

# AFS MINUTES 9

<p><b>PRESENT</b>          Mr Garrod (Hon. President)          A Stuart (Chair)          S Hamid (Vice-Chair)          B Beirne (Volunteer Co-ordinator,          acting as Secretary)          D Smith (IT)          Y. Qian</p>	<p><b>PRESENT (continued)</b>          C Wood (Treasurer)          R Connolly          H Gadhia-Birch          H Felton          D Beckett          B Pavlovic</p>	<p><b>APOLOGIES:-</b>          A Rogers (100 Club)          A Rogers (Staff Rep)          A Lawrence (secretary)          M. Doshi          M. Chalken          P. Houlden          J. Crutchley          J. Emanuel</p>
<p>Previous AFS Minutes</p>	<p>Read and accepted.</p>	
<p>Matters Arising from Previous Minutes</p>	<p><b>Bursary application</b>          Awaiting feedback from Andrew Rogers before bursary application from a pupil for a trip to Tanzania to help those with AIDS can be agreed.  <b>Action:</b> Alison to bring forward to the next meeting.          A letter of thanks has been received from the pupil who was granted a bursary for his trip to Japan for a jamboree.</p> <p><b>Charity Commission</b>          Protocols and guidelines – Charles requested for this to be discussed further at the next meeting.  <b>Action:</b> Alison to bring forward to the next meeting.</p> <p><b>AFS website</b>          Salma and David Smith have met and discussed at the length the content of the website which is 2-3 years out of date. AFS considered many options of what needs to be included in the website, including a parent forum, selling of school uniforms and musical instruments, event information and an ‘about us’ page to encourage more parents to become involved in the AFS. Discussed a comments page asking parents what they would like to see on the AFS website.  <b>Action:</b> Anjum to write a new welcome page and send to David  <b>Action:</b> Salma/David to agree and remove much of the out of date information and events and to change the link information to go directly to the ‘about us’ page. Provide a comments link that parents can ask questions and tell the AFS what they would like to see on the website. This needs to be in place for the next meeting so that the website is up to date for July at the New Year 7 event.</p>	
<p>Headmaster’s Report</p>	<p>Mr Garrod reported that Mr Roden was very pleased and touched by the gifts presented to him at the AGM on behalf of the AFS.</p> <p>Mr Garrod gave an update of the school matters to the AFS committee attendees.</p>	
<p>Chair’s Report</p>	<p>The Chair read out her report for the meeting. Please find attached copy.</p>	

<p>Treasurer's Report</p>	<p>£13,000 approximately in the bank at present. The AFS are receiving monthly school fund contributions of around £1,000.</p> <p>Gift Aid cheque received for 2013 of £2,800</p> <p><b>School Fund</b> Discussed new year 7 parents evening in July and providing information about AFS and the standing order contribution. Anjum is preparing a pack for this event to include the sign up form.</p> <p>Options for encouraging more current parents to sign up for the standing order, AFS present at parents evening – perhaps in the foyer area, providing information to parents, though it was felt that parents are focused on their child's achievements.</p> <p>Possibility of sending out a letter from the AFS from Mr Garrod via school to all parents including the standing order form. Discussed possibility of removing the parentpay option for school fund to avoid confusion. AFS are only able to claim the gift aid using the standing order format and the option of obtaining this via parentpay is not possible therefore losing the school revenue. <b>Action:</b> Rupert to draft a letter and send to Anjum which then can be sent out via school notifying parents that the parentpay option for school fund is planned to be removed and inviting them to complete the standing order form. <b>Action:</b> once sent out to discuss further with school removing the option from parentpay.</p> <p><b>Event Income</b> £1378 of monies taken, spent £990 from Bollywood night Senior production - £190 banked from the three nights.</p> <p>Insurance renewal due at end of June.</p> <p><b>Bank mandate forms</b> Newly elected committee were invited to complete bank mandate forms as signatories for cheques. Anjum Stuart – Chair, Mr Garrod – honorary president and Alison Lawrence, Secretary this was proposed by Charles Wood, and seconded by Rupert Connolly.</p> <p><b>Annual returns Charity Commission</b> <b>Action:</b> Anjum Stuart, Hassy Gadhia-Birch and Alison Lawrence to complete registration forms and return to Charles.</p> <p><b>Bursaries</b> Charles has suggested that it would be helpful to have a clear record of the information of the bursaries given out to pupils over recent years. <b>Action:</b> Anjum to search through documentation and provide Charles with data regarding boys, application report, monies provided and feedback.</p>
<p>Forthcoming Events</p>	<p><b>30<sup>th</sup> April – Revolutions Concert</b> <b>Action:</b> Mr Garrod to provide contact details of Head Boy and Anjum will then contact Head Boy regarding timings for the event and what they would like provided.</p> <p><b>7<sup>th</sup> May – Cake Sale –</b> supported by the AFS year 9 parents.</p>

	<p><b>Summer Soiree</b> – date to be confirmed</p> <p><b>28<sup>th</sup> June - Sponsored Cycle Event</b> - planning the details. If you would like to be involved contact the AFS and they will pass on your details to Salma.</p> <p><b>1<sup>st</sup> July - New Year 7 Induction Evening</b> - presence to talk parents about the AFS, encouraging parents to be involved and complete the standing order forms for the school fund.</p> <p><b>7<sup>th</sup> July – Celebration of Arts</b> -</p> <p><b>10th - 11th July - Sports Day</b> - Selling sweets &amp; drinks - depending upon weather.</p> <p><b>12<sup>th</sup> July – Alumni Day</b> -</p> <p>If you would like to be involved in any of the above events please contact Volunteer Co-ordinator at <a href="mailto:bernadette.beirne@blueyonder.co.uk">bernadette.beirne@blueyonder.co.uk</a> who will be emailing with full details and timings of events in the near future.</p>
Date of next AFS meeting	<b>4<sup>th</sup> June 2014 at 7pm</b>