

Dee Banks Charity Association

Registered Charity Number: 516733

c/o Dee Banks School

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Minutes of the Charity Association 1st Summer Term Meeting held on Thursday 2nd May 2019 at 10.00am

Present:

David Booth (Chair)

Diane Robinson (Secretary)

Kate Hubbard (Treasurer)

Apologies:

Jude McGuinness (Trustee)

Kelly Roberts (Trustee)

Helen Avraam

Jayne Randles-Blyth

Maxine Croft

Minutes of the Last Meeting

The minutes from the last Charity Association meeting were agreed by all members present.

Outstanding Actions from Previous Meetings

Action: Kelly and Helen to organise a Summer Ball.

Action: Kelly to advise a date and venue for the Christmas Party.

David has chased up the bids with the Yorkshire Building Society and Principality, they have asked for the bids to be resubmitted.

Action: David to resubmit bids to the Yorkshire Building Society and Principality as soon as possible.

Kate gave an update on the Sensory Garden and explained that we would like some of Bishops field so have been thinking about a new location for the Sensory Garden, the originally planned plot would end up in the middle of the field, this would not be ideal. Kate has been in contact with a representative from the new dementia home on Sandy Lane and they have agreed to move the mound for us, this will then enable the Sensory Garden to be created in a better location. Kate has spoken to Christian about this who was very excited about this new location, this would result in a redesign. Christian is going to meet with Kate in the Summer to discuss further and create this new design. It is felt we need to spend time on the design and location to ensure this is completed correctly first time, we don't want to move the Sensory Garden in a few years' time.

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

David asked if we had a proper specification for the Sensory Garden, Kate confirmed we had a good specification and explained that in Christian's original proposal we had a sight bed, taste bed, touch bed, smell bed. David asked if this could be expanded to objects. David also asked about Maintenance for the Sensory Garden. Kate has considered this and explained that we could ask Christian, the LA Ground Maintenance Team or we could utilise our Site Manager and place it within his workload. It was agreed by all that we need to make this a real experience for our pupils, we could also have a section where pupils could plant something for themselves. The new target for the completion of the Sensory Garden is Spring 2020.

David asked how we were progressing with gaining the additional land from Bishops. Kate explained that we need to start using this in the Summer and that sessions have already been planned in with our PE Lead (Ros). We also need to section this piece of land off for safety reasons, this is in hand. Bishops would then need to release the land to Dee Banks as it's all owned by CWAC.

Action: Kate to continue to progress securing the land from Bishops and discuss the design with Christian.

David will organise a date with Morrisons and Tesco for bag packs. This should be arranged when classes can attend, i.e. a Friday from 11am until 2pm would be ideal.

Action: David to organise bag packs at Morrisons and Tesco.

Action: Kelly to organise and advise dates for her selected supermarkets.

Summer Fair

A date for the Summer Fair has been decided, Saturday 22nd June from 2pm until 6pm, this may however change as we are still deciding if we want to organise camping as per last year. The Summer Fair would be held at school and could contain the following:

Beat the Goalie

Soft Toy stall

Bottle Tombola

Hook a Duck

Candyfloss

Face Painting

Jo's Band

Pizza from Et Alia

Camping (for staff and families)

Action: Kate and Di to discuss further with Jude.

Log Cabin Bids (DM Thomas Foundation)

This foundation looks like an excellent source to place a bid for the log cabin for our nurture and behaviour/quite calm space. Kate has asked Scott and Ruth to arrange some quotes, we'd like to go for the October bid submission then Kate and Di can work on the bid over the Summer Holidays. This will give us time to consider our bid and get some realistic quotes. This space could also be used for Rakee sessions via Helen Avraam which would be good for our staff and community. This could also be linked to the Sensory Garden (i.e. Retreat and Nurture Space).

Action: Di and Kate to complete bid as appropriate.

Action: Ruth and Scott to source quotations.

Variety Bus Application

It was agreed that we should go ahead with the application for the new minibus from Variety (Sunshine Coaches). The minibus we intend on replacing was originally from the Variety Club 10 years ago. Di explained that she had discussed this with Variety who agreed we were eligible to put in another bid and how this could be performed. Variety would source the specification of bus required as all seats need to be removable to transport PMLD classes.

Action: Di to complete application.

Accounts

David Booth asked for a hard copy of the accounts for 2017/2018, these were supplied by Kate. We currently have £26,210 in the Charity Association account. We received £589 from the Easter Hamper Draw, £171 donation from the Snack Bar at Bill Smiths and Kate has spent £232 on T-Shirts for the bag packs.

Andy Kershaw from the dementia home on Sandy Lane has made a very generous donation of two Microwaves and a fridge. He is also in the process of organising for the mound to be removed from the field as discussed earlier. Kate confirmed we have still not received the cheque from the Nationwide and that we are also expecting a donation from the Masons, this again has not yet been received.

Action: David to chase up Nationwide cheque and donation from the Masons

Kate also confirmed that the accounting year end for the Charity Association is 31st May.

David confirmed that we have token events as per the following:

Green Tokens Asda – April, May & June

Green Tokens John Lewis – May, June & July

Action: Di to send a text to all Parents as a reminder about the Green Token events.

Cheshire West Voluntary Action

This is a Cheshire wide holding company for charities, they host lots of events and training courses for charities. They primarily link charities with businesses and are located in the Blue Coats old school in Chester. David called to see them on Monday, but they were unfortunately closed, David then phoned and has completed an application form for us to join. Cheshire West Voluntary Action also list all the grant giving organisations which would be very useful information for the Charity Association. David is still waiting to hear back from them and will provide feedback at our next meeting.

Action: David to organise being part of this group and feed back to the next Charity Association meeting.

Giveasyoulive

This looks like a good page to subscribe to, we could raise some money quickly and easily. We could also provide a link via our Website.

Action: Di to organise joining the page and advertise to parents accordingly.

AOB

David asked about having an annual bursary of up to say £500 available to the linked Governors for their linked classes, Governors could then ask classes if they need anything specific which would be purchased by the Charity Association. This would link classes to the Charity Association and Governors. We could make this specific for a trip out. It was agreed that we should all have a think about this and place it on the agenda for further discussion at the next Charity Association meeting.

Action: Di to ensure this item is on the agenda for the next Charity Association meeting.

David asked if we could complete a video to support bids, Kate agreed this could be organised.

Action: Kate to ask Teachers to complete a short video to support bids.

David asked for a hard copy of the Articles of Association to assist with the completion of bids.

Action: Kate to pass a hard copy of the articles to David.

Our next Charity Association meeting will be held on **Wednesday 12th June at 10.00am.**