

## Sheldon School Enrichment Fund Meeting

Thursday 15<sup>th</sup> March 2007

7 p.m. Gerard MacMahon's Office

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### Present

Jim Smith (Chair), Gerard MacMahon (Headteacher), Lisa Lewis, Nick Crawford and Beverley Watkins (Smithers).

### Apologies

Carole Craddock, Eileen Sutherland and Simon Warren

The chair apologised for the short notice of the change to the meeting date. This was due to the unavoidable change of a governors' meeting.

### 1. Launch letter

The charity registration process was successful and the fund now has a new charity number, 1116688. Roger Hammett has verified the tax status of existing contributors which was necessary due to the change in charitable status. It was also felt prudent to avoid sending out the launch letter during the Christmas rush.

The layout of the existing donation forms and draft launch letter was considered and the following agreed:

- a) The one off donation form is fine as it is.
- b) The regular donation form should be amended as follows:
  - Add in the suggested amounts of £2, £5, £10 and other monthly and annual.
  - Providing the regulations allow, change the gift aid wording to be the same as the one off form to get the regular donation form down to one page if possible.
- c) The wording of the draft letter was approved. Add Jim Smith's title under signature, Chair of Trustees of the Sheldon Enrichment Fund. Add charity number.
- d) A paragraph will be added to the Sheldon Standard to alert people of the coming launch.
- e) The committee will agree the final text by email Monday/Tuesday 19<sup>th</sup>/20<sup>th</sup> March.
- f) The launch will be the middle of week commencing 19<sup>th</sup> March.
- g) The letter and forms will be loaded onto the school website.

**ACTION: Gerard MacMahon to arrange.**

## 2. Banking arrangements

Lisa Lewis, Eileen Sutherland and Beverley Watkins have completed the signature process at the Nat. West. Bank. Jim Smith will check with Carole Craddock. The bank was unsure of the process and Roger Hammett will contact them to ensure successful completion.

**ACTION: Gerard MacMahon and Jim Smith.**

## 3. Consideration of funding requests

Roger Hammett supplied a helpful progress report (9<sup>th</sup> March 2007) giving the balance in the fund at 1<sup>st</sup> February 2007 of £16, 411.00, with a further £1,200.00 due to be claimed from the Inland Revenue for the tax year ending 5<sup>th</sup> April 2007. The sum of £450.00 awarded for music must be deducted from this amount.

Using the guidance previously drawn up, the trustees considered the following requests for grants:

From	Reason	Amount	Status
PE	To subsidise the cost to five pupils (two junior boys, one intermediate boy and two intermediate girls) who have been chosen to represent Wiltshire at Cross Country. This represents half the cost - pupils will pay £35 each in addition.	£175	<b>APPROVED</b> This is an under represented sport and it is hoped that the grant will help to encourage further interest in the future.
Year 11/ Year 7	£30 for each tutor group to purchase table games for wet lunchtimes.	£300	<b>APPROVED</b> Of benefit to all pupils.
DT - Food	To buy silicon tins and serving dishes for A level and GCSE practical work. This will help students to display their finished products.	£100	<b>APPROVED</b> Will benefit all students and especially those without access to dishes from home.
Craft Club	Resources for 'make and take' sessions. Mrs. McElwee has been spending £5 to £10 each week from her own pocket.	£300	<b>APPROVED</b> Of benefit to anyone wishing to attend this long established club.
English	Three DVD players @ £30 each for rooms E1, E4 and E8. They are much more effective than laptop DVD drives for playing film through the data projectors.	£90	<b>APPROVED</b> The trustees felt that in future such requests might be more appropriate from school funds. There must be a clear enrichment to lessons.
History	To take the two bottom sets in year 8 on an enrichment visit to SS Great Britain. The museum is very hands on and interactive. The groups need a student:teacher ratio of 5:1 rather than the usual 15:1. The cost would be prohibitive without support. £625 per group would pay for cover costs for four accompanying teachers.	£1,250	<b>APPROVED</b> Clear enrichment. The trustees hope that approval of this bid will encourage others to make similar bids in the future.

Year 9 Fashion Club	Materials for customising t-shirts with a logo designed by students.	£200	<b>APPROVED</b> Of benefit to anyone wishing to join this club. The trustees were pleased to receive a bid from 2 student teachers.
Warhammer Club	To enter teams for the inter-school competitions, individuals for national competitions, expand club materials, broaden the club to years 11, 12 and 13, provide prizes for competitions.	£400	<b>APPROVED</b> Of benefit to anyone wishing to join this club.
Performing Arts	To bring in workshop leaders in art, dance, drama and music for a year 8 enrichment day.	£1,000	<b>APPROVED £500</b> With Sheldon's successful bid for a second specialism in Sport & the Performing Arts, the trustees felt that half the amount should come from school funds.
		£3,515	<b>£3,015</b>

The trustees were impressed with the range and quality of the bids and especially pleased to see a number of smaller bids as this would make a wide impact.

No application form has been designed yet but the trustees felt that this has not hindered bids and therefore we will keep this under review.

The trustees would like feedback from successful bids highlighting the impact of the funding and providing photographs where possible for use in publicising the fund.

**ACTION: Gerard MacMahon to feedback to successful bidders**

#### **4. Publicity of the fund within the school community**

The following actions will be taken to publicise the fund and encourage pledges and bids:

- Formally launch the fund to year and school councils.
- Publicise bidding guidelines on the website.
- Ongoing publicity through the Sheldon Standard giving examples of successful bids.
- New Year 7 parents. Consider a stand at the new parents evening or a presentation at the 1<sup>st</sup> Year 7 parents forum. Consider subsidising the Year 7 camp. Further discussion at next meeting.

**ACTION: Gerard MacMahon to arrange.**

## **5. Consideration of longer term projects**

There are a number of longer term projects which the trustees should be aware of as possible future bids for larger sums of money.

- Dance and drama studio
- Development of covered outside areas. This project is led by Sue Powell working with the students who are giving input to the design. Once the plans are finalised with the architects this may be an area of future funding requests.
- The Millennium clock. The school holds funds of £2,200.00 for this project which may be incorporated into the covered outside area project. The trustees would like more information about the background to this fund.

**ACTION: Gerard MacMahon to check background to clock fund.**

## **6. Previous minutes**

These were approved and signed with the following amendments; Nick Crawford is the Secretary of the Friends of Neston School and Lisa Lewis is also a School Governor. Beverley Watkins will create a file and hold the meeting papers.

**ACTION: Beverley Watkins**

## **7. Next meeting**

An extra meeting will be arranged during June to review the launch of the fund and consider what we would like to do for new Year 7 parents.

**The meeting closed at 8.15pm**