

MINUTES: Committee Meeting Summer Term 1

Date: 21st April 2023

Time: 3:20-4:20 pm

Location: Google Meet

Attendees:

- Kerilee Pearse, Events Deputy (KP)
- Prang Kew, Treasurer (PK)
- Fay Cameron, Co-Chair (FC)
- Holly Olympidis, Secretary (HO)

Apologies:

- Erica Nelson, Events Director (EN)
- Rejane Collard-Walker, Co-Chair (RCW)
- Xuan Kroeger, Communications Officer (XK)
- Kat Coffey (KC)

Items:

Ref	Item	Point
1.	Events	
1.1	Easter Egg Hunt summary and review	<ul style="list-style-type: none"> ● Event net profit: £652 ● Additional eggs for children who missed out have been left with school office and office have emailed families to collect ● Event was far better attended than expected and provides a useful indication of anticipated future attendance at after school events ● In future: manage arrivals better such as 2x entrances/registration points or pre-paid entries. Also consider a token/ticket on entry, to be redeemed when prize is claimed.
1.2	Jumble Sale	<ul style="list-style-type: none"> ● Scheduled for 11/6/23, 11am - 2pm. ● FC will apply for TENs licence with Bromley Council so we can sell alcohol.
1.3	Bastille Day/Summer Event	<ul style="list-style-type: none"> ● Scheduled for 14/7/23, 2-5pm. ● FC will apply for TENs licence with Bromley Council so we can sell alcohol.
1.4	Successful Mums workshop	<ul style="list-style-type: none"> ● SMCA has 20 signed up as of today. Please can we all remind What's App groups to register for their free ticket if they plan to attend. Committee should aim to register as well. ● HO, FC and PK will aim to arrive around 8am to get hot water urn on/get set up.

		<ul style="list-style-type: none"> ● FC will try to pick up biscuits/pastries the day before.
1.5	Any other events	<ul style="list-style-type: none"> ● No proposals
2.	Finance	
2.1	PayPal: - Response from PKs formal requests - Alternatives	<ul style="list-style-type: none"> ● PayPal won't commit to releasing funds early, however their 6 months deadline is 6th June so PK will prepare and submit the docs they require (liaising with Sharon Newbury) anyway. ● In terms of Events, we probably don't need an alternative set up until Hallowe'en parties. ● Alternatives most comparable to PayPal are Stripe and Square. Both can take credit card payment and create invoices. Neither are subscription based, both are per transaction commission. PK will investigate and compare functionality. ● Sum Up can create QR codes to take payments. Approx 1.7% fee per transaction.
2.2	Gift Aid: - Update on GiftAid forms from existing donors - Update on transitioning over to JustGiving platform	<ul style="list-style-type: none"> ● So far only 7 out of around 40 have signed. ● PK will delegate regarding chasing down the remaining forms. ● CAF foundation giving: the Foundation will deal with Gift Aid; Trustees need to sign to confirm details can be passed to HMRC. We need to obtain donor permissions to disclose NI no and DOB details.
2.3	Any proposed purchases	<ul style="list-style-type: none"> ● No new purchases ● Re previously authorised purchases: only 2x new Sum Up machines purchased (not 3). ● Keep in mind PTA do not currently have any BBQs (in case suggested for future events).
3.	Governance	
3.1	Submission of Annual Return with Charity Commission (PK to confirm financials on draft)	<ul style="list-style-type: none"> ● PK clarifying slight discrepancy on figures for last financial year (approx £20 difference). Awaiting clarification before submission - deadline end May.
3.2	Internal Financial Controls annual review - self assessment checklist	<ul style="list-style-type: none"> ● PK will carry out annual financial controls self assessment checklist and HO will review once carried out.
3.3	Trustee DBS checks	<ul style="list-style-type: none"> ● HO to speak to RCW regarding Trustee DBS check. ● <i>Post meeting note: HO checked Charity Commission advice and confirmed DBS check only required where nature of post necessitates it (ie contact with children). RCW confirmed rarely on school site and contact with children not required to carry out her role as Trustee. PTA due diligence therefore</i>

		<i>only requires us to establish eligibility for Trustee role, which can be done by signed Trustee Declaration. HO sent Trustee Declaration form to RCW to sign.</i>
4.	Communications	
4.1	Comms updates	<ul style="list-style-type: none"> ● FC will speak to XK for Comms Policy update. ● First info pack has now been sent out to new Reception parents containing brief intro on PTA. FC will speak to XK to obtain info on what intro said. ● Second info pack will go out later, regarding dates for “Stay and Play” sessions. This will also contain details on registering on Classlist. FC will speak to XK regarding date second pack goes out and whether we can add Stikins form (Stikins deadline is June). ● FC will speak to XK re process for approving new parents on Classlist.
4.2	Website update	<ul style="list-style-type: none"> ● HO to follow up with RCW for update. ● <i>Post meeting note: RCW hoping to follow up with XK and Tatiana in next fortnight.</i>
5.	Next meeting with school	
5.1	Proposed agenda items:	<ul style="list-style-type: none"> ● Events ● Sports hall update - likely expectation of timescales. ● Portaloos on field for Summer Term 2 - will this facilitate children’ use of the field at lunch times and would cleaning fall within remit of school cleaners? ● ABC Book charity - Playground Reading den vision, location, etc. ● Stikins - timing of form to new parents (incl with second info pack or separate comms). ● Y4 parent suggestion to apply for Joe Wicks PE lesson in school. (KP will contact school now in case of imminent application deadline and we can follow up next week).
5.2	Time of meeting	<ul style="list-style-type: none"> ● Meeting originally scheduled for 8:45-9:45. FC unable to attend morning but can attend 2pm. PK + HO strong preference for 2pm instead. KP unable to attend 2pm but will read minutes. HO to contact Mr Tirrell to see if he can reschedule to 2pm. ● <i>Post meeting note: meeting rescheduled to 2pm on 28/4/23</i>
6.	AOB	
6.1	Stikins	<ul style="list-style-type: none"> ● PK has spoken to Stikins and they confirm LFA are eligible for free sample scheme. ● Names need to be submitted to Stikins by end June. ● PK to create Google Form

		<ul style="list-style-type: none"> ● Discuss with MT at next meeting re circulating forms to new Reception parents.
6.2	Tea towels and Tote bags	<ul style="list-style-type: none"> ● Cautious about asking parents for too much, given we ask them for designs and purchases for Christmas cards and will be asking them to purchase school area prints. ● Suggest we poll parents for what they would like to see from PTA early in next academic year/Sept and gauge interest/feedback for next year.
6.3	School/local area print fundraiser	<ul style="list-style-type: none"> ● Would like to arrange this for current Summer term. HO to chase Y3 parent for update. ● <i>Post meeting note: Parent hasn't heard back from the artist but will follow up.</i>
6.4	Update on pricing options/quotes for both temporary portaloos and composting toilets for field	<ul style="list-style-type: none"> ● HO to follow up with EN ● <i>Post meeting note: Portaloos total £26/week each plus £90 for delivery and collection. £142 for one week (10 - 14 July) to cover sports days and Summer Fair. Will two be enough? PTA hired some years ago and they were hardly used. Needed more for children. May be worth funding for 7.5 weeks of second half of summer term to facilitate increased use of field during school day. Discuss with MT.</i> ● <i>Post meeting note: EN liaising with Laura on previous Composting toilet research. One company has installed some at Sundridge Park Golf Club. Maintenance requirements = empty every 800 visits. Use of temp portaloos will be useful initial indication.</i>
6.5	Update on pricing options for playground reading corner shell	<ul style="list-style-type: none"> ● See doc (annexed) generated by KC for structure options. ● We need to establish the school's vision and location, but anticipate it should be a more permanent, fixed structure so staff do not need to pack it up every day. ● Pricing appears reasonable and indicates we can fund this as well as contribute to either Sports Hall or field toilets, however note we will need to add labour and insulation costs.

Action points:

Action Item	Owner(s)	Deadline	Status
FC to apply for TENs licences for Jumble Sale and Summer Fair.	FC	ASAP	DONE
FC to purchase biscuits/pastries and milk ahead of Successful Mums coffee morning.	FC	5/5/23	DONE

PK to prepare and submit PayPal docs for release of funds.	PK	6/6/23	DONE
PK to research and compare Stripe vs Square services and functionality.	PK	-	-
PK to circulate details for chasing regular giving donors to sign Gift Aid forms.	PK	June	-
HO to submit Annual Return to Charity Commission when PK has verified financials	HO	31/5/23	DONE
PK to carry out Internal Financial Controls Annual Check and HO to review	PK	-	-
HO to follow up with RCW re Trustee Declaration Form and website update	HO	ASAP	In Progress
FC to speak to XK re Comms Policy update, info sent to new Reception parents, timing of sending Stikins form, process for approving new parents to Classlist.	FC	ASAP	-
PK to create Stikins data capture and permissions Google Form. HO to review.	PK	ASAP	-
HO to follow up with Y3 parent re school/local area print fundraising initiative.	HO	ASAP	In Progress

Meeting closed: 4:20pm

Next Meeting: Friday 9th June, Poll Time