



Friends of Burdett-Coutts Parent Association

Burdett Coutts & Townshend Foundation C.E. Primary School
Rochester Street, Westminster, London SW1P 2QQ
Telephone: 020 7828 6790



Friends of Burdett-Coutts

Abbreviated Minutes of Friends of Burdett Coutts AGM Thursday 24th September 2015 @ 5pm in the Learning Zone

Attendees:

In attendance was Arlene Hamilton, Reena Life, Ying Timothy, Sandra Brightwell, Alison Seedat, Charlotte Madden, Mariya Mahon and Narissa Bowles. Ms Jackie Parfitt attended in representation of the school. Maureen Salinogan, Nadia Marhri, Rachida El Mamoun and Nadine De Keyser sent their apologies.

Constitution

All present voted to adopt the model constitution as previously circulated.

Setting Up a Bank Account

A bank account has to be set up before charity status can be applied for. As a charity, all money is public money and prepared accounts will have to be made available. The school's bursar, Mr Neil Cressy, will be helping with this. Barclays Bank on Artillery Row have confirmed that it will match-fund through their employees up to £1000 of any money that we raise.

It was agreed that 2 signatories would be required for any transactions, therefore at least 4 signatories is required on the mandate. Two of these would be Mr Neil Cressy and Mrs Caroline Hall. The other two signatories would be drawn from the parent group.

Name and Type of Association

The name of the association was agreed as Friends of Burdett-Coutts. The type of organisation is 'Friends of the School' which includes parents and carers of children at the school. The association also has the remit to add anyone they chose as member, subject to a vote. Once the bank account has been set up, the association could then make an application for charity status.

Committee Structure:

We are required to have a minimum of 3 committee members - a Chair, a Secretary and a Treasurer. It was agreed, given everyone's time commitments, that we have 5 committee members – a Chair, a Vice-Chair (to stand in for the Chair in her absence), a Secretary and two Treasurers (Co-treasurers).

We are required to have 2 Annual General Meetings – one at the start of and one at the end of the academic year. We can have as many Committee Meetings as required within this period. Committee members are voted in for 12 months.

At AGMs, at least twice the number of committee members are required in order for the meeting to go ahead. So with 5 committee members, we would need 10 people attending the AGM in total. For committee meetings, the number is half, so with 5 committee members, we would require 8 attending in total.

The following members were voted in for the following positions:

Chair – Nadia Marhri (voted in absentia)

Vice Chair – Reena Life

Secretary – Alison Seedat

Treasurer – Narissa Bowles (Mr Neil Cressy, the school bursar, will be the co-treasurer)

Ms Jackie Parfitt would be the school point of contact for help with printing and other administrative requirements.



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Role of the Association

The association will work in co-operation with the school in organising the Christmas Fair, Summer Fair, and other whole school events. This could also include the International Evening now that it has been postponed.

A discussion was held about the school's overriding priority being to improve the quality of teaching. Given this, it was agreed that it would be best to let the school take the lead on deciding what the money raised is to be used for.

A discussion was held about forming committees of volunteers for specific purposes eg the upcoming Christmas Fair and also about having Parent class representatives in the future. In addition to the Christmas and the Summer Fairs, other suggestions were to have a Macmillan Coffee morning and also to hold a lottery.

Future meetings:

It was agreed it would be best to stagger meetings, some at 9.00 am, some at 3.30, some at 5.00, so that more people can attend. Committee meetings could also be held over informal coffee mornings between members and then communicated to others via email.

It was agreed that the next committee meeting would be on Thursday the 22nd of October at 9am.

Action points:

- Set up bank account (Narissa)
- Register as a charity (Narissa)
- Recruit more parents (all)
- Fundraising ideas (all)