

ANNUAL GENERAL MEETING

Meadlands Primary School, Parent Teacher Association
Registered Charity Number 111542

Thursday 20th April, 2023, 20:00 Yr 5 classroom

Minutes

Attending:

Parent / Carer members : PK, Justine Cottle (Minute-taker), NF, SR, CW, VK
Christina Powell (Chair), KS, Viktoria Bonta, TM, HJ, LA, JT, AA, SR (left at 20:30),
FS.

Staff members : Jolene Gee, Sarah Taunton-Johnson.

Apologies: None

Record of Discussion	Actions
<u>Ordinary Business</u>	
<p>1. Opening of the Meeting</p> <p>In the absence of existing officers Christina Powell (CP) offered to chair the meeting and members agreed.</p> <p>She explained that the AGM had various aims including adoption of a constitution, including the name of the organisation and to elect a committee. She advised that to date there were not enough nominations to secure the 3 required committee posts.</p> <p>Justine Cottle asked if there were not enough officers would there be a chance for members to re-nominate during the meeting and CP said this was possible.</p> <p>Sarah Taunton (ST), Headteacher of Meadlands Primary School, opened the meeting by acknowledging the dedication and hard-work of the previous committee members and thanked them for their service to the school. She said that with the recent changes in school management she was keen to refresh and revitalise the PTA. She described her vision as working towards a bigger, stronger and united PTA, alongside work to ensure that we meet all statutory requirements and guidance. ST said that she hoped that the revitalized group would be both an opportunity for fund-raising and for bringing the community together.</p> <p>Apologies for Absence</p> <p>No apologies received.</p>	

<p>Minute-takers introduction</p> <p>CP introduced Justine Cottle (JC) who agreed to record minutes of this meeting, in the absence of officers.</p>	
<p>2. Minutes of the Steering Group meeting held on 03.03.2023</p> <p>CP advised that the minutes were distributed to all members with the invitation to the AGM and asked attendees whether there were any changes needed. None were requested.</p> <p>The group accepted the minutes of 03.03.2023.</p>	
<p>3. Matters arising from the minutes</p> <p>CP asked if there were any matters arising from the minutes. None were raised.</p>	
<p>4. Election of Officers and Trustees of the Committee</p> <p>CP said that only 2 nominations had been received prior to the meeting.</p> <ul style="list-style-type: none"> ● Christina Powell nominated herself as Co-Chair. Seconded by Mariann Beke ● Viktoria Bonta (VB) nominated themselves as Co-Chair. Seconded by Yolande Brace <p>VB said that for the committee we will need 3 Trustees. She said that it is possible not to formally name the positions for the Charity Commission. However, this is required for the bank account.</p> <p>CP said that as Co-Chairs she and Viki were keen to build a community around the PTA, where roles were shared and the Trustees supported the members to run events and raise funds. CP and Katie Schulkes said that in their experience it was very valuable to a school to have an effective PTA.</p> <p>VB said that in the event of their being only 3 nominations that she and CP would be interested in combining the role of Chair and Treasurer. CP reminded the group that the committee does need a third Trustee for Charity Commission registration. CP invited additional nominations.</p> <ul style="list-style-type: none"> ● Varda Kaplan nominated her-self for the role of Treasurer. Jolene Gee seconded. ● Justine Cottle nominated her-self for the role of Secretary. Jolene Gee seconded. <p><u>Record of Vote:</u> Justine Cottle unanimously elected as Secretary. No objections or abstentions.</p>	<p>Register Trustees with Charity Commission (CP/VB)</p>

<p>Viktoria Bonta unanimously elected as Co-Chair. No objections or abstentions.</p> <p>Varda Kaplan unanimously elected as Co-Chair. No objections or abstentions.</p> <p>Christina Powell unanminously elected as Treasurer. No objections or abstentions.</p>	
<p>5. Adopting the Constitution including type and name of association</p> <p>CP noted that most PTAs use this constitution provided by ParentKind, a national PTA support organization, and that it comes with insurance cover.</p> <p>In relation to the type of organization CP advised that if we are a Parent Teachers/Staff Association then people such as relatives, neighbours and community members would need to apply to be a member. CP advised that currently we are a 'Friends of' organisation named 'Friends of Meadlands'.</p> <p>The group had a discussion about the name and type of organization. ST said that 'Parent, Teacher, Friends Association' is used at St. Richards. JC asked what the 'friends of' can do. CP said they can assist with our events, and that Parentkind advised that people helping out at our events should really be members. PK proposed 'Meadlands Family & Friends'. CP suggested 'Meadlands School and Community Association'. CW felt the name should reference school and teachers more directly. AA noted that the notion of family was being used as community. PK suggested Meadlands Parent, Staff & Community Association/Group. Alistair said you could avoid naming the membership in the name and go for something like: Meadlands United. NF advised that from a graphic design perspective we should keep it short and snappy. Varda Kaplan (VK) and NF said that whatever our name most people will refer to the group as the PTA.</p> <p><u>Record of Vote</u></p> <p>Proposal to name the association Meadlands United: unanimously agreed. No objections or abstentions.</p> <p>The group agreed that the type of organization was: parent, teacher and friends</p> <p>CP/VB noted that this change can be made with one process at the Charity Commission.</p>	<p>Committee to make association type/name changes at Charity Commission (CP/VB)</p>
<p><u>Special Business</u></p>	
<p><u>6. Nominating a new bank and agreeing on the opening of a bank account</u></p> <p>VB explained that she talked to the previous Treasurer (FS) and sought guidance on the ParentKind website in relation to this matter and as a result would recommend to the group that they request that the committee open a community Metro Bank account.</p>	

<p>VB outlined some benefits of Metro Bank:</p> <ul style="list-style-type: none"> ● No monthly fees (FS advised previously £7 a month). ● Free coin and paying in (FS advised previously more cumbersome) ● 200 free transactions a month. ● Flexible opening hours. ● Bank in Kingston. ● Free online banking. ● Card. <p><u>Record of Vote</u> Proposal to open a community bank account with Metro Bank: unanimously agreed. No objections or abstentions.</p> <p>Members also agreed that account signing rules and the finance policy, including account operators and authorized signatories, will be agreed at the first committee meeting. For a complete record the details are included below.</p>	<p>Committee to open community Metro Bank account (VK)</p> <p>Committee to agree finance policy & account signing protocols (VB/CP)</p>
<p>7) Any Other Business</p> <p>a. Jolene Gee (JG) advised that circa £3000 was transferred to the school account when the previous bank account was closed. FS advised that historically money has been transferred to the school 3 or 4 times a year. Group discussed that the association will need to agree a transfer to ensure there is seed-funding. FS said the association would need a fund to run events. She said that in her experience the cash-flow needed to set up a Fair is about £1000 and smaller events are several hundred.</p> <p>b. The group was interested in card readers: FS advised that we now understand that they can be bought. TM advised that she uses iZettle account.</p> <p>c. The group discussed the licensing requirements for screening films, selling alcohol, playing music and various activities that come under gambling regulations. VB explained that as a charity, separate from the school, we need to abide by these rules. JT advised that licences last various lengths of time and described some that he has experience of using. Group noted that there may be differences between requirements for school / community organization. VB said there is a long guidance document available on ParentKind website, so in order to keep the agenda on track it was agreed to include the ParentKind information on licensing with the minutes.</p> <p>d. CW said that in the future she would like to understand how the association will share fund-raising information. CP and NF described a range of activities:</p>	<p>Committee to decide how to manage sum transferred to school from previous bank account (VK)</p> <p>CP/VB to talk to JT about his experience with fund-raising and licensing</p> <p>Committee to attach licensing information to these minutes</p> <p>Items for future meetings or action: Card readers/iZettle, Communication about targets and funds raised.</p> <p>Committee to book planning</p>

<ul style="list-style-type: none"> ● A 3D thermometer showing money raised ● PTA newsletter planned ● Revamp section on the website: including minutes, newsletters, graphics, posters, thermometer details, activity plans and descriptions ● Information on the fundraising target ● Anonymous letter box ● Class rep group <p>e. Minimum 3 meetings per year (for all members). These meetings would include review of accounts and planning for the year ahead. Fiona said that analysis of what works (in terms of fund-raising and building community cohesion) is needed.</p> <p>f. Varda encouraged the group to limit waste where possible.</p> <p>g. Group asked about the next events:</p> <ul style="list-style-type: none"> ● Ham Fair (10.06.2023). JG has already booked us a stall for this. Gazebo available. ● Summer Concert (22.06.2023): Possible alcohol license needed ● Summer Fair (08.07.2023): Committee will book a planning meeting ● Reception / Nursery stay and play events <p>h. JT asked what the target might be for these events. CP/VB said they would like to focus on learning and bringing the community together this year. JG said that the school finances are in a good place so a focus on building collaboration and community is a good one.</p> <p>i. TM keen to do a parent choir for the benefit of the PTA.</p> <p>j. Future Communications : CP suggested Watts App rather than email. She provided her number for people to join the Watts App group. Group asked to extend this invitation to all. Invitation to open to all.</p> <p>k. VK and FS noted that an email address is needed as well.</p>	<p>meeting via Class Reps, for all members, to plan the summer events listed in the minutes. (CP/VB)</p> <p>Committee to set up Meadlands United watts app group and email account (CP)</p>
<p>Meeting closed: 21.01pm</p>	

Finance Policy : items agreed at the first Committee Meeting (26th April, 2023)

Account operators of Meadlands United PTFA (registered charity) Community Current Account at MetroBank have 2 levels of authorisation.

Levels of authorisation

The levels of authorisation are defined as:

Authorised signatories: the people who have permission to open and act on the account. Includes full access with debit card privileges.

Nominated people: 'view only' operators who have access to view the accounts online. Includes view-only access.

Nominated people

Authorised signatories: Varda Kaplan (Treasurer), Christina Powell (Co-chair), Viktoria Bonta (Co-chair)

Nominated people: Justine Cottle (Secretary)

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