. There was extensive discussion of the options and possible implications of different courses of action, after which the following activities were agreed.

**Action:** Liz, Quincy and Fred to finalise and send the letter to Adrian with threat of legal action.

**Action:** Liz to ask the Charities Commission for advice on retrieving documentation, and forward the login details to Jim

**Action:** Jim to add Liz Webb and Fred Hoad to the Charities Commission website

**Agreed:** **to elect Fred Hoad as Treasurer.**

Proposed by Quincy Whitaker. Seconded by Fiona Lelliott. Agreed unanimously.

**Action:** Jim, Amanda and Fred to meet at HSBC to add Fred as a signatory. Fred will then sign-up for online banking and we will investigate allowing a second trustee to operated online banking in Fred’s absence. An email trail will be maintained to authorise payments higher than a certain amount.

The treasurer will present a summary of any online payments made as part of their report to each FOP meeting.

**Agreed:** **to allow Fred Hoad to set up online banking and make payments up to £250 without prior authorisation.**

Jim proposed. Jen seconded. Agreed unanimously.

**Card machine and card payments**

Fi to share her research. We need to decide whether people use their mobile phones or use a machine.

**Action:** Fi to pass on card machine / payments info to Fred

Amanda B: invoices: Jim E has paid £150 for Create FOP website hosting.

**Agreed** unanimously to pay the invoice. Electronic payment should be possible next year.

Income: £8.53 from Easyfundraising received from online shopping.

**School Liaison**

Amanda: **Transition Evening** was scheduled for 7 July but is now online. Do mention Spring into Lewes and encourage new parents to get involved.

**Tom Reeves Photography event**: now not possible in July due to continuing Covid lockdown regulations. Discussed online event but would be better live in the autumn/winter.

**Request for funding: Jamie’s Farm** near East Chiltington is a residential farm for students who’ve become less engaged – 9 or 10 students per week. Full immersion. Priory needs to raise £13,000 for c.20 year 10 students to attend. Amanda has already secured £3,000-£4,000 from the Fonthill Foundation who are very keen. Students will be carefully chosen by Helen Fines in Lifeskills team. Students will be following the Personal Development programme. It is part of the curriculum. The group will exist from September. Cost includes all staffing costs, professional mentoring, counselling etc. – aim is to reengage them prior to GCSEs.

**Agreed:** to offer the school £4,000 towards residential courses for year 10 students at Jamie’s Farm

Agreed unanimously.

Amanda B: is working with the Art Department on spending plans for the £3,000 raised from the Art Auction. Payment was agreed at the last meeting.

**Fundraising Events / Projects**

**Year 7 BBQ 9 July: Cancelled** due to extended Covid restrictions.

People will be reluctant to attend. It’s supposed to be post-lockdown. Look at rescheduling it in early September. Need to consider new year 7s too.

Not possible to plan live events at this time.

**Open Evening: 16 September 2021**

Tony S: refreshments will hopefully be needed at the Open Evening on 16 September 2021.

Jim: agreed sub-committee with Jim and Fi to co-ordinate.

**AOB**

Catering supplies: Debbie Atug, Yr 7 parent, has emailed offered to help with sourcing cheaper catering supplies – Booker is very expensive - and with running bars etc. at future events.

AGM: Amanda to check with Priory re: availability of Lecture Theatre for Tuesday 28 September 2021.

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| **Actions and Funding Agreed** | **By whom** |
| **Action:** Liz, Quincy and Fred to finalise and send the letter to Adrian with threat of legal action.  | Liz, Quincy, Fred |
| **Action:** Liz to ask the Charities Commission for advice on retrieving documentation | Liz  |
| **Action:** Jim to add Liz Webb and Fred Hoad to the Charities Commission website | Jim |
| **Action:** Jim, Amanda and Fred to meet at HSBC to add Fred as a signatory.  | Jim, Amanda, Fred |
| **Action:** Fi to pass on card machine / payments info to Fred | Fi |
| **Agreed** to reimburse Jim Endersby for the annual hosting cost for the FOP website | Amanda  |
| **Agreed:** to offer the school £4,000 towards residential courses for year 10 students at Jamie’s Farm |  |

Date of next meeting: **Tuesday 7 September 2021 at 7pm in person (if possible)**

**AGM: Tuesday 28 September, live if possible**