



Friends of Burdett-Coutts Parent Association

Burdett Coutts & Townshend Foundation C.E. Primary School
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Friends of Burdett-Coutts

Abbreviated Minutes of Friends of Burdett Coutts Committee Meeting Monday 8th February 2016 @ 10am in the Ground Floor Hall

Attendees:

In attendance was Reena Life, Alison Seedat, Nadia Marhri, and Narissa Bowles. Ms Jackie Parfitt attended in representation of the school.

Bank Account

A bank account has been set up with Barclays Bank under the name Friends of Burdett-Coutts. The signatories on the account are Mr Neil Cressy (Bursar), Ms Narissa Bowles and Mrs Caroline Hall. There are to be two signatories at any one time to access funds. The cheque/banking books have already come through and are being kept securely in the safe at school.

Charity Application

Now that the bank account has been set up, it is possible to apply for charitable status. Narissa is in the process of doing this and the application is completed, ready to be sent. The only thing outstanding is the completion of the trustee declaration form. This was duly produced and signed for submission to the Charities Commission. The trustees of the charity are Nadia Marhri, Reena Life, Alison Seedat and Narissa Bowles. The application, once submitted, would take up to 12 weeks to come through.

Christmas Fair:

The Christmas Fair was an outstanding success and thanks was given to all those who gave their time and commitment in helping out. Thanks was also extended to the trustees for their funds which provided the bouncy snow globe for the children's entertainment. A total of £1150 (approx.) was raised and this was accounted for and banked by the school's bursar.

It was recommended by the bursar that at the end of the school's financial year (end March), all monies in the account would be made over to the school, leaving a nominal amount for future expenses and to cover the renewal of the annual PTA membership.

This idea was agreed by the committee on the basis that all the monies raised at any school event is given by the parent body in good faith to the association for the school, as a charitable donation. Therefore, the monies should go to the school for them to use for the benefit of the children.

Future communication:

There was a discussion about the need to continue communicating to the parent body, either verbally or by email. It was felt that someone (committee member) would need to commit to writing an email, say every couple of weeks or so, to update the parent body on what was happening, especially in the run up to school events like the Xmas Fair or the Summer fair.

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.