

MINUTES: Committee Meeting Spring Term 2

Date: 24th Feb 2023

Time: 3:30-4:20 pm

Location: 28 Palace View

Attendees:

- Erica Nelson, Events Director (EN)
- Kerilee Pearse, Events Deputy (KP)
- Prang Kew, Treasurer (PK)
- Fay Cameron, Co-Chair (FC) - via zoom
- Holly Olympidis, Secretary (HO) - via zoom

Apologies:

- Rejane Collard-Walker, Co-Chair (RCW)
- Xuan Kroeger, Communications Officer (XK)
- Kat Coffey (KC)

Items:

Ref	Item	Point
1.	Events	
1.1	Coffee event and incorporating something with Successful Mums	<ul style="list-style-type: none"> ● At the moment lack of volunteers for upcoming events is an issue (very few have joined planning groups). ● Next coffee morning is due 10th March - plan to use it to do a big events drive to recruit volunteers for upcoming events (plus sell preloved uniform after drop off/at pick up on the same day). ● Propose the following coffee morning - Fri 5th May - to see if Successful Mums wish to give a talk.
1.2	Easter Egg Hunt	<ul style="list-style-type: none"> ● Proposed Easter egg treasure hunt in playground: <ul style="list-style-type: none"> ○ Either using an app (Y6 may wish to build) using a geolocate function, or ○ Old fashioned paper sheet ● Date TBC, currently looking at last day of term as finish early at 1:30 - Fri 31st March
1.3	Bastille Day/Summer Event	<ul style="list-style-type: none"> ● Confirmed for Fri 14th July, 2-5pm (straight after Y4,5,6 Sports Day and utilise offers of help from staff and parents who are around from Sports Day).
1.4	Jumble sale	<ul style="list-style-type: none"> ● A car boot sale licence from Bromley Council is expensive, however hopeful we will fall within charity exemption and be able to obtain for free ● Date TBC but likely just after May half term/early June

		(unclear if date needs to be specified in application).
1.5	Any other events	<ul style="list-style-type: none"> ● Refreshments for Sports Days: <ul style="list-style-type: none"> ○ Planning to utilise Parent Reps to co-ordinate helpers from each year group on the relevant day their child is partaking. ○ Hoping parents may be able to loan gazebos but if not we may be able to hire a heavy duty one from the Library of Things (approx £25/day).
2.	Finance	
2.1	Review impact of recent PTA talks ahead of parent/carer visits.	<ul style="list-style-type: none"> ● 7 new regular donors have signed up ● List of offers of admin help we can call on ● Don't think there's any merit in repeating at next parent/carer classroom visits
2.2	PayPal: <ul style="list-style-type: none"> - Expected date for accessing remaining funds - Alternatives 	<ul style="list-style-type: none"> ● PayPal has decided to withdraw their service from us following a back office review, claiming there is no compatibility with the charity business model. ● After discussions with them, PK has formally requested: <ol style="list-style-type: none"> 1. Withdrawal of existing funds quicker (PayPal say they are currently holding for 180 days, however they are sending a link and then PK and Sharon will need to send ID). 2. PK launching a formal appeal against the decision. 3. PK has requested a full explanation for the reasons behind the decision. ● Alternative platforms might be Eventbrite or launching the PTAs own ecommerce website. FC will speak to RCW.
2.3	Gift Aid: <ul style="list-style-type: none"> - Approach (incl GDPR and Privacy Policy?) - Volunteers/support - Next steps 	<ul style="list-style-type: none"> ● The JustGiving platform could provide a suitable alternative as they take care of the admin in relation to Gift Aid. ● We still need to send out Gift Aid forms for existing/previous donors. ● Then see if we can get existing donors to transfer over to Just Giving to reduce forward admin ● PK has collated spreadsheet with details back to 2018 ● Can't claim Gift Aid on Corporate or Payroll Giving ● Could claim 25% on £12,000 (plus whatever comes in over next 7 months) so potentially £3,000 if we can obtain permissions. ● 41 people in total (24 still active, 17 not active but recent, 5 via other platforms). ● PK will circulate list among committee for us to contact those we know, then liaise with volunteers to contact the rest with the Declaration form.
2.4	Proposed purchases: <ul style="list-style-type: none"> - New rails, bins, etc for preloved uniform sales 	<ul style="list-style-type: none"> ● EN obtaining quotes from a shop fitting supplier for new rails, bins, etc for preloved uniform. EN will liaise with school to get delivered directly and get committee vote on expenditure.

	- New Sum Up machines x3 (£18 each)	<ul style="list-style-type: none"> ● HO will publish poll in Whats App group to obtain votes for purchase of 3 new Sum Up machines.
3.	Governance	
3.1	Preparation and submission of Annual Return with Charity Commission (deadline 31/5/23)	<ul style="list-style-type: none"> ● Charity Commission are now transitioning to personal “My Charity Commission Accounts” with different credentials for each trustee - HO needs to verify trustee personal details are up to date and supply personal email addresses. ● Annual Return: Most questions straight forward, however need to agree: <ul style="list-style-type: none"> ○ No of volunteers: Not always accurately recorded as some helpers volunteer last minute/during event, 20-30 is a reasonable estimate. ○ Did we review financial controls last year: Yes ○ Have we obtained DBS checks on all eligible? Note we follow school policy (volunteers are not left unattended with children during events, follow school policy of coloured lanyards relating to DBS status during school hours). Trustees should be DBS checked as a minimum - FC will speak to RCW to see if hers is back yet.
4.	Communications	
4.1	Website plan	<ul style="list-style-type: none"> ● FC will speak to RCW
5.	Next meeting with school	
5.1	Proposed agenda items:	<ul style="list-style-type: none"> ● Events ● Sports hall update ● ABC Book charity ● Advertising in newsletter/book bags for Successful Mums in return for donation to PTA ● What PTA materials/info will go in the New Parents booklets? (including can it invite new parents to the summer fair?)
6.	AOB	
6.1	ABC book charity update	<p>KC provided update via Whats app group separately:</p> <ul style="list-style-type: none"> ● Mr Tirrell and Mme Isbecque are keen to develop a reading corner in the playground. ● ABC has sponsored projects like this before, however unfortunately they no longer support capital projects and are only able to provide delivery advice and ongoing free books. ● Next steps: Establish what school is looking for and what PTA is able/willing to fund, if anything.

Action points:

Action Item	Owner(s)	Deadline	Status
Volunteer drive for help with upcoming events	EN	Ongoing	In Progress
PayPal appeal	PK	Ongoing	In Progress
Committee and volunteers to contact donors to obtain Gift Aid declarations	PK	Jul '23	In Progress
Obtain quotes for uniform rails	EN	-	
Sign off votes/purchase 3x new sum up machines	HO/PK	-	In Progress
Update trustee details on Charity Commission for personal charity accounts	HO	ASAP	In Progress
Input annual return details on Charity Commission for checking before submission	HO	21/4/23	In Progress
FC to contact RCW regarding website plan and DBS check update	FC	ASAP	In Progress
Liaise with school and Successful Mums re newsletter advertising for donation and coffee morning event	HO	ASAP	

Meeting closed: 4:20pm

Next Meeting: Friday 21th April, 2pm