

Dee Banks Charity Association

Registered Charity Number: 516733

c/o Dee Banks School

Sandy Lane

Chester

CH3 5UX



Minutes of the Charity Association 2nd Autumn Term Meeting held on Thursday 8th November 2018 at 10.00am

Present:

David Booth (Chair)

Kate Hubbard

Diane Robinson

Kelly Roberts

Apologies:

Maxine Croft

Helen Avraam

Actions from October Meeting

Kate has issued a copy of the Constitution to all present at the Meeting held on Friday 12th October 18.

Kate has updated the letterhead and included all trustees on the footer as requested.

Diane has received a proof for the Hamper Draw Tickets, it was confirmed this will be drawn at the Primary Christmas play on Thursday 13th December at 10am. Kate has confirmed we have a large hamper from Engie on its way. Kelly agreed to collect some Hamper items from Morrisons and Asda and David will bake us a Christmas cake as a prize. These will all need to be in school by Friday 7th December, so we can organise Hampers ready for the draw on Thursday 13th December.

Action: Diane to order tickets and arrange for them to go on sale.

Action: Kelly to organise some items for Hampers from Morrisons and Asda.

Action: David to bake a Christmas cake.

Action: Kate to chase up Hamper from Engie.

Kate is still in the processes of setting up the Charity Association page on the Dee Banks Website. It was confirmed that the website will hold minutes of the Charity Association meetings.

Kelly has a bag packing day coming up at Morrisons (Bache) for the Christmas Party selection boxes, she would like to see if any staff could help on Sunday 2nd December 11am – 5pm.

Action: Kate will organise for a text to be sent to parents and ask staff if anybody is available to assist.

Trustees: Mr David Booth, Mrs Judith McGuiness, Mrs Katharine Hubbard and Kelly Roberts

Kelly is having issues with Tesco as is not having much response. David has submitted a bid and believes he's completed a bid for Tesco at both Chester and Broughton. David will continue co-ordinating with Tesco at Chester, Broughton and Sealand Road, while Kelly continues with Morrisons Bache/Saltney and Asda.

David is putting a bid in for the Sensory Garden to the Yorkshire Building Society and is also looking at a bid with Principality although he's not sure we'll be successful with Principality. The book sale at the Nationwide seems to be going well. We need to text a reminder to parents about the book sales before it finishes and arrange for pupils to visit the Nationwide to collect the donation. It was also suggested that we organise for the Chester Chronical to be present to take some pictures of pupils/Nationwide staff.

Action: Kate to organise a text to parents as a reminder regarding the book sale.

Action: David to organise a date for the donation to be collected by pupils from Nationwide.

Action: Kelly to organise Chester Chronical to be present at the collection.

Kelly has emailed Dandy's Top Soil to see if we can get any materials gifted or at a reduced price to assist with the Sensory Garden Project. Kelly is still waiting for a response from Dandy's Top Soil.

Helen has been in touch with Bren Bikes, they have been out and are very interested in working with us in the future, this will include our pupils learning how to fix bikes. They have also spoken with Ros (PE) and Pete (Learning Outside the Classroom) who are now on board. Bren Bikes have looked at our bike storage facilities but have not yet provided any feedback. They are going to visit school again on 3rd December to completed further repairs to our bikes, we will also ask for feedback on our storage facilities.

The Bike Factory have commented on our bike storage facilities, saying that the facility is letting in leaves, it's not a proper storage facility for the bikes and we have too many bikes stored in the facility. They have recommended that we have some bike racks, a separate section for trikes and racks for the 2 wheelers (i.e. Scaffolding poles). As we have too many bikes we need to consider exactly what is required, Ros is completing a survey on what bikes are required.

Action: Ros to complete survey on bikes.

It was discussed if we could look at raising money for a new bike storage facility and use the old one for something else. When Bren Bikes visit on 3rd December could we have a chat to them about the cost, exactly what we need in the way of a new bike storage facility and where it could be purchased?

Action: Diane/Kate to speak with Bren Bikes regarding the storage facility on 3rd December.

Christmas Party

The Christmas Party is in hand although it seems to have escalated. Kelly asked if it were possible to organise an own clothes day for pupils to bring a bottle for the Christmas Party tombola.

Action: Kate will look check with Jude regarding an own clothes day for pupils.

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Funding

Kate took us through the accounts as we have had a bank statement from Santander. We currently have £26,744.26 in this account but £21,000 is going to be moved to a reserve account, this is being held for a contribution towards the new mini bus. We therefore have £5,744.26 towards the Sensory Garden Project.

AGM

We need to hold an AGM to review roles and responsibilities for the Charity Association. This has been arranged for the Spring Term on Thursday 24th January at 10.00am.

Action: Diane to send out letters inviting parents/carers, a text as a reminder and complete an agenda.

AOB

An evening event was discussed i.e. Barn Dance, Horse Racing or Cheese and Wine. This has not yet been looked at as the Christmas Party has taken up a large amount of time. This will be reviewed after Christmas and will be placed on the agenda for the next meeting in January.

Action: Helen and Kelly to review an evening event.

David commented that CUFF would be willing to take on some work experience, Kate has spoken to Willow Class who will follow this up directly.

Julie Henderson has spoken to Kate regarding using the Mini Bus during school holidays for parents and children meet ups. Kate has discussed this with our insurance provider, they are happy for this to happen if it's for an organised event via the Charity Association. If Kelly could let us know when trips are being organised, we can then ensure we're compliant. Julie will be taking the mini bus test so will be the designated driver.

Action: Kelly to advise on events when the mini bus would be required.

Kelly commented that she now has a DJ contact to host any parties for free, if you need any details regarding this please speak to Kelly direct.

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