

Dee Banks Charity Association

Registered Charity Number: 516733

c/o Dee Banks School

Sandy Lane

Chester

CH3 5UX



Minutes of the Charity Association AGM and 1st Spring Term Meeting held on Thursday 24th January 2019 at 10.00am

Present:

David Booth (Chair)

Kate Hubbard (Treasurer)

Diane Robinson (Secretary)

Kelly Roberts (Trustee)

Helen Avraam

Apologies:

Jude McGuinness (Trustee)

Treasurer's Update

Over the Christmas period the Charity Association successfully raised a total of £1,212.36. £436.36 from the Christmas Party, £576.00 from the Hamper Draw and £200 from Cuff. In the bank account we now have £25,668.53, £21,000 of this has been reserved for the new mini bus. We have also had to pay for audit fees for the association which was £200.

Kate passed the Audit Report to David to review, this still needs to be signed by our Trustees which will be organised asap and then sent onto the Charity Commission. David mentioned it was important we noted within the Audit Report that £21,000 has been committed for the new mini bus.

Resolved: All were happy with the Audit report.

Action: Kate to ensure audit report is signed by Trustees asap.

Election of Officers and Trustees

Chair – David Booth, proposed by Kate and seconded by Diane

Treasurer – Kate Hubbard, proposed by David and seconded by Helen

Secretary – Diane Robinson, proposed by David and seconded by Kate

Trustees – Kelly Roberts and Judith McGuinness

Outstanding Actions from November Meeting

Ros has now completed a survey on the bikes.

Helen and Kelly have had a brief discussion about arranging an evening event, but nothing more has yet been decided. It was mentioned that the school was now available for the Community to utilise at a charge of £20 per hour. However, the Charity Association could use the facilities for free whenever they wanted. We could host something for the parents to attend without children, maybe in May. We could also organise a film night for the children which could include pizza etc.

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

Action: Helen and Kelly to discuss future Charity Association events.

There has recently not been any need for the mini bus and nothing has been arranged for February half term. Julie Henderson will be taking her mini bus test on Monday (good luck Julie), so she will be our designated driver. A form needs to be completed to hire the mini bus and can only be hired by the Charity Association, not an individual. We will charge for taking families out on the bus to cover petrol and a contribution for the Charity Association.

Christmas Party

The Christmas Party was a really good event, the bag pack arranged at Morrisons to raise funds was a little disappointing as only Kelly plus family and Maxine attended. Kelly was a little disappointing that staff from the school did not attend, it was suggested that we could organise a bag pack within the day then classes could attend the event. 11 families came along to the party which was a bit disappointing as over 30 said they were interested. It was suggested we set a date for this year's Christmas party and get this communicated to families earlier then hopefully we can get more families. Caldly Valley Community Centre was recommended as a good venue for the next Christmas party (£20 per hour) which has a kitchen and full disabled access.

Action: Kelly to look at setting a date for the next Christmas party and to find a suitable venue.

Hamper Draw

This was a great success and raised some excellent funds for the charity. It all worked really well especially the pre-printed tickets and the own clothes day to bring items into school for the Hampers. We were overwhelmed with the contributions from families and the interest in purchasing tickets. It was noted that some people didn't know who had won the hampers and this should be advertised.

Action: Kate to advertise winners on the Website.

Action: Di to advertise winners on the Newsletter and include a 'thank you' for all contributions.

Storage Facility for Bikes

Bren Bikes came out at the beginning of December, they completed some servicing on several bikes and removed bikes which they were unable to fix. The storage facility now has more space after a good clear out, it would also benefit from some racking and a new door. It was decided we should leave the Storage Facility for now as we currently have no funds for its replacement or improvement. This will be looked at once the Sensory Garden Project has been completed.

Action: Kate to ask the Caretaker to brush up leaves weekly and ensure the facility is kept tidy.

Simon one of our volunteers has offered to come into school and teach our pupils how to look after the bikes. A DBS needs to be completed but then Simon can come into school and work with our pupils when he's available as a volunteer. We do however need to ensure we keep a good relationship with Bren Bikes, maybe we could arrange more of a structured session. It's important we keep a relationship with Bren Bikes as our pupils could have work placements within the organisation. David felt having a relationship with both (Simon and Bren Bikes) would be an advantage and is achievable.

Action: Kate to organise a DBS for Simon and arrange a visit.

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

Garden Project

Unfortunately, the garden had to be cleared as it was dangerous for pupils. we were quoted £800 but a lot more work was needed than initially thought, including taking down the polythene tunnel, the final invoice was £1,205. This will however come off the bill when we come to complete the sensory garden. Kate was really pleased with the work completed. We currently have about £5,000 towards the Sensory Garden but we need about £8,000.

As the work on the Sensory Garden would need completing in the spring (late March/early April) it was suggested we borrow the money for the mini bus and then replace later. If the work on the Sensory Garden is not completed in the spring it would then be delayed until 2020. All agreed this was the best way forward.

Action: Kate to arrange for Sensory Garden to be completed.

Charity Association T-Shirts for Representing Association

T-shirts will be required for the next bag pack which Kelly is arranged before Easter. It was suggested we could also sell T-shirts to parents.

Action: Kate to order 20 T-shirts with the Dee Banks Charity Association logo.

AOB

Due to the success of the Christmas Hamper Draw it was suggested we complete another Hamper Draw at Easter, this would include an own clothes day to collect Easter eggs etc for the hampers.

Action: Di to arrange tickets, own clothes day and hampers.

The Summer fair will be hosted again this year due to its success in 2018, this needs to be included as an agenda item for the next meeting.

Action: Di to ensure the Summer Fair is on the agenda for the next meeting.

Action: Kelly to arrange a bag pack at Morrisons between 15th and 18th April in school time.

Action: David to arrange a bag pack at Tesco or Asda after 3rd June in school time.

Helen mentioned that parents/carers need to know what we are currently raising funds for, Kate suggested completing a newsletter for the Charity Association. It would also be beneficial to place something on Twitter regarding the Charity Association, i.e. a copy of the Newsletter. We need to ensure we ask for more volunteers for the association via Twitter and the Newsletter, not necessarily to attend meetings but to assist with fundraising events.

Action: Di to complete a Newsletter before half term.

David commented on the bids he'd been completing for the Sensory Garden Project as he is still waiting on a response.

Action: David to chase up bids with Yorkshire Building Society and Principality.

Out next Charity Association meeting will be held on **Thursday 14th March at 10.00am.**

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