



Minutes of the Meeting held on Thursday 8th September 2016

Present: Jo Hewitt (JH), Sue Nolan (SN), Jeff Nolan (JN), Craig Jenkins (CWJ), Gavin Jones (GLJ), Rhian Rees (RR), Derek Bird (DB)

1. Minutes

The previous minutes were accepted as a true record.

2. Matters Arising from Previous Minutes

There were no matters arising.

3. Treasurer's Update

3.1 DB provided an overview that receipts for August totalled £2,316 with no outgoings. Receipts in September to date total £219.40. However this does not include the takings from one boot sale (SN brought this to the meeting) or monies from refreshments provided at events in school during July (JH brought this to the meeting, see 6).

4. Correspondence

4.1 During July a request was received from Simon Meredith, Maths Department, asking for a donation of £47.46 to purchase materials for the craft dragon making event during activities week, the last week of the summer term - voting was made by email as there was no meeting in July. The money was paid out from the proceeds of one of the events where refreshments were sold. A copy of the invoice was passed to DB.

4.2 A letter was received from Sue James, Finance Officer requesting that our usual annual donation of £2000 for planners/link books and £216 for the water cool is made early this year. Sue usually requests the amount in arrears of the school year/payments being made, however it would help the school budget if the donation is made at the time the money is actually needed and will bring these payments in line with academic year in which they are required. This request was agreed by email vote during July and cheques issued.

4.3 Cheque received from Easyfundraising for £58.44 - this was passed to DB.

4.4 A letter was received from Caroline Weaver of the English department asking for support to purchase a replacement projector for B5 classroom. The projector is an old type and it is not cost effective to replace a bulb or parts. Those present agreed to £309 replacement cost.

4.5 A letter was received from Carolyne Tucker, Head of Welsh, asking for a new projector for I13. The projector is an old type and it is not cost effective to replace a bulb or parts. Those present agreed to £309 replacement cost.

5. Lottery Update

5.1 The lottery numbers remain static - JH to promote at the Year 6 Parent's Evening on 29th September.

6. Events Since Last Meeting

6.1 Fortnightly boot sales have taken place as planned since the last meeting.

6.2 Refreshments were provided for the Gym and Dance Display on 28th June - this netted £68.56 profit (given to DB at the meeting, less £47.46 for Activities Week per 4.1)

6.3 Refreshments were provided for the Year 6 Transition Disco on 7th July as the WBQ students were unable to undertake the commitment this year. Due to the nature of the event only a minimal mark-up was placed on items, however due to the amounts sold this still netted £49.90 profit (given to DB at the meeting).

6.4 Refreshments were provided at the Y13 Music Students Farewell - this was not a large event and netted £11.15 profit (to be given to DB next week as not brought to the meeting).

7. Events Before Next Meeting

7.1 Boot sale - 18th September

7.2 Boot sale - 2nd October

8. A.O.B.

8.1 The parents of a student who has received support from the school's Additional Educational Needs department over the course of their time at Caerleon Comprehensive have donated a cheque for £500 to the department. They are aware that FOCCS are able to claim Gift Aid on donations and made the cheque payable to FOCCS not the school. JH asked those present if they were happy to pay this into FOCCS, claim Gift Aid tax relief and hold the money pending future requests from the department against its value. Those present agreed and the cheque was given to DB for banking.

9. Date of Next Meeting

9.1 The next meeting will be on THURSDAY 6TH OCTOBER, 6pm in the Hanbury Arms.