**Friends of Low Port Primary School SCIO Meeting**

*Wednesday 2nd September 2020*

Committee Minutes

|  |  |
| --- | --- |
| **Attendees:** | **Apologies:** |
| *Kate O’Hara (C)*  *Lisa McGarry (VC)*  *Gillian Reynolds*  *Kate Sleight*  *Helen Wallace*  *Kirsty Glen*  *Laura Moore (T)*  *Sone Spottiswoode*  *Kirsty Pllu (T)*  *Katya McPhail*  *Sam Fraser*  *Lucy Wilson*  *Natalie McCartney*  *Kimberley Paton* | *Sian Morrison*  *Rebecca Holmes*  *Emma McGroarty*  *Michelle Fathi (S)* |

|  |  |
| --- | --- |
| **Item No.** | **Notes** |
| 1 | **Welcome (Kate O)**  Apologies noted above  Welcomed new trustees – Katya McPhail, KO proposed, HW seconded, all approved, Kirsty Glen, KO proposed, KP seconded, all approved  Thanks given to LMc for role as Vice Chair and KP and LM for roles as co-treasures as they now stand down.  Appointment of new office bearers:  KO to remain as chair – HW seconded, all approved  Co-treasurers – KMc and KG, KP proposed, SS seconded, all approved  Vice Chair – KP, HW proposed, GR seconded, all approved  Secretary – MF, SF proposed, LW seconded, all approved |
| 2 | **Declarations of Interest**  *None declared* |
| 3 | ***Treasurer's Report for Meeting on 2nd September 2020***  *Attached is a copy of the Treasurer’s Report* |
| 4 | ***Grounds Maintenance Fund***  *Currently sits at £1000 to be used to maintain bark around climbing area and grounds improvements.*  *Question of whether the All Weather Pitch needs to re-sanded. It was done in 2017 and 2019 so next time will be 2021.*  *(Life of pitch is 10 years so is due to be replaced soon.)*  *KP proposed that we no longer need to keep £1000 in reserve and this could now be reallocated to general funds. Any grounds maintenance requirements would come from here. All agreed.*  ***Actions:***  *Check if there is sand left over from last year (NMcC)* |
| 5 | ***Reserve Policy***  *KP proposed that we reduce the reserve policy for this year from £3500 to £1000 due to less pupils likely to require access to opportunities fund alongside it being unlikely that school camp will take place this year. All agreed.*  ***Actions:***  *None* |
| 6 | **Spending**  *a.* ***PROMETHEAN PANELS***  NMcC confirmed that the school still requires 2 more panels. (1 for a class and 1 for common area). All agreed that we could commit to buying one panel now with the possibility of buying the second unless funds were needed elsewhere.  **VOTE**: *Buy one promethean panel now*  **Decision**: All agreed  **Actions**:  School to find out prices and let us know (NMcC).  NMcC and KPaton to check with staff to see if there any more urgent resources required.  b. ***OPPORTUNITIES FUND***  Use of this fund may be different this year with there unlikely to be a school camp. There may be a requirement for outdoor clothing/wellies/PE kit etc for families in need of support.  **VOTE**: *Opportunities fund can be used for making sure pupils are able to take part in outdoor activities.*  **Decision**: All agreed.  **Actions**:  School will let us know if and when funds are required. |
| 7 | ***CONSTITUTION***  There may be a need for the constitution to be updated to state that meetings for FLPPS may have to be virtual.  ***Actions:***  *KP to look into this and action if required.* |
| 8 | ***FUNDRAISING IDEAS***  *Due to current situation (COVID-19) most of the normal fundraising events will be unable to go ahead this year.*  *Suggestions for alternatives:*  *Tea Towels (SM)*  *Christmas Cards (HW)*  *Diaries (KS)*  *Town Treasure Map (KO, GR and KS)*  *Sponsored Silence (After Christmas)*  *Online Disco (HW)*  *Enterprise Night – Staff to have discussion to see if it can go ahead in an alternative format and then let us know if any funds are required.*  ***Actions:***  *See above* |
| 9 | **AOB**  *NONE* |
| 10 | **DoNM:** *Wednesday 21st October 2020* |

**Summary of Actions:**

|  |  |  |
| --- | --- | --- |
| **No** | **Action** | **Owner** |
| 1 | Check if there is leftover sand for the All Weather Pitch | NMcC |
| 2 | Find out price of 2 Promethean panels | NMcC |
| 3 | Check with staff for other resource requirements | NMcC/ KPaton |
| 4 | Check constitution to see if we need to add use of virtual meetings | KPllu |
| 5 | Co-ordinate Tea Towel fundraiser | SM |
| 6 | Investigate Christmas Card fundraiser | HW |
| 7 | Investigate diaries fundraiser | KS |
| 8 | Co-ordinate Online Disco | HW |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |