

## MINUTES: Committee Meeting Autumn Term 2

**Date:** 8<sup>th</sup> November 2024

**Time:** 2pm

**Location:** Teams dial in

### Attendees:

- Erica Nelson, Chair (EN)
- Emma Lukey, Secretary (EL)
- Kerilee Pearse (KP)
- Fay Cameron (FC)

### Apologies:

- Xuan Kroeger, Communications Officer (XK)
- Poorvi Muncke, Treasurer (PM)
- Karolina Curry, Sponsorship Manager (KaC)
- Kat Coffey (KC)

### Items:

Ref	Item	Point
<b>1.</b>	<b>Events</b>	
1.1	Coffee morning	<ul style="list-style-type: none"> <li>● Mr T is away 22<sup>nd</sup> November and Chesca would prefer him to be there. All agreed we won't go ahead with the coffee morning and will reschedule to another date</li> </ul>
1.2	Christmas event 8 <sup>th</sup> December	<ul style="list-style-type: none"> <li>● KaC not present, obtain update from KaC or separate meeting</li> <li>● Payments are coming through to the bank account. Payments need to be identified as FC unable to reconcile. It was suggested that going forward the treasurer mailbox is copied when payments are made. <b>ACTION: FC to raise with KaC and discuss with PM the best way forward</b></li> </ul>
1.3	Magic Show	<ul style="list-style-type: none"> <li>● Booked for 7<sup>th</sup> March. Discuss at next committee meeting</li> </ul>
1.4	Sponsorship/Fundraising Opportunities:	<ul style="list-style-type: none"> <li>● Not discussed</li> </ul>
<b>2.</b>	<b>Finance</b>	
2.1	Purchases	<p>a) Friendship benches: Doesn't need work on the building to finish. Can be durable or cheap benches. KP suggested class room direct to purchase. <b>ACTION: EL to add to MR T meeting agenda to establish if we can order benches and tables at same time and store tables</b></p>

		b) Next Steps for 2 rugs – school prefer PTA to purchase as going through central trust can take 3 months <b>ACTION: EL to add to Mr T meeting to establish which rugs they would like</b>
2.2	Any other proposed purchases	<ul style="list-style-type: none"> <li>• Purchases for Christmas event</li> </ul>
<b>3.</b>	<b>Governance</b>	
3.1		<ul style="list-style-type: none"> <li>• Nothing to discuss</li> </ul>
<b>4.</b>	<b>Communications</b>	
4.1		<ul style="list-style-type: none"> <li>• Nothing to discuss</li> </ul>
<b>5.</b>	<b>Next meeting with school</b>	
5.1	Proposed agenda items:	<ul style="list-style-type: none"> <li>• Events</li> <li>• Purchases – order benches and picnic tables at same time, which rugs to purchase</li> <li>• Teacher gifts</li> </ul>
<b>6.</b>	<b>AOB</b>	
6.1	Benevity self-declaration – expires 12 <sup>th</sup> November	<ul style="list-style-type: none"> <li>• EL completed today</li> </ul>
6.2	Teacher gifts	<ul style="list-style-type: none"> <li>• <b>ACTION: EL to add to agenda for meeting with Mr T</b></li> </ul>
6.3	Gift aid	<ul style="list-style-type: none"> <li>• FC is in the final phase and needs to upload the schedule for HMRC. FC is going to go through it with PM first. <b>ACTION: FC to let us know when that's done and what the figure is.</b></li> </ul>
6.4	Query from Fede	<ul style="list-style-type: none"> <li>• Y6 spending reporting query. <b>ACTION: FC to check with PM</b></li> </ul>

**Meeting closed:** 2.30pm

**Next Meeting:** 10<sup>th</sup> January 2025