

**Meadlands United**  
**Meadlands Primary School Parent, Teacher, Friends Association**  
**Committee Meeting, 17.07.2023**

**MINUTES**

**Attending:** Christina Powell, Co-Chair & Chair of Meeting, Viktoria Bonta, Co-Chair,, Justine Cottle, Secretary & minute-taker, Varda Kaplan, Treasurer

**1. Welcome**

No apologies received.

Quorum is 2. Meeting is quorate.

Conflicts of Interest; none declared

**2. Previous Minutes /Actions**

CP reported some schools put names of all AGM attendees, others put the number of members. We could add initials.

VK has set up accounting software. Need to link it to the bank account but this has not been possible.

Action

No. of attendees. Full list held separately. (JC)

Check minutes read: Initials (JC)

**2. Finance**

VK presented current position / cash flow. VK has completed accounting software sign up but has not been able to link it to our bank account.

BANK : £5794.15

CASH: £56.00 (including float

Unpaid invoices: Mervyn Xmityh, x 1 silent auction prize

Amazon wishlist was brilliant and saved us £100s. People's generosity ensured expenditure on the Fair was lower.

VB noted there are assets.

VB keen to present the information to members. Group agreed to estimate fro each event and give a full picture each term.

CP updated on accounts and data from the previous committee. She has confirmed with John Canon that he will be our independent reviewer.

Action

VK to try and make connection to bank account with accounting software in future (VK)

Thermometer for next year's fund-raising

Research fundraising wishlist for school and buy items (benches / cameras) (VK)

**4. Events**

**Year 6 Show**

JC to set up today. VB/CP will attend when they can.

**School FunDay**

Learning

a. Lots of events in the lead up. Lots going on personally. Needs a lot of time.

b. Book dates and times of Fair needs to be agreed early. In particular this is to ensure that staff are able to sign up to appropriate slots.

- c. Staff engagement: need to go to the staff meeting early
- d. Volunteer co-ordination: personalised info sent to class reps about what to do. Could do with a Rep meeting to explain the role and liaison with PTFA. There was a lack of engagement from Yr 3 (why was this?). We didn't have enough volunteers. We need to have finalised the volunteer team sooner. We must get the names from each class so that we know who is going to be volunteering.
- e. Co-ordination / keeping people happy and on track: can't outsource this role on the day. Needs one or two people. Needs people who are holding lots of information. How do people identify us?
- f. Workshops: huge success. How do we maximise this? How do we do this: it was admin heavy but was effective. Mostly to do with shutting off bookings once it is full. (VK to explore) Nadia said it went well: bug more popular than mandala (simplicity).
- g. Tombola: really needs to be completed by a responsible member and needs to be done the night before.
- h. Flow: was better than previously
- i. Collection: needs to be slightly ahead of the Fair (at least a week)
- j. Personal capacity: it was very demanding and for some people it was difficult. JC proposed having more people on the committee / sub-committee event (perhaps on a termly basis).
- k. Tokens: worked well on the day but it may have been confusing at times (raffle tickets for raffle tickets). Also could not count how much each item/stall earned. Enables inclusion. Could get a different format of tickets (or print raffle tickets as we don't sell many). Could use maths counting counters (could use stickers / colours).
- l. Recycling: need to ensure bins enable recycling.
- m. Communications: remember to print out promotional material. Could put logos laminated on display.
- n. Ensure vegan / vegetarian options

#### Actions

Talk to donor of the chestnut trees (JC)

Timetable with Headteacher the full year of the events at the beginning of September (Welcome / Harvest or Halloween / Christmas) (CP)

Research alternative token formats (CP)

Research sponsored glasses/cups (CP)

Research how to do bookings for workshops so filled up workshops are closed (VK)

Consider how to collect recycling (All)

Promote sub-committee (termly opportunity) pilot. Set up evening sessions (monthly)

Deliver thank yous to sponsors using map/leaflet (CP/JC)

Investigate slushy machine / milkshake

### **5. Communications**

Newsletter: Thanks to Viki and Nadia for developing this fortnightly meeting. People have thanked for this.

Class Rep. meeting: PTFA to link up the volunteer co-ordination.

#### Actions

For future to print out in A3 and put it on the website.

Attend volunteer inductions to discuss class rep role (PTFA)

### **6. AoB**

### **7. Next Meeting**

31st August (online). Agenda to include: First event planning: propose tea-party style with cash / card / token.

**INCOMPLETE ACTIONS from previous meeting**

04.05.2023 MU Committee	JC to put policy on photographs on next agenda	JC
01.06.2023 MU Committee	CP check with JG if she has any useful documentation	CP
03.07.2023 MU Committee	VK to bank Summer Concert	VK