



Minutes of the **Annual General Meeting** of the Wardie Primary School Charitable Trust

Held at 7.30pm on 29 August 2015 in the school meeting room

Present:

Angela Pearston (AP)

Nicola Winchester (NW)

Jane Nieminska (JN)

Juliet Le Page (JLP)

David Jamieson (DJ)

Apologies: Neil Macarthur (NM), Mike Nicholson (MN), Rebecca Helliwell (RH)

		Action
1	The previous minutes from 28 October 2014 were approved.	
2	Previous minutes	
2.1	Accounts for the previous financial year had been prepared by James Fraser and Co and had been submitted to OSCR.	
2.2	JLP had looked at the OSCR website and noted that our end of year submission had been accepted.	
2.3	It was agreed that at least one trustee should always try and attend the PSA meetings. The PSA should be reminded to try and channel donations through the CT in order to recover gift aid.	
2.4	AP confirmed having completed an application to the Foyle Foundation for £5600 library books and shelving in conjunction with MN. This would take three months before a response was likely to be received.	
2.5	No further action had been taken in respect of fund application for musical instruments or the Airport Community Fund	
2.6	It was agreed that fundraising for the woodland and school grounds was worth pursuing but that it was worth waiting until an overall plan had been developed. JN had worked with outdoor learning groups and this fitted in with course materials and she is considering taking this forward. JLP noted OPAL which was government backed. JLP wants to look at this but she noted that they were not in favour of trim trails as their popularity tails off in use. Companies offer to design for free in order to sell as much as possible. However it was agreed that it would be better for the school to come up with a clear brief first. JN noted that Peter Little had been on a course about natural environment with outdoor play officer from CEC.	



3 Matters Arising:

4 Review of constitution: there was a discussion about whether the constitution needed to be revised to include children with additional needs but it was agreed that this was adequately covered by the current wording. However there will be a review of Constitution next meeting and the suggested amendments will be circulated beforehand by JLP.

JLP

JLP also asked the meeting about the charitable trust objects or purposes and whether they now included the new nursery. It was agreed that the new nursery was included under the purposes of the charitable trust. This highlighted the need for any charitable trust communications to be available to the nursery staff and parents/carers of the new nursery e.g. head teacher communications via newsletters, The Gryphon newsletter.

JN, All

5 JLP noted that the OSCR report had to include more detail about activity of the Trust. NMac and NW will action this. Due in November 2015.

NMac/NW

6 DJ tabled his report on the accounts for the financial year 2014-2015. These were approved and it was agreed to appoint James Fraser and Son to do the accounts again. DJ explained that it was necessary for OSCR to present the accounts in a certain way and that J Fraser had charged 50 pounds last year and would probably charge the same again this year.

7 JLP had applied to the Watkins Jones Community Fund but she wasn't expecting a response till October for money for the Sunshine Room – furniture and soft toys. The parent Council had pledged £2000 for this and Morrisons were donating a further £500. The Trust had agreed to donate £1000 at the last meeting and the PSA were giving £3000.

8 DJ noted an additional award to look at was the Bank of Scotland community awards which donated between £1000 and £10,000.

9 AP noted that she had applied to the John Watson Trust for a laptop and had been successful and it had been given to the child.

10 Projects for the forthcoming year were discussed and it was agreed to focus on the outdoor areas. JLP suggested that a webcam for nature and wildlife observation could be useful. JN was going to get feedback from the outdoor learning group about what was needed. There was general agreement that there was the need for a vision for the grounds of the school which should come from the school. JN is going to liaise with JLP over arranging a meeting with the outdoor learning group before end September.

JN/AP

JN/JLP

11 AP noted that A Professor Budge had donated £3000 to the school and that he had been advised that the money would probably be used for outdoor play equipment. Professor Budge advised that he was flexible about what it should be used for. It was noted that over £700 in gift aid had been



recovered for this donation. JN suggested that Gift Aid reclaimed could be earmarked for children with special needs but the Trustees present generally felt that each request should be looked at on its own merit.

- 12 The school is applying for the Dobbies gardens on George St which were being given away to charitable causes.

- 13 It was agreed that school newsletters should go to the nursery. DJ agreed to produce a Gryphon newsletter again this year and would contact the PSA and PC for input. JLP will compile WCT input. To be with DJ by end September 2015.

DJ

JLP

- 14 Office bearers were elected: NM as chair, DJ as treasurer.

- 15 Next meetings: Tuesday 17th November at 7:30 and Thursday 3 March 2016 at 7:30. Possible third date to be added in summer term.

- 16 It was agreed that the date of the next AGM would be Thursday 15 September 2016 at 7:30pm.

- 17 AOB

AP raised the issue about donations made with special conditions attached to them as had happened with the £3,000 donation. JLP advised the meeting that under the charity's Constitution point 3 (g) the Trustees were allowed to accept donations with "*reasonable conditions attached to them*". However it was noted that in this instance the Trustees had not been informed of the wishes of the person making the donation. JN acknowledged that this was an oversight on her part and that any future bequests, where conditions are attached, she would inform the Trustees first so that the charity's Objects are not compromised and the donation can be accepted.