

## Minutes

### Balshaw's Education Foundation

Wednesday 21<sup>st</sup> September 2016

- **Present:** M Otter (Chair)  
P Hamman  
J Fearnley  
A Hanson  
J Venn  
N Websdell  
J Monks  
M Barrett  
S Haycocks  
A Wilson
  
- **Opening Prayer:**  
Rev. Fearnley opened the meeting with prayer
  
- **Apologies:** T Callaghan  
P Banks
  
- **Matters Arising:**
  - Cheque number 100460 has now been presented.
  - J Monks was welcomed to the meeting as Chair of the Balshaw's Association.
  
- **Membership Matters:**
  - Lancashire County Council has ceased making appointments to the Foundation.
  - M Otter and J Venn are now appointed under the school category.
  - A revised membership table was circulated to the Trustees (copy attached to the minutes).
  
- **Correspondence to Trustees:**
  - Letter of resignation received from M Heaton.
  - Letters of thanks were sent to C Powell, M Griffiths and G Lewis after the last meeting. They in turn have replied thanking the Foundation for their letters.
  -

- **Financial Matters:**

- P Hamman provided the financial report (copy attached) and pointed out that dividend income had fallen by £200 against the previous year.

- He recommended the following distribution of funds which will leave a balance of £122 in the account:

Balshaw's:	£600
Feeder Schools:	£600 (£120 to each school)
L&B Award:	£100
Lord Robens:	£100
Trustees Awards:	£150 (£50 x 3)
Purchase of shares	£250

The recommendation was agreed by the trustees.

- Thanks were expressed to P Hamman for his hard work.

- **Selection of students for the Leyland and Birmingham Award, Lord Robens Award and Jo Venn Award:**

- The students selected were:

Leyland and Birmingham: Calum Loughlin

Lord Robens: Tom Clarkson

Jo Venn: Lydia Thompson

Trustee Outstanding Awards: Grace Naylor, Ellie Pearson & Alex Melling (£50 each)

- This process was much easier than in previous years due to the information recorded on the new proformas developed by A Wilson. Thanks were expressed to A Wilson by the trustees for all her hard work.
- It was agreed by the trustees that there would not be a set number of Trustee Outstanding Awards. The number of awards would be decided upon on a year by year basis.

- **School fund report:**

- The second account is now open and a cheque for £2000 from the Balshaw's Association paid into it.
- With this money 993 shares have been purchased in the ethical fund
- It was agreed that the dividends from these shares would be paid straight back to the Association so that funds in the Foundation account are Foundation funds. This would be discussed at the next Association meeting.
- The giving leaflet can now be produced. There will be two types, one for parents and one for associates.
- The Head is hoping to launch 'the regular giving' campaign before Christmas.

- **Report on return to the Charity Commission:**

- The latest annual return was submitted on 24<sup>th</sup> April 2016.
- P Hamman produced a paper copy of the return to the meeting and explained the content to the trustees.
- As gift aid starts, many more of the sections will need updating.
- P Hamman will provide trustees with sight of the 2017 annual return at the March meeting prior to submission to the Charities Commission in April.

- **A.O.B:**

This month is the 50<sup>th</sup> anniversary of the Lord Robens prize when £400 was given to the school to invest in 3.5% war bonds.

- **Date of next meeting:**

Wednesday 8 March 2016 at 4pm