

Friends of Ballylifford

Minutes of Meeting

Date:	22nd January 2024
Time:	6pm
Venue:	Ballylifford Primary School
Present:	Brenda McIvor (Chairperson), Fiona Conway (Principal), Fiona McCusker, Lee-Anne McNally, Sarah Donnelly, Ruth Bullock
Apologies:	Roisin Egan, Linda McOsker, Tara Devlin. Margaret Ann McKee, Lisa Hamilton, Emma Devlin, Claire McOsker, Aislinn Conway

1. Hello & Welcome

2. Apologies

Roisin Egan, Linda McOsker, Tara Devlin. Margaret Ann McKee, Lisa Hamilton, Emma Devlin, Claire McOsker
Aislinn Conway requested and has been formally removal from the committee.

3. Actions from Last Meeting

- New Member Ruth added to FOB Whatsapp, signed trustee declaration and added as trustee on charity commission website.
- Parentkind PTA membership was renewed – and will now be renewed each year automatically.
- FOB section updated on school website and will be further updated after each meeting.
- Appointment of Independent Examiner for 2022/2023 accounts still to be completed – Fiona McCusker to liaise with CWSAN to see if they can help secure a suitable examiner.
- Access NI Checks still to be progressed for Ruth – Fiona McCusker to progress/provide guidance.
- Lisa to progress FOB Instagram page
- Claire requested that BOI bank account be updated to reflect charity status and use school email.
- Claire applied to BOI for full refund of fees charged for last 12 month from Oct 2023 which was declined.

4. Grants/Funding

- Stephen Lowry said been very quiet this year in relation to available Grants and Funding. Potential Openreach Community Fund Grant of £500-£2000. Discussed and agreed to apply and use for a 6-week sensory program for children aged 4-6 with particular focus on SEN children.

- Annual CWSAN grant should be out soon – Stephen to apply for it – agreed would be used for Gardening equipment and plants/shrubs for sensory garden,
- Mid Ulster Council Grant – just waiting on 1 invoice from Derry GAA then Stephen can submit– Brenda to check with Stephen if deadline for submission.
- Farrans Construction Great Trees Giveaway – we were accepted for this, last communication was Oct 2023, Brenda to chase.

5. Current Financial Position.

- Balance in current account £2791.00
- Ballylifford100 raised £2480.
- Halloween Party raised - £230.

6. Fundraising.

- Great Ballylifford Bake/Tea Party changed from 15th March to 22nd March 10.30-11.30am. Similar format to last year but each family to bring in scones/buns or traybakes. All entries for baked goods welcome. Donation at door. Silent auction for baked goods.
- Colour Run/Sports day pencilled in for Friday 14th June. Child sponsorship for colour run. FOB will provide complimentary tea/coffee.

7. AOB

- Committee voted against applying for online banking for the purpose of using the Visa Debit card to transactions online. The card will continue to work at point of sale, ATM withdrawals and to check balance at ATM or in branch.
- Fiona Conway key purchase requirements for school/children are all weather pitch, portable stage and adding to existing reading scheme.
- Christmas gifts from PTA were given to children (Books/Containers/Mugs and hot chocolate cones)
- Committee agreed to purchase Easter Bunny or similar gift for the kids Easter Treat

8. Actions/Outstanding Actions

- Fiona McCusker to liaise with CWSAN to see if they can help secure a suitable examiner for 2022/2023 accounts for Charity Commission Submission.
- Progress access NI check for Ruth – Fiona McCusker to progress/provide guidance.
- Lisa to progress FOB Instagram page
- Claire has request that BOI bank account be updated to reflect charity status and use school email- to chase status.
- Claire applied to BOI for full refund of fees charged for last 12 month from Oct 2023 which was declined but will check again.
- Brenda to ask Stephen to progress Openreach Grant in Relation to 6-week sensory program for children aged 4-6 with particular focus on SEN children.
- Brenda to ask Stephen to progress CWSAN grant for Gardening equipment and plants/shrubs for sensory garden.
- Brenda to check with Stephen deadline for submission for Mid Ulster Council Grant

- Brenda to draft up poster for Ballylifford Bake/Tea Party
- Lee-Anne to contact Darren McGeehan to ask him to call at school to provide cost for all weather outdoor surface.
- Fiona Conway to provide costs for portable stage.
- Chocolate Easter Bunnies to be purchased for kids for Easter

Next Meeting scheduled for Monday 4th March @6.00pm for quick update on actions and to organise Ballylifford Bake/Tea Party.