



Registered Charity Number: 516733

**Minutes of the Charity Association 1st Autumn Term Meeting held on
Friday 12th October 2018 at 10.00am**

Present:

David Booth (Chair)

Kate Hubbard

Diane Robinson

Maxine Croft

Simon Hatch

Helen Avraam

Kelly Roberts

Kate asked David to Chair the meeting who was happy to do so.

Simon Hatch told us about his bike ride which was completed throughout the Summer, he enjoyed the experience and raised nearly £2,000. Well done Simon!

New Constitution

Kate gave us the background into the new Constitution. The constitution is a statement of what we want to do as a charity, ie to provide enhanced educational equipment, basically additional items that cannot be funded by the LA. Funding from LA covers buildings, staffing and educational resources. The Charity Association funding will cover things like the garden project, we have also recently upgraded the playground and fixed bikes from Charity Association funding. The funding is used to enhance pupils time here at Dee Banks.

Action – Kate circulate copies of the Constitution to all present (Complete)

Due to issues with old signatories we have had to change our Charity Association bank account from HSBC, Santander was the obvious choice due to the additional charity services they provide. The old trustees met and discussed the need to start up the association again and to drive fund raising, therefore a new account was necessary.

Fund Raising

Santander will come and do some charity days for us, they can do 2 days each per year. They have also given us leaflets to put in a bid for up to £5k. Kate felt Santander were really positive and supportive which is excellent news.

Nationwide Building Society organises book sales on the counter for Charity Associations, Chester will be organising this for Dee Banks. They were delighted to help as can't get enough charities who want to be involved. Yorkshire Building Society would also help us with donations, this must be for a specific project (ie Garden Project).

Green Tokens by Asda and Morrisons, Kelly is in talks regarding these at the moment. It was agreed David and Kelly will liaise further regarding Green Tokens. Asda will also give gifts for raffles. David is currently in discussions with Waitrose regarding a similar scheme. Kelly has also tried Tesco at Sealand Road, David commented he has connections with Tesco in Chester and Broughton. It was agreed these should all be followed up.

Kelly has arranged a Christmas Party which will also raise funds for the school, Kelly has put this down for the Garden Project. It was asked what we should we sell the tickets for? The hall will hold 120, £10 per family was recommended. A Bottle Raffle/Tombola was discussed, we could collect bottles via a non-uniform day where pupils would bring in a bottle for the raffle. Hook a Duck and Weight of the Christmas cake were also suggested. It was felt all these would go down well at the Christmas Party.

Garden Project – Sensory Garden

Kate presented the design for the Garden Project, details are as follows:

This will be in the form of a Sensory Trail - Taste, Smell, Sound and Touch

We will have space for Pots, could be one for each class

The garden will be low maintenance as the Garden can't always be maintained

The garden will have full wheelchair access

The whole garden area will be fenced off

The estimated cost is £9,380 and would take 10 working days to complete

Kelly offered to get in touch with Dandy's Topsoil to see if we can get any materials gifted or at a reduced price, this had been seen in an advertisement.

It was suggested that the Garden Project should have a specific name connected to what we are trying to achieve, we all agreed on the Sensory Garden as suggested by David.

Bike Repairs/Shed

The Bike factory have been into School to fix the bikes as a large amount were in disrepair. All were fixed but the majority have sadly broken again. We received an invoice for £800, it was suggested the bikes may be getting damaged by the way they are being stored. A question was raised as to whether we need to look at our storage facility before supplying new bikes. Work was completed on 11 bikes, but we could have up to 20 which are used 2 or 3 times a day by different classes.

Bren bikes were discussed as they fix old bikes and then sell on, adults with learning disability teach others with learning disabilities to fix bikes, could we possibly connect with these people?

It was suggested that we look at a new storage facility to stop our bikes from being damaged, could we get The Bike Factory or Bren to come into the School to review our facility and advise on what we need? It was felt it was not worth purchasing new bikes before we get the storage facility correct.

Action - Helen to contact Bren and David to contact The Bike Factory regarding a review of our facility
Action - Di and Kate to complete a survey on what bikes we have and what are required

Small Funding

Do we have any small things we would like to do?

Action – All to have a think about these for the next meeting.

What Funding we have?

£26,510 in the Charity Association Account

£21,000 is set aside for a replacement Mini bus, we need to make a donation towards the purchase

£5,510 is currently in our fund for other items (ie Sensory Garden)

Accounts are audited separately and reported to the Charities Commission.

Admin is all up to date as accounts are currently being audited.

AOB

Helen asked about the use of the School for an evening event, Kate agreed this would be possible. This could be for a Barn Dance, Horse Racing or Cheese and Wine. Kelly and Helen agreed to get their heads together regarding an event, we could host one event per term ie a parents Christmas night.

Action – Helen and Kelly to discuss an evening event

We also considered look at organising a Raffle at Christmas (ie Hamper Draw). Kate will ask Engie if they could provide us with a Christmas Hamper. Tickets could be sent home with pupils in bags and sold at Reception.

Action – Di and Kate will investigate this and organise if viable

The Letter Head was discussed, and it was asked if it could we revise, we also need to add trustees and include what Dee Banks is (ie Special School).

Action – Di and Kate to review and organise

It was asked if the School could add a Charity Association page to its website.

Action – Kate to ensure this happens

Kelly told us about the Facebook page she'd set up, it was agreed the charity does not need a separate Facebook or Twitter account as the School will re-tweet items as necessary via their account.

Next Meeting

It was agreed we should have one meeting per half term with the next being on the Thursday 8th November at 10.00am.

Summary of Who is Doing What

Kelly - discuss Green Tokens with Morrisons, Tesco, Asda Community Champion, Christmas Party

David – compact Tesco Chester and Broughton, Yorkshire Building Society, The Bike Factory

Maxine - assist Kelly with Christmas Party

Helen - contact Bren regarding bikes

Kate – review new Letterhead, website (Charity Association page), organise raffle tickets

Di – complete minutes of meeting