

Friends LPBS PTA (DRAFT)

Minutes: committee meeting Thursday 28TH September 2017

ATTENDEES

Eileen O' Mahony
Jane East
Jo Colby
John Lang
Karen Rodrigues
Lou Whelan
Mary Leberl
Michelle Duncan
Rebecca Hamilton
Ruth Deans
Steve Parsons (Head Teacher)

Ben Jones (Assistant Head);
Len Bromstrad (School Governor)
Laura Parkinson
Laura Gordon
Sandra Gonzalez

APOLOGIES

Anna Howard; Christine Stephen; David Keeler; Nikki Loader; Lydia Davies; Juliet Trimby

Minutes of last meeting

Minutes of last meeting were agreed

Treasurers report (See attached)

Few points to specifically highlight:

- Thank you note to Friends from Library for money donated which has transformed library (see attached)
- Sainsburys Eden Park collection £2171 donated to Friends. Ruth to write thank you letter
- Sales of refreshments since last meeting £2855
- **Net available for spending £12960**
- 100 Club now 233 members and £1396 therefore donated to library fund
- Funds available to spend and Ben Jones (introduced by Steve Parsons as the school representative replacing Les Stonebank on the committee) agreed to ask the teaching staff to put forward proposals for Funding

Data Protection policy

This was accepted by the meeting as long as a few minor inconsistencies were addressed and it was agreed what these would be and the policy would be adopted

Rebecca Chair of Friends report

Fireworks

Rebecca asked for a committee member to take on "The Fireworks" as Juliet and Mary had run for last 4/5 years and as Juliet's son no longer at school and Mary full time at work and it ideally needed someone more accessible to the school to take on this year.

(Please see attached brief notes of Fireworks process)

Thank you

Rebecca began by thanking John Lang who has served as Treasurer for many years and has done a brilliant job.

Rebecca also took opportunity to thank all other committee members and then specifically Ruth Deans vice chair, Lou Whelan who has done so much of catering at school events, Juliet Trimby and Mary Leberl for being joint secretaries, Lydia Davies who has looked after communications and Jane East for looking after lost property and all other committee members and the wider community of Friends who have assisted with refreshments and all Friends activities.

Chair role

Rebecca went on to say that it was assumed that Michelle Duncan would take the chair role and given that at this time no other candidate had shown an interest and that Michelle was backed by the committee that she would in all probability get voted in at next AGM

Christmas Fair

The date is confirmed as November 26 and already 75 stall holders confirmed.

Rebecca suggested subcommittee:

Michael Barrett and Adele O'Neil have already put their names forward

Jo Colby, Angela Gonzalez and Laura Parkinson expressed their interest in being on subcommittee. Suggested that Sub Committee meeting should be straight after AGM on October 17th. **We need** a sponsor for Christmas Fair and all suggestions of potential sponsor should be discussed with Rebecca.

Lost Property

Jane gave an overview of how it had been running

Suggested Friends look into Stamptastic. John agreed to sign the Friends up to Stamptastic

Suggested date for second hand sale was 14th October

Social event for leaving and incoming committee members

Rebecca to propose dates and circulate

Fundraising

There is a big roster of volunteers and over last 6 years Friends has raised 100k of money.

One of the areas that we could improve is **easy fundraising** currently 50 or 60 persons are signed up and it was suggested that perhaps a committee member may want to take this on as a separate challenge to encourage and sign up new members

Michelle Duncan

Michelle said that Rebecca and team had provided a fantastic handover and that she had now taken on volunteer roster. Michelle has got the 5 volunteers needed for 5th October

AOB

- A query was raised re the Friends status in line with the announcement of the multi academy trust .The Friends will remain as a separate charity that just supports the LPSB .
- John noted that we needed a new auditor to audit the accounts and David Keeler had started the process of looking into this.
- Laura Parkinson, Laura Gordon and Sandra Gonzalez (Year 7 parents) were all welcomed to the meeting

Treasurer's Report for Meeting on 28th Sept 2017

Inc since last meeting (13th June) includes:

Gift Aid reclaimed amounts	£94.68	(small donations reclaim)
	£936.43	(Subscriptions reclaim)
Sainsbury's Eden Park Collection via CAF	£2171.31	
100 Club subscriptions	£2,340	(does not include £456 taken last year)
		equates to 233 members)
		(plus £35 taken last year)
Craft Fair Stall charges	£1995.00	
Sale of refreshments	£2855.96	
Made up of:		
Oscars	£562.50	
Bandstand Bar	£651.36	
Bandstand Food	£370.10	After costs of £167.93
New Yr 7 Parents	£176.60	
Sports Day	£748.90	
Other Stock sold	£60.00	
Buddy Holly	£346.50	
Second Hand Clothing (16/17)	£373.75	
(New Yr 7 Parents evg)	£205.47	
Sponsor a Seat	£50.00	
Friends Subscriptions	£79.00	(more expected 1 st Oct)

Exp items since last meeting:

Purchase of refreshments	£787.88	(16/17)
	£189.79	(17/18)
Purchase of 2 Gazebos	£200.00	

General Statement - Cash in bank and known/unclaimed expenditure:

	Amount in bank	£27,332
Known Expenditure		
Contingency Fund	£5,000	
Unclaimed requests amount	£8,487	
Sponsor a Seat	£885.00	
		£14,372
Net available for spending		£12,960

New Year 7 night:

Some parents asked for beers/wine but were told it was a coffee night only. Suggest for next year that this be reclassified as a coffee & wine evening.

Unclaimed Expenses

£6000 for drainage costs for sports pitch and £1000 for library updated system is bulk of the as yet unclaimed grants.

The trustees also approved a request from Mr Parsons for E-safety drama performance for students in years 7, 8 and 9 costing £1,055.

Friends of Langley Park School for Boys
Charity no 1052772
Data Protection Policy

Introduction

The Data Protection Act 1998, and the General Data Protection Regulations (due March 2018), regulates the way in which information about individuals, connected with the charity, is collected, stored used or transferred. Compliance with the act is mandatory, and non-compliance could expose the charity, or in extreme circumstances officers of the committee, trustees, committee members or volunteers, to complaints, large fines and/or bad publicity.

This policy sets out what office bearers and volunteers must do when personal data is collected, stored or transmitted.

The trustees require all volunteers to comply with the regulations when handling personal data. When asked to do so, volunteers must attend any training session on Data Protection issues.

Any trustee, office bearer, committee member or volunteer who considers that this policy has not been followed should contact the trustees of the charity.

General Responsibilities

Information Commissioner

The charity is not required to register with the Information Commissioners Office due to a) we hold no CCTV footage and b) it is a not for profit charity.

The trustees should be advised if any new data processing is due to take place so that it can be checked that it complies with policy.

Data Processing – The Guiding Principles

The Data Protection Act / GDPR requires that personal data must be dealt with in accordance with certain principles. These require that all Personal Data must:

- Be processed fairly and lawfully
- Be obtained correctly and in accordance with the charity needs
- Be kept accurate and up to date, and only for as long as necessary
- Be adequate, relevant and only as much as is required to establish or maintain membership or support.
- Be held and processed in accordance with the rights of Data Subjects
- Be kept secure to prevent unauthorised access
- Not be transferred to any third party for any reason whatsoever.

GENERAL

Consent to hold information is taken by virtue of the fact that parents and others pass the info to us as part of the subscription/100 club/craft fair or other payment process, within the workings of the charity. We do not hold information on parents who do not form part of this group.

Information is kept to the minimum required to perform the duties of the charity.

Data is held regarding adults only, never children.

Sharing/Transfer/Use of Data

Data from one part of the charity's operations may not be used in another. It may not be transferred to any other organisation or person. Only the people authorised by the general committee to run that part of the charity may use the information held.

Holding of Data

Data may be held on individual computers. However, all files which hold relevant data **MUST** be kept according to guidelines in Appendix 1.

Destruction Policy

Data **MUST** not be kept longer than necessary. See Appendix 1.

Training Policy

All charity office bearers and volunteers who manage data are required to be trained as to Data Protection policy.

New volunteers/officials should receive data protection training to explain how they should handle and store personal data. Existing helpers should also be provided with refresher training every couple of years. It is up to the trustees to enforce this policy.

Public Access to Records

The Data Protection policy must be kept on the Friends pages on the general LPSB website. Access to these records must be requested in writing, and any records thus advised must only pertain to that person.

Appendix 1.

Currently, information is held as follows:

TREASURER RECORDS

The Treasurer keeps multiple records:

Charity Accounts:

This data is kept in both paper (e.g. bank statements), Excel spreadsheets and Word Documents. All information which has personal; banking or other contact information (e.g. HMRC; Charity Commission) should be kept in password protected files. These records hold no personal information on anyone connected with the Friends of LPSB.

Gift Aid Donation data:

This is kept in both paper and Excel spreadsheets. Paper records are kept of a donor's name, address, telephone and email details. Records may also include bank account details of donors included on standing order forms being returned to the Treasurer to note donation details, and then pass to banks to process.

All records must be kept for 6 years after the relevant year of the last payment as a requirement of HMRC Gift Aid policy. Records may be inspected up till this point. After that, the records must be shredded.

Sponsor a Seat data:

These are kept in both paper and Excel format. Because the details pertain to donations for seats in the performance hall of the school, it is suggested that the records are kept for 10 years after initial donation.

100 Club Data

This data is used by the Treasurer to reconcile payments with bank account statements. See 100 Club section for retention times.

CHARITY VOLUNTEER RECORDS

The charity volunteer co-ordinator keeps names, addresses, telephone numbers and email addresses of those people who have offered to help at events at the school where the charity is involved. This information is passed by paper from the helpers and kept on an excel spreadsheet. This spreadsheet needs to be kept password protected, and information must not be used for any other purpose other than for volunteering purposes.

Annual requests must be made to ensure retention of this information is applicable.

SECRETARY RECORDS

The secretary holds names and email addresses for officers and committee members of the charity as well as any others who attend committee meetings and have requested minutes.

These records need to be kept on the secretary's email server for ease of email transfer, and must not be used for any other purpose other than official business, unless the other party is a personal contact.

100 CLUB RECORDS

Records of parents and others who apply (by cash, cheque, direct payment to account, or by standing order) to join the 100 Club, should be kept only by the 100 Club organiser, and copied to the Treasurer (to check amounts against bank records and work out monthly prize payments). Details include, names, address including postcodes, telephone numbers and email address. These are kept on an Excel spreadsheet, and should be password protected (see password rules later).

Paper records should be kept until the start of the following year, after which they should be destroyed by shredding.

CRAFT FAIR RECORDS

Records are normally kept for the last two years' events, and the new information added for the current Fair in excel format. These are individuals who have expressly asked to be added to the mailing list for future events. This data includes Name; Company name where applicable; and an email address. Additional information such as a telephone number and postal address is recorded if given. This record must be held in a password protected file.

This password should of a strong type – see note on passwords later.

Records; pc and paper records. After 2 years, papers **MUST BE SHREDDED**.

The database **MUST NOT** be shared with anyone, and **MUST NOT** be used for any other purpose other than LPSB Craft Fair purposes.

RETENTION PERIOD

Paper records of confirmed stall holdings are held until the Craft Fair is finished, and **MUST** be shredded after the event or after all accounting of the event has taken place, whichever is later.

TRANSFER OF RECORDS

Any transfer of records on change of organiser can be done by email, **HOWEVER** the password must sent separately, and by another means: text message; mail; verbally; hand written note passed directly by hand.