



**Annual Report Meeting of the Thrive Dance Trustees**  
**Thrive Dance Annual Report April 20 - Apr 21**  
**Minutes of ALL meetings of the Thrive Dance Trustees**

**Date of Meeting: 27<sup>th</sup> April 2020**

**Attendees via phone:**

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Zara Rush, Trustee

**Minutes of the Last Meeting:**

- Trustees to discuss how charity will proceed in relation to COVID-19
- Finchley Catholic High School has suspended hire agreement indefinitely which means we need to cancel at Thrive Youth Dance Company Classes until further notice. Sarah to notify students, parents and post announcement on social media.
- We will work towards offering classes online – with both adult classes and youth classes to continue. Sarah to research and learn to use Zoom. Trustees agree to pay for a Pro Account.
- V&A Late Event has been cancelled – Thrive is to stay in touch with Jenna Mason with regards to proposing another date for the event to take place – either later in the year or in 2021.
- Sarah to update website with new class schedules and information.

Sarah Poekert to step outside while wages for this extra admin are discussed:

- Sarah is to be paid an additional £75 to cover additional admin fees to deal with COVID-19

Sarah to return to meeting – she has agreed to the above proposed wage. All other wages to be renegotiated as news regarding the pandemic unfolds.

- All Trustees to keep in close communication over the next few weeks as events unfold. For the time being we will set monthly meetings to reassess how to move forward.

**Agenda Item:**

Sarah Poekert to wait outside while wages for online teaching are discussed:

- Sarah is to be paid £60 per hour for Thrive Youth Dance Company classes delivered online with an additional £30 per week for planning and admin required for delivering the sessions.



Sarah to return to meeting – she has agreed to the above proposed wage. All other wages to be renegotiated monthly.

- The company's Arts Council Application will need to be resubmitted as per the Arts Council guidance. All pending applications won't be reviewed. The Trustees have decided to put this endeavor temporarily on hold and will discuss it monthly to decide when is the opportune time to reassess it and move forward.
- After news from Millfield Theatre the Thrive Youth Dance Festival has been cancelled for this year and a date penciled for 2021 (26<sup>th</sup> June as per correspondence with Marc Day).
- As per the agreements with the freelance staff to run the event, we will be required to pay a 40% cancellation fee for the services they were due to deliver including two workshop leaders, the photographer, the stage assistant and the project manager. This is to be paid after receiving their invoice for cancelled services.
- Following the success of the Thrive Youth Dance Company Classes they will continue for another block of 4 weeks for May. Sarah to notify parents and students.
- All Trustees to keep in close communication over the next few weeks as events unfold. We will meet again at the end of May to assess how to proceed.

Date of Next Meeting: 26<sup>th</sup> May 2020

The meeting closed at 13.30hrs

Minutes Approved:

S Poekert / N Thorne / Z Rush 27.04.2020

## **Date of Meeting: 26<sup>th</sup> May 2020**

Attendees via phone:

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Apologies:

Zara Rush, Trustee

Agenda Item:

Sarah Poekert to wait outside while wages for online teaching are discussed:

- Sarah's wages for May classes to remain the same (£60 per hour for Thrive Youth Dance Company classes delivered online with an additional £30 per week for planning and admin required for delivering the sessions).

Sarah to return to meeting – she has agreed. All other wages to be renegotiated monthly.



- The Trustees have decided to continue the hold on the Arts Council Application process and will also continue to discuss it monthly to decide when is the opportune time to reassess it and move forward. In meantime, Sarah to contact Blue Elephant Theatre and Motus Dance with regards to rescheduling Autumn tour dates.
- Following the success of the Thrive Youth Dance Company Classes they will continue for another block of 4 weeks for June. Sarah to notify parents and students.
- All Trustees to keep in close communication over the next few weeks as events unfold. We will meet again at the end of June to assess how to proceed. It is the hope of the Trustees that we will be able to offer classes where students meet outdoors.

Date of Next Meeting: 26<sup>th</sup> June 2020

The meeting closed at 18:30hrs

Minutes Approved:

S Poekert / N Thorne 26.05.20

## **Date of Meeting: 23rd June 2020**

Attendees via phone:

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Zara Rush, Trustee

Agenda Item:

Sarah Poekert to wait outside while wages for online teaching are discussed:

- Sarah's wages for June classes to remain the same (£60 per hour for Thrive Youth Dance Company classes delivered online). However due to a drop in student numbers this month as well as less admin as the online sessions are up and running the admin fee will decrease to a flat fee of £40 for the month.

Sarah to return to meeting – she has agreed. All other wages to be renegotiated monthly.

- Sarah's has been in contact with Blue Elephant Theatre and Motus Dance both of whom are keen to continue planning for the future as things unfold. Informal phone meeting set up with Motus Dance for this summer. We will keep in contact with both organizations in the coming months.
- Survey has been sent to parents with the hopes of gaining insight into their feelings regarding offering outdoor sessions. Survey results conclude parents would prefer weekly sessions in July (many intend to go away in August), meeting in either Queen's Wood or Alexandra Park and meeting in the early evening.
- Sarah to take the lead in contacting Haringey Council to gain permission for offering sessions in Queen's Wood. Sarah also to contact Alexandra Park Visitor Services to seek permission from them as well. Once permissions has been granted Sarah to notify parents and students and oversee sessions sign ups.



- The trustees hope to offer 4 weeks of sessions outdoors before taking a break in August to plan for September. Sarah to be in contact with Finchley Catholic High School in hopes of getting some clarity as to whether a normal September start will be possible.

Date of Next Meeting: 24<sup>th</sup> July 2020

The meeting closed at 14:00

Minutes Approved:

S Poekert / N Thorne 23.06.20

## **Date of Meeting: 20<sup>th</sup> July 2020**

Attendees via phone:

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Apologies

Zara Rush, Trustee

Agenda Item:

Sarah Poekert to wait outside while wages for outdoor teaching are discussed:

- Sarah's wages for July classes will be £75 per workshop (1 hour 45 minutes). The admin fee will remain the same - a flat fee of £40 for the month.

Sarah to return to meeting – she has agreed. Wages for September to be renegotiated at next meeting.

- Sarah's has been in continued contact with Blue Elephant Theatre, Motus Dance and LEAP Festival. All want to continue communication to make plans for 2021. Informal phone meeting set up with Motus Dance for this summer. We will keep in contact with both organizations in the coming months.
- The company will apply for some emergency funding from Arts Council England to support the continued development of our work with our dancers and musician.
- News has been received from Finchley Catholic High School and we have been given permission to restart classes in the studio come September. Students will return in their normal groups for the first 6 weeks. Sarah to take the lead on continuing communications, completing a risk assessment and developing new safety methods of these classes.
- Sarah to contact parents about this course of action and oversee sign ups for September.



- Auditions will take place during week starting 19<sup>th</sup> October for all students new and old. The year will then 'begin' after October Half Term.
- Audition marketing to be circulated in the first week of September including flyers, emails to schools/contacts and social media campaign.
- Workshops with professional Thrive dancers to be arranged for Autumn 2020 - £360 of the budget put aside to fund this/pay dancers invited to deliver workshops.
- Sarah's maternity leave is being discussed and is planned for Dec 2020 – April 2021. We have asked company dancer Amy Foskett to be cover during this period – contract to be draw up in September following an informal interview and teaching demonstration.

Date of Next Meeting: 1<sup>st</sup> September

The meeting closed at 11:54

Minutes Approved:

S Poekert / N Thorne 20.07.20

## **Date of Meeting: 31<sup>st</sup> August 2020**

Attendees via phone:

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Zara Rush, Trustee

Agenda Item:

- Teaching to restart from Monday 7<sup>th</sup> September with revised schedule – parents and students have been notified. Wednesday group students to be combined with Monday evening. Classes to take place at Shaftesbury Hall while organization for returning to Finchley Catholic High School is determined at a meeting on Wednesday 9<sup>th</sup> September 12noon.  
**7<sup>th</sup>/10<sup>th</sup> September 5:30 - 7:30pm** - Meet outside Finchley Catholic High School gates and walk to park location, class will take place outside, please dress accordingly  
**14<sup>th</sup>/17<sup>th</sup> September 4:45 - 6:45pm** [Shaftesbury Hall](#) near Bounds Green Station  
**21<sup>st</sup>/24<sup>th</sup> September 4:45 - 6:45pm** [Shaftesbury Hall](#) near Bounds Green Station  
**28<sup>th</sup>/1<sup>st</sup> October September 4:45 - 6:45pm** [Shaftesbury Hall](#) near Bounds Green Station  
**5<sup>th</sup>/8<sup>th</sup> October 5:30 - 7:30pm** Regular Studio Finchley Catholic High School  
**12<sup>th</sup>/15<sup>th</sup> October 5:30 - 7:30pm** Regular Studio Finchley Catholic High School  
**19<sup>th</sup>/22<sup>nd</sup> October 5:30 - 7:30pm** - Regular Studio Finchley Catholic - Audition Week
- Sarah's wages for delivery of these session to be determined at next meeting after sign-ups are confirmed.



- Sarah to take the lead on marketing for auditions due to take place w/c 19<sup>th</sup> October. This will include contacting local school, designing/printing/distributing flyers and social media content.
- Risk Assessment to be completed prior to new classes starting on 7<sup>th</sup> September. Safety measures to be implemented with guidance from One Dance UK on how to get back into the studio safely.
- Annual Report to be submitted before new year starts.
- Sarah's has been in continued contact with Blue Elephant Theatre, Motus Dance, the V&A and LEAP Festival. All want to continue communication to make plans for 2021. We will keep in contact with both organizations in the coming months.
- Workshops with professional Thrive dancers to be arranged for Autumn 2020 - £360 of the budget put aside to fund this/pay dancers invited to deliver workshops.
- Sarah's maternity leave is being discussed and is planned for Dec 2020 – April 2021. We have compiled a list of possible candidates and will be inviting them to deliver taster sessions to the students in October and will follow up with a phone interview.

Date of Next Meeting: 23<sup>rd</sup> October

The meeting closed at 14:05

Minutes Approved:

S Poekert / N Thorne 31.08.2020

## **Date of Meeting: 22<sup>nd</sup> October 2020**

Attendees via phone:

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Zara Rush, Trustee

Agenda Item:

- Teaching during the first half of Term One has been a success – wonderful to see students back in person.
- Due to ongoing discussions with Finchley Catholic High School which are vague and unclear classes have remained at Shaftesbury Hall on Monday and Thursday evenings 4:45-6:45pm and will for the foreseeable future. Sarah to remain in contact with FCHS in an attempt to gain clarity on a date in which we can return.

Sarah Poekert to wait outside while wages for teaching are discussed now that finances are clearer:

- Sarah's wages for 7 weeks of teaching in the first half of term 1 will be £42 per hour.



Sarah to return to meeting – she has agreed. Wages to be renegotiated at the next meeting for the next half term once sign ups and auditions have taken place.

- Risk Assessment to be reevaluated prior to starting the second half of term and on a regular basis thereafter. Safety measures to be implemented with guidance from One Dance UK and government regulations.
- Annual Report still to be submitted after having technical difficulties on the online portal. Sarah to take the lead and make sure this submitted before next meeting.
- Sarah's has been in continued contact with Blue Elephant Theatre, Motus Dance, the V&A and LEAP Festival. All want to continue communication to make plans for 2021. We will keep in contact with both organizations in the coming months.
- Workshops with professional Thrive dancers took place and £220 was paid. Rehearsals to develop new professional choreography will continue in November.
- 5 maternity candidates were interviewed and are under review to cover Dec 2020 – April 2021. A choice will be made by mid-November and payments/contract issued and reviewed at next meeting.

Date of Next Meeting: 7<sup>th</sup> December

The meeting closed at 10:05am

Minutes Approved:

S Poekert / N Thorne 22.10.20

## **Date of Meeting: 7<sup>th</sup> December 2020**

Attendees via phone:

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Zara Rush, Trustee

Agenda Item:

- Unfortunately, due to the November lockdown in person classes were suspended during November and moved back on Zoom. Some students opted out but classes proceeded on Monday evenings with 6 students.
- We have been able to return to Shaftesbury Hall for 3 in person classes as things reopen after the lockdown. We will see the students in person on 3<sup>rd</sup>, 7<sup>th</sup> and 10<sup>th</sup> December to conclude the term. Individual invoices to be drawn up and sent to parents with regards to adjusted fees.
- Sarah has been in contact with Finchley Catholic High School but with times still very unclear we will remain at Shaftesbury Hall for the whole of Term 2 on Monday and Thursday evenings 4:45-6:45pm. Sarah to remain in contact with FCHS in an attempt to gain clarity on a date in which we can return – possibly for Term 3.



Sarah Poekert to wait outside while wages for teaching are discussed now that finances are clearer for the second half of Term 1:

- Sarah's wages for 5 online sessions will be £42.00 per hour
- Sarah's wages for 3 in person sessions will be £42.00 per hour

Sarah to return to meeting – she has agreed. Wages to be renegotiated for Term 3 when Sarah has returned from Maternity Leave. (This will enable a small amount to be carried over to support the running of next term)

- Risk Assessment has been reevaluated and will continue to be on a regular basis thereafter. Safety measures to be implemented with guidance from One Dance UK and government regulations.
- No further updates from Blue Elephant Theatre, Motus Dance, the V&A and LEAP Festival besides all want to continue communication to make plans for 2021.
- Maternity candidate Megan Griffiths has been offered the position to cover Sarah's leave from Jan 2021 – April 2021. Details including responsibilities, DBS/Safeguarding/Insurance Certificates and pay to be discussed at meeting on Tues 8<sup>th</sup> Dec at 5:45pm. Contract to be drawn up and signed at this time.

Date of Next Meeting: 11<sup>th</sup> January 2021

The meeting closed at 12:15pm

Minutes Approved:

S Poekert / N Thorne 07.12.20

## **Date of Meeting: 11<sup>th</sup> January 2021**

Attendees via phone:

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Zara Rush, Trustee

Agenda Item:

- Unfortunately, due to the continued and indefinite lockdown in person classes are suspended for Term 2 and will take place on Zoom. Some students opted out but classes proceeded on Monday evenings with 5 students and Thursday evenings with 4 students.
- Maternity candidate Megan Griffiths has agreed to teach the company via Zoom for Term 3 at a rate of £40 per hour for 11 weeks. We also agreed a weekly Zoom contribution of £2.
- Sarah has been on contact with Finchley Catholic High School but with times still very unclear we will remain at Shaftesbury Hall when we are able to meet in person. Sarah to





remain in contact with FCHS in an attempt to gain clarity on a date in which we can return.

- No further updates from Blue Elephant Theatre, the V&A and LEAP Festival besides all want to continue communication to make plans for later 2021.
- Thrive professional dancers to perform as part of Motus Dance's Adjustments festival on 15<sup>th</sup> April. Rehearsals to prepare to be arranged.

Date of Next Meeting: 31<sup>st</sup> March 2021

The meeting closed at 11:15am

Minutes Approved:

S Poekert / N Thorne 11.01.2021

## **Date of Meeting: 31<sup>st</sup> March 2021**

Attendees via phone:

Sarah Poekert, Trustee, Chair

Nigel Thorne, Trustee

Zara Rush, Trustee

Agenda Item:

- Sarah has been in contact with Finchley Catholic High School who have offered for us to return from after May half term. We have opted to stay at Shaftsbury Hall and return to FCHS from September.
- We will resume in person classes at Shaftsbury Hall for Term 3 as things reopen after the lockdown. Sarah to return after Maternity Leave and teach these classes. Megan will teach the first 2.5 weeks back with Sarah returning on 6<sup>th</sup> May.

Sarah Poekert to wait outside while wages for Term 3 teaching is discussed:

- Sarah's wages for 10 weeks of teaching is £31.00 per hour

Sarah to return to meeting – she has agreed to a reduced amount of pay to allow the group to continue with lower numbers due to Covid. Wages to be renegotiated for September with the hopes that numbers will be higher so the wage can go back to its usual amount.

- Risk Assessment has been reevaluated and will continue to be on a regular basis thereafter. Safety measures to be implemented with guidance from One Dance UK and government regulations.
- No further updates from Blue Elephant Theatre, Motus Dance, the V&A and LEAP Festival besides all want to continue communication to make plans for 2021.



- Thrive Youth Festival has been cancelled again this year due to Covid and Millfield Theatre has been notified. Marc Day informed us that the theatre is changing hands – we are to keep in touch in order to book a date and negotiate a deal for next year.
- Auditions for youth company are set for 5<sup>th</sup> and 9<sup>th</sup> July with possible days for overflow on 12<sup>th</sup> and 15<sup>th</sup> July. Local schools have been contacted and promotional workshops arranged for Fortismere, Alexandra Park School, Hornsey School for Girls and Heartlands. Additionally, flyers have been posted to Friern Barnet School and Archer Academy. Sarah to continue marketing for auditions in a big push to get more students next year.
- We will host a small sharing for the students to share their work on 28<sup>th</sup> June and 1<sup>st</sup> July. Each student will be allowed 2 guests to allow for safe set up and distancing.
- We will offer 5 weeks of workshops at Heartlands High School for Year 7/8 students. These workshops will be led by Laura Dredger and overseen by Sarah. These are a trial for working with the school again in September.

Date of Next Meeting: 15<sup>th</sup> July 2021

The meeting closed at 2:35pm

Minutes Approved:

S Poekert / N Thorne 31.03.21

<u>Month</u>	<b>Expense Category</b>	<b>Expense Net</b>	<b>Income Category</b>	<b>Income Net</b>
<b>Business</b>				
Thrive Dance Charity 1167591				
NatWest Account 22618414				
Summer Period April - Aug 2020	Admin Fees (Covid Related)	£320.00	Student Fees - Online + Outdoor Sessions	£1,777.50
Term 3	Teacher Fees - Online/Outdoor Teaching	£1,380.00	Profit Brought Forward from Last Financial Year	£555.80
	Covid Cancellation Fees (Cancelled Showcase)	£188.00		
	<b>TOTAL Summer Period</b>	<b>£1,888.00</b>		<b>£2,333.30</b>
Autumn Period Sept - Dec 2020	Audition Flyers	£35.25	Student Fees	£2,426.16
Term 1	Covid Supplies (Hand Sanitiser/Bottles/Masks)	£10.99	Profit Brought Forward from Summer Period	£445.30
	Artistic Director/Teacher Fees	£2,068.00		
	Weekly Studio Hire	£450.00		
	Maternity Cover Interview Fees	£200.00		
	<b>TOTAL Autumn Period</b>	<b>£2,764.24</b>		<b>£2,871.46</b>
Winter Period Jan - Apr 2021	Artistic Director/Teacher/Dancer Fees	£2,110.00	Student Fees	£1,800.00
Term 2	Costumes/Props MOTUS Show	£50.00	MOTUS Show	£200.00
	Zoom Fees	£10.00	Finchley Catholic Credit	£367.20
			Profit Brought Forward from Summer Period	£107.22
	<b>TOTAL Winter Period</b>	<b>£2,170.00</b>		<b>£2,474.42</b>
<b>TOTAL Expenses</b>		<b>£6,822.24</b>	<b>TOTAL Income</b>	<b>£7,679.18</b>

\*All profit brought forward and reinvested in next academic year's activities