

AFS MINUTES

26/06/2012

<p>PRESENT M Roden (Hon President) V Manley (Chair) B Beirne (Secretary) M Bentley J Saunders (Stock co-ord) A Mereu Fiorito D Mereu Fiorito F Evans (Vice Chair) A Rogers (100 club) A Rogers (staff rep.) J Millicheap</p>	<p>PRESENT S Ahmed Y Qian J Crutchley M Crutchley M Olnier G Gardener M Beckett H Felton D Prins S Byrane S Ahmed</p>	<p>Apologies:- Alison Sherwood Charles Wood David Smith Rupert Connolly Mo Chew Brigita McDonald Heather West Jazz Singh Sally Ann Salmon Tammy Flemming</p>
<p>Previous AFS minutes</p>	<p>KECH Girls - have requested them to register for easyfundraising - girls school had not completed this at the time of the last meeting.</p> <p>Noted amendments to previous treasurers' report in April minutes - the charity giving contributions are inclusive of the total funds raised.</p>	
<p>Matters Arising</p>	<p>Meeting held with Shazia Ahmed regarding parent questionnaire - to be dealt with in AOB.</p>	
<p>Chair's Report</p>	<p>Formal announcement - after many years on the AFS committee, Mr Phil Carman has stood down and Mr Andrew Rogers was welcomed as the new AFS Teaching staff representative. Many thanks to Mr Carman for all of his support for the AFS most particularly for his regular appearance as quiz master.</p> <p>Two events since last meeting - firstly the Revolutions Concert- an after school "gig" performed by all of Camp Hill's musical artists. AFS supported the event with refreshments and snacks.</p> <p>An unexpected major refreshment provision for the Senior Concert was delivered. Thanks given to the last minute volunteers who helped out at the event.</p> <p>Vanessa met up with Shazia Ahmed and prepared a first draft of the questionnaire that will be distributed to every parent over the next twelve months. The questionnaire aims to gauge engagement with the AFS and to learn more about making AFS an even more successful organisation. To be discussed in AOB.</p> <p>Met with Frances Evans to discuss plans for this year's Dinner Dance. Discussed in AOB.</p> <p>Jo and Vanessa met to plan the packs for the New Year 7 parent's induction evening. Each parent(s)/carer(s) to be given the information about the school, plus the AFS pack. Contents modified with the way School Club and AFS membership are financed and will allow for less confusion over where the money should go.</p>	

Chairs report	<p>There will no longer be a specific membership of the AFS and all parents will become automatic members. School Club will cease to exist in its current format of an annual donation through a school account. Instead all parents, starting with the new year 7 and addressing the rest of the school in September, will be asked to set up a standing order into an AFS administered account (thus allowing it to claim Giftaid) of £1 or more per month. The wording of the letter needs to be agreed asap and decide whether the letter forms part of the AFS pack or is given out separately.</p> <p>Discussed provision of refreshment for Sports Day, Open Days, New year 7 social event, and possibility of Year 12 new parents social event and the GCSE presentation evening. Mo, Rupert, Frances, Jo and Vanessa will be on the other side of the GCSE buffet evening, so volunteers are needed to lead on that event in October.</p>
Head Masters Report	<ul style="list-style-type: none"> • Mr Roden discussed the planned forecast of cuts for coming years. • Currently in 2nd year of 5 years of cuts. • Reported £100,000 of cuts per year at least over the next 3 years. • Currently have more money than school is allowed to carry forward. • £750,000 in saved capital - will be requesting to carry forward £450,000 with Education Funding Agency - to be agreed. • Surplus money to be utilised to purchase a new school mini bus. • School received a level 2 for its teaching and learning inspection recently, which is being delivered by Keith Phipps. This does not include grading of lessons. KECHB was in top 10 schools for the country. • Security cameras to be installed in sports hall due to recent thefts. • Academy funding bid - £250,000 to be spent on replacing windows. • Awaiting confirmation of capital bid which is likely to be next year as windows will have to be manufactured. Planning permission has been agreed for new building. • OFSTED - HMC Inspector of Schools - 'outstanding' report received. • School has not been inspected within the new framework and could be on the list for next term. • Mr Roden thanked all of those who contributed to raising £16k over the last 18 months. Congratulations that target has been reached for the mini-bus.
Treasurer's report	<p>In absence of Treasurer, Vanessa read out following report:-</p> <p>The bank balance end of May stood at £10,458.</p> <p>£5,500 in the "money market" account although the interest is now negligible.</p> <p>Main account balance - 100 club receipts in June to be added plus a cheque from Easyfundraising for £356 which we received this month.</p> <p>Catering at the Revolutions and Senior concerts at the end of April and in the first week of May brought in £170.</p>

Treasurers Report

Renewal notice received for insurance policy with Zurich, which provides cover for public liability, contents, money in transit and employer's liability (part of a bundle and cheaper that way). The premium is the same as last year at £227 for the same level of cover for renewal on 1 July.

Cover last year was reviewed with the Foundation office, and concluded that this was the policy which needed to continue. Previously had another policy, giving travel cover, which we did not need to continue as the AFS had cover under other arrangements.

It was agreed for this premium of £227 to be paid.

A new bank account has been set up recently to receive what used to be known as the School Fund. Have been receiving donations through CharityGiving, but have now registered to reclaim Gift Aid from the taxman (as opposed to relying on CharityGiving to do it) AFS decided to take control of this. Based on the performance of CharityGiving, it should also mean that AFS have quicker access to the donations.

The new account is set up subject only to a final ID check on one of the new signatories which should be completed shortly. The account name has "CHB EC Fund" in the title to distinguish it from the other accounts, but it does also have to include the AFS name.

Cheques to be made payable to "AFS KEVI CHB EC Fund" for the new Year 7 evening for the welcome packs. Please note that this account has a different sort code to the other 2, as it is set up through a different branch, but all the 3 accounts are grouped under 1 umbrella and under a single mandate.

Mr Roden has been asked for ideas for his wish list as inflation is reducing the real value of our funds in the bank given the interest rates which have been on offer for the last few years.

Discussions around purchasing a further mini-bus with funds of around 16k in bank. It was agreed that the AFS contribute half of the cost of mini-bus invoice which will be completed at the end of August.

To clarify accounts with changes to standing orders.

New Year 7 parents will be first to start to pay using the new standing order forms. From September all parents will be contacted regarding contributions via partentpay or to pay into new account.

It was noted that school are subsidising staff member's salary who currently arranges all payments into school particularly banking of cheques.

It was noted that any debit/credit card payments to school costs £15 per pupil for £1,000 payment. It was noted that for these types of payments school will eventually have to pass on these costs to parents who chose to pay this way.

<p>Upcoming Events</p>	<p>Discussed provision of support for upcoming events for New Year 7 parents evening on 3rd July and the open evening for prospective parents on 10th July. Sports day event on 11th July and 18th July as a provisional day.</p> <p>Events for September onwards:- Open Events on Friday 21st September (evening) and Saturday 22nd September.</p> <p>New Year 7 parents social evening (with buffet) to be held on 4th October.</p> <p>GCSE Presentation evening in October - date to be confirmed. Volunteers required to lead and help out at this event as Mo, Frances, Jo, Vanessa and Rupert will be attending the GCSE buffet and presentation.</p> <p>House Festival Competition - 3rd October (all day) - to confirm if AFS provision is required. Dinner Dance 24th November after researching venues the City Studio has been booked from 7.30pm - 1.00am lounge suit/black tie event - £45 per person. Frances to put together a letter and email to Vanessa - links to girls school (Vanessa to liaise). The sub-group will be required to help manage the event and volunteers required.</p> <p>Moorpool Auction - 9th November - J Millicheap presented a poster and outlined the planning schedule for the event. Looking to raise £500 for renovations and a WWII project at Moorpool. School and Moorpool to split the proceeds for the event. Licence yet to be confirmed. Volunteers will be needed on the night and a sub-group to help plan the event. Auctioneer is required to call the auction on the evening. The plans for the event to be looked at in more detail with J Millicheap and Jo Saunders who will finalise the poster/schedule.</p>
<p>AOB</p>	<p>New mugs and glasses were purchased for use at the events where AFS provide refreshments. 100 club draw winners No. 115 GE & CD Lilley - £111 No. 28 A L Jacklin - £66.60 No. 56 M Ahmed - £44.40</p> <p>Parent Questionnaire was discussed, which will be distributed to all parents. Discussed using Survey Monkey which costs £200 for the in-depth service. This could also be utilised by the school for other questionnaires if this cost is paid. To update and utilise questionnaire at the New Year 7 parents meeting and to then roll out in Autumn/Spring terms. Discussed the necessity for the questionnaire to be translated into other languages with support of AFS volunteers. Agreed to trial the free survey monkey initially to gauge response from parents with a joint message being sent from Mr Roden and AFS.</p> <p>Targets for AFS fund-raising - Mr Roden to confirm this following a meeting with school council boys with 'wish list'.</p> <p>Mr Phil Carman - leaving do to be arranged.</p>

Dates of next AFS meetings	Starting at 7pm Wednesday 12 th September 2012 Thursday 1 st November 2012 Tuesday 15 th January 2013 Wednesday 27 th February 2013 AGM followed by AFS meeting
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