

FOTS meeting 22 October 2024 7.30 Conference room

Present Polly Gleeson (Chair), Lou Peaston (Teacher Rep) Simon Burns (Treasurer) Delia Yang, Tima Asgari, Andrea Berry, Jess Lacey, Nic Lansdowne, Yasmin Qureshi

Apologies: Rachel B, Windell C

Agenda Items:

1. Previous Minutes

The previous minutes were proposed by Simon and seconded by Delia, so have been accepted.

There were no outstanding items.

Thank you to everyone who helped at or made cakes for the open event and the Year 7 meet the teacher evening. Thank you especially to the students who helped too.

2. Treasurer Update

The bank mandate has been approved and Windell and Simon now have access to online banking and have access to the Charity Commission. Simon is chasing for access to HMRC. Simon is preparing the annual return for the Charity Commission for the year end, August 2024.

The current bank balance is £6180.

Currently the donation scheme has 141 donating families, raising approximately £11,900 pa. Considering ways to make the donation form more user friendly.

Polly bought a card reader with the intention of using it for FOTS, but better to get a couple of new ones and set up when the new Chair/Treasurer is in place.

It was confirmed that when bids are approved by FOTS, the funds are transferred to school, and they allocate the money as money is required. The school has some money in their accounts where approved bids have not been completed.

Action: Lou & Polly to identify allocated funds that can go back to FOTS to be reallocated.

Action: Lou to set up meeting with Simon and Diane in Finance, to discuss FOTS money matters.

3. Bids

Total in Accounts/Arbor: £6180

Total amount of requested bids: £3244.04

The reading scheme previously approved will be starting at school in January. Lou has selected the books to be used.

1. Art

Request approved for 3x visualisers, £303.60

2. Extra-Curricular

Request approved for chess board demonstrator, £50.44

3. SLT

Request approved for kick boxing equipment, £200

4. Extra-Curricular

Request approved for purchase of litter picking equipment and badges, £150

5. Technology

Request approved for purchase of 2 sewing machines, £1100 and a request to consider 2 more next year

6. PE

Request declined for basketball hoop (£1100). A good idea, but Lou is to query bid viability with PE.

7. Science

Request approved for tortoise food and visualisers, £340

Total bids agreed - £2144.04

4. Trustees

The Charity Commission will need to be updated following the AGM. Please consider whether you would consider being a trustee of FOTS.

5. AOB

Annekie has very kindly offered to wash the coats in lost property and sell them on Vinted.

6. Next Meeting

The next meeting will be the AGM on Monday 18th November 2024 at 7.30 in the Conference Room.

Please consider whether you would like to be the next Chair as Polly will be resigning from her role after 10 years at the AGM.

There being no further business the Meeting closed at 9.30pm