



Minutes of meeting held November 8th, 2018

Present: Craig Booyesen 3M, Melissa Brown 5F, Millie Malik 4T, Zara Niloufar 6A, Cristina Bernardes 1S, Soren Kristensen 3H/4T Dalal Eldaher 1S, Noura Ahmed 1S, Jenny Cox, school rep.

Meeting commenced at 9:20 am.

Craig welcomed everyone and said it was good that people had come to the meeting. He explained the purpose of the meeting, looking at what has happened so far and the aims for the future. He stressed that it was important to celebrate the cultural diversity of the school by making Friends of Melcombe a special organisation, which bridged links between the teaching community, the parents/carers and local businesses.

The Friends of Melcombe group would have a dual purpose:

- to fundraise
- to foster social cohesion

Discussions occurred about various ways and reasons to fundraise.

It was agreed that Friends of Melcombe would be the official name of the group and that now we needed to finalise the constitution so that we could set up a bank account and register as a charity.

Craig talked about Parentkind and how he felt it was the right procedural group for us to use as the price included public liability insurance.

Jenny talked about the procedures we needed to put in place so that we could open a bank account. There are 3 posts that need to be filled; Chair, Treasurer and Secretary. Craig Booyesen had been appointed Chair by the previous fundraising group and it was agreed that this would continue. Cristina Bernardes was appointed the Treasurer and Melissa Brown was voted in as Secretary. Cristina and Mel would share responsibility for liaising with the parent reps.

The group voted to sign up as a Parentkind member and to adopt their model constitution for England and Wales. We also agreed for the sake of continuity that Wayne Leeming, our Head Teacher at Melcombe Primary, would be authorised to open the bank account with Metro Bank (Fulham Broadway) and he would have signing power along with our elected Treasurer and Secretary.

Craig thanked everyone for their efforts for last week.

Meeting finished at 10:25 am.

CHAIRMAN

SECRETARY