

Minutes of Wardie Charitable Trust - Thursday 12th May 2016

Present: Rebecca Helliwell (RH), Mike Nicholson (MN), David Jamieson (DJ), Angela Pearston (AP), Clare Willis (CW), Juliet le Page (JLP), Nicola Winchester (NW)

Apologies: Neil Macarthur (NM)

Also mentioned in minutes: Jane Nieminska (JN)

1. Minutes of Meeting (3/3/16) – Matters Arising

- a) OWL group – JN is following up with Louise Calder Play Development Officer from Council re discussions about use of school grounds and a further meeting of the OWL group would then be convened
- b) Supermarket schemes – JLP had approached Community Champion, June McCoach, at TESCO re possibility of the school being a local project – TESCO have £10k pot distributed twice a year and can support other things through her time or colleagues' time. PSA have contacted her for help at Summer Fair. The Community Champion attended the recent Vision and Values event. TESCO would be interested in the school having some reciprocal involvement e.g. in its Farm to Fork scheme. Waitrose have 3 local projects each month which people can 'vote' for with tokens – JLP suggested that we wait for a specific target so that we have a clear message. ASDA scheme has been used and funding secured for Sunshine Room soft furnishings.
- c) All Weather Pitches – JLP had spoken to contacts at 2 schools which have developed pitches and distributed information. Maintenance costs were noted as being an issue. Fanette noted that CEC need to be involved at an early opportunity to discuss this. DJ suggested that someone at CEC would have experience of procuring these sorts of facilities.

JLP suggested no further work to be done on this until it was clear what was wanted from OWL group with comment from Play Development Officer (see (a)).

ACTION JLP to pass on information she has gathered to OWL

ACTION CW to get contact for Fox Covert PS (they have recently installed a pitch)

- d) AP checked re grass matting – this did not appear to be a viable option.
- e) DJ checked with Sciennes PS and confirmed they had raised money locally (local donations) for play equipment
- f) JLP had checked re Scottish Gas – they have a Communities Fund but it is currently closed and this needs to be monitored

2. Usborne Readathon

The Usborne Readathon had taken place, organised this year so that funds could be channelled through the WCT and sponsors had an option to gift aid their donations. MN confirmed that to date £1775 of donations had been gift aided.

ACTION – JLP to collect further sponsor forms by May 19th and then money can be banked and gift aid claimed

3. And 4. Compliance matters

a) OSCR Report / Principal Contact

JLP had spoken to NM – no contact from OSCR so assumption is that the report was satisfactory this year.

MN agreed to be the WCT principal contact for OSCR

ACTION JLP organise change form paperwork for this

ACTION JLP to oversee next OSCR Annual return due November 2016

b) Accounts

ACTION DJ intends to start compiling the most recent financial year's accounts in time for the next meeting

c) Cheque Signatories

Angela agreed to be second cheque signatory.

NB Since meeting it was agreed by trustees that JLP will now be second cheque signatory to decrease AP workload.

ACTION DJ to give relevant forms to JLP

5. and 6. School grounds and Funding for Outdoor Learning project – to be put on next Agenda as further OWL group meeting needs to take place initially.

7. Discretionary Fund for Disadvantaged Pupils

JN had suggested that 10% of WCT funds raised was set aside as saw fit for school to support disadvantaged children e.g. funding trips, buying clothes (e.g. for school events).

MN noted that it would need to be unrestricted funds which could be used for that purpose (for example we couldn't give away a percentage of a grant received for Sunshine Room). We couldn't guarantee that WCT would have 10% of funds which were unrestricted therefore a percentage allocation was not viable.

It was also agree that the P7 Leavers letter was not the best way to fund the discretionary fund.

It was agreed that at the start of term (August) and potentially at a further meeting early in 2017 would allow the trustees to look at what unrestricted funds they had and then agree an amount to be given to the school.

ACTION JLP add item to the agenda for the August meeting

8. Other projects for forthcoming academic year/applications

- a) **Alice in Wonderland** – mailchimp issued with information. Using the OSCR website JLP had researched charitable trusts and had contacted solicitors regarding some of these. An application had been submitted to Nancy Roberts Charitable Trust for support with the bench and figures in the garden.
- b) **Sunshine Room update** – kitchen has been completed and is already being used. Fanette, AP and Lorna Morgan recently met to look at furniture/soft furnishings.
 - **Watkins Jones Charitable Trust** – waiting to hear about £1000 for the Sunshine Room
 - **Bank of Scotland Foundation** – waiting to hear about £8000 application by end June
 - **ASDA community fund** – funding of £1975.00 received.
 - RH suggested asking school community if anyone works in a corporate organisation where they can support a worthy cause.

ACTION JLP to add request for corporate contacts to mailchimp newlstter.

ACTION DJ to arrange payment to school of the ASDA money

ACTION AP to confirm what items needed and potentially arrange a trip with pupils

It was agreed to give the school £300 towards the development of classroom libraries

ACTION DJ to make arrangements for payment

ACTION DJ to arrange payment to school

ACTION RH - next mailchimp to include appeal for anyone to donate an old Kindle Fire for classroom library

c) Online Charity Shop

MN noted that with simple paperwork we could now sell items online and gift aid the money received. This would be another source of unrestricted funds.

ACTION JLP note to PSA that left over bikes at the Summer Fair be kept for sale online

ACTION MN organise paperwork needed for any donation

ACTION MN arrange payment to WCT of two items sold so far

9. P7 Leavers Letter

Discussion re whether parents of all school leavers (including those lower down the school) be approached with the school leavers letter.

ACTION JLP to make changes for P5 and circulate for approval.

ACTION NM to make final changes to P7 leavers letter and collate along with Gift Aid form by beginning of June. NM to advise JLP when ready for her to sign.

ACTION MN to check previous amounts raised and Gift Aid so that this could be included in the letter

10. Classroom libraries Class libraries. CW reported that IKEA would give £100 towards furnishings for class libraries and there is possibility of approaching again in the future. They need to be ordered with IKEA in advance and then collected

11. Dates of next academic year 2016-17 meetings –

ACTION JLP will get dates for PSA and circulate so that WCT can meet on same evening – see below

AGM Thursday 15th September

Tuesday 15th November 2016

Wednesday 11th January 2017

Monday 24th April 2017

12. WCT tasks list

ACTION JLP Carry forward to agenda of next meeting

13. AOB

ACTION All to think of who to approach to join as trustees

