

MINUTES: Committee Meeting Autumn Term 1

Date: 8th Sept 2023

Time: 15:40-16:40

Location: Zoom: <https://us06web.zoom.us/j/89872255385?pwd=aStJcXRmMEZyYmZxbVBhQ29lQ0NSZz09>

Meeting ID: 898 7225 5385

Passcode: 401407

Attendees:

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

Apologies:

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

Items:

Ref	Item	Point
1.	Events	
1.1	Feedback on Summer Fair	<ul style="list-style-type: none"> ● Very positive feedback from parents and kids all seemed to enjoy themselves ● Any future planned outdoor events should always have a wet weather contingency plan ● Desperately needed more volunteers ● Events team planning a survey to parents to find out what future events people would like to see; this will include messaging setting expectation for every parent to volunteer to help at a minimum of 1 event ● Bouncy castles were stressful to oversee and high risk but received positively and a needed focal point ● £5 for bouncy wristbands was well received. ● Token system worked well, especially pre-bundling. ● Donuts sold out almost immediately and made a good margin so more next time!
1.2	Future Events	<ul style="list-style-type: none"> ● Events Team have put together a Guidance doc for other parents to follow when planning events. Committee agreed a financial forecast will always be required with the event

		<p>proposal, to minimise risk of a loss leading event.</p> <ul style="list-style-type: none"> ● Official Library Den launch - timing TBC (likely around Oct half term). KC to explore whether a local author, local MP, ABC/Acorn boss will visit for official opening. ● Karolina is taking the lead on planning the xmas event for 10th Dec. FC will liaise. ● Chesca has volunteered to take the lead on planning the Halloween event, date TBC
2.	Finance	
2.1	PayPal	<ul style="list-style-type: none"> ● Balance of funds now received ● PK will contact Sharon to finalise account closure
2.2	Just Giving	<ul style="list-style-type: none"> ● Donate page now live - KP to do test run ● This is now our go-to for regular and one-off donations ● Donations links on PTA website require updating ● Parents or admin can cancel any previously set up regular donations via Go Cardless.
2.3	Gift Aid	<ul style="list-style-type: none"> ● PK attempted to register for Gift Aid with HMRC and discovered PTA is already registered, however HMRC cannot disclose details of officers ● A committee member will need to register as a new officer, best for the incoming Treasurer to do this when in post, before we can submit claim. ● In theory we could claim £11k in back dated gift aid over last 4 years: <ul style="list-style-type: none"> ○ 11 donors have provided signatures (£4,600) ○ Approx 5 big donors outstanding; a few are being chased and a few have said they are not tax payers, so we can't claim. ● Incoming Treasurer to finalise submission
2.4	End of Year Accounts	<ul style="list-style-type: none"> ● PK has completed to End July but needs to finalise ● Final accounts expected to be available this weekend ● Revenue approx £25,500, likely just in threshold for requiring an independent auditor (although may still be below threshold for qualified/full audit). ● <i>[Post meeting note: HO confirming an independent examination, carried out by someone competent but doesn't have to be an accountant, is sufficient. A checklist is available at https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-examiners-cc32]</i> ● Expenses approx £16,000
2.5	Any proposed purchases	<ul style="list-style-type: none"> ● No proposed purchases
3.	Governance	

3.1	AGM	<ul style="list-style-type: none"> ● Aiming for Fri 6th Oct, however school Dining Hall is only available until 9:45, due to school assemblies. ● Committee preference in following order: <ol style="list-style-type: none"> 1. Dining Hall Fri morning after drop off 2. Dining Hall Thurs/Fri evening (tie in with wine and cheese night?) 3. Alternative venue out of school on the Fri morning. <p><i>[Post meeting note: We can also consider a virtual or hybrid AGM if we pass a resolution to adopt a newer model constitution].</i></p> <ul style="list-style-type: none"> ● FC/KP to speak to MT to see if any wiggle room on assemblies and access to Hall.
3.2	Comments on draft Chair's Report	<ul style="list-style-type: none"> ● FC has prepared the majority of the report and hopes to finalise as soon as final Year End accounts are received.
3.3	Recruitment to committee for coming year; applications/expressions of interest	<ul style="list-style-type: none"> ● Jenny & Monika have both indicated they may be interested in the Treasurer role, if needed. ● Emma Lukey has approached FC regarding the Secretary role. She has a background as an executive PA. Will send her CV to FC. ● KC will liaise with XK and school office to ask them to send a ParentMail around to all parents (including Reception Parents) with Job Descriptions attached.
3.4	Update on whether we'll need an independent auditor (threshold?); any response to requests.	<ul style="list-style-type: none"> ● See above
4.	Communications	
4.1	Website update	<ul style="list-style-type: none"> ● Request RCW feedback separately
5.	Next meeting with school	
5.1	Proposed agenda items:	<ul style="list-style-type: none"> ● Events ● Feedback re use of portaloos on field and future use ● AGM ● Recruitment of new class reps ● Reading Den update ● Notice board - best position and will school have items they wish to display? ● Tesco Stronger Starts Grant application
6.	AOB	
6.1	Comments/feedback re portaloos on field	<ul style="list-style-type: none"> ● Didn't appear to be used much at events. ● Will request school's feedback at next meeting.
6.2	Reading Den update	<ul style="list-style-type: none"> ● See above re Official Opening

		<ul style="list-style-type: none"> ● Structure now in place. Further funds of £1,300 are required for: <ul style="list-style-type: none"> ○ wall wide murels ○ safety and accessibility features ○ additional bookcase ● This will take total budget to £7,600. KC to hold vote in group. ● Company who do murels offer free servicing. ● KC to do parent shout out for volunteers to assist with fitting carpets, painting in weatherproof coating, etc.
6.3	Notice Board - See options doc. Preferred style and budget?	<ul style="list-style-type: none"> ● KC thinks there is a Notice board in the PTA cupboard. HO to check and if so speak to facilities.
6.4	Tesco Stronger Starts Grant	<ul style="list-style-type: none"> ● Blue token scheme where you vote to support a local charity in store. ● Can be selected for a grant of up to £1,500 for school projects that aim to provide healthy food and activities that boost young people's mental and physical wellbeing ● Speak to MT at next committee meeting to get thoughts on an application/cause/project.

Action points:

Action Item	Owner(s)	Deadline	Status
Liaise with Sharon re PayPal account closure	PK	ASAP	Open
Finalise EOY accounts and send to Chair	PK	ASAP	Open
Finalise draft Chair's Report for circulation	FC	ASAP	Open
Issue written Notice for AGM	HO	14/9/23	Open
FC to follow up with accountant who made contact last year, re audited accounts	FC	ASAP	Open
Circulate Job Specs among parent community (Classlist & Parentmail)	KC	ASAP	Open
Vote on Reading Den additional expenditure	KC	ASAP	Completed
Check PTA cupboard for Notice Board	HO	ASAP	Open
Speak to MT re hall use timings for AGM	KP/FC	ASAP	Open

Meeting closed: 4:50pm

Next Meeting: Friday 10th Nov, Poll for time