

Meadlands United
Meadlands Primary School Parent, Teacher, Friends Association
Committee Meeting, 03.07.2023

MINUTES

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

1. Welcome

No apologies received.

Quorum is 2. Meeting is quorate.

Conflicts of Interest: Noted that we need fairness. Committee to sign up to workshops - from Tuesday. No others.

2. Finance

Current position.

- a. Ham Fair monies is banked.
- b. Christina noted: £214.51 from Summer Concert.
- c. VK has not yet deposited gross income from Summer Concert. Varda has £214.51 including £60 float.
- d. Will be paid in at the same time as Summer Funday.
- e. All committee members are signed up to online banking.
- f. We are not yet signed up to Free Agent, accounting software.
- g. Opened google.docxs (Banking/Finances) for expenses claims. All to record any receipts claimed against the MU.
- h. All receipts to be provided.

BANK : £3176.47

CASH: £214.51 (including float funds)

Action

CP to sign up to online banking

VK to sign up to Free Agent (accounting software): first week after Fair.

VK to bank Summer Concert

VK to bring Float to Funday 08.07.23

4. Events

School FunDay

SLT meeting / Communication update

Reps sent messages on Friday

Nursery/reception fully staffed.

Y6 fully staffed. Teachers volunteered and rota will be given to us.

Back ups: Rosemary (MC if needed/teachers), Laurie, Mums x 2 (Tombola/Face-painting), twins (x1 MUGA and x 1 tuckshop 1-2:30 or more)

Don will be early and late (lock and alarm) but will not be there in the middle of the Fair.

Teachers will be doing first aid.

Toilets identified. No entry signs will be put up by Don.

Risk assessment will be written by CP and signed off by Don and Ms TJ

PA system: mis-mash of systems. Don to sort out on Monday.

Face-painting can be non DBS as they are near Ms Tadman / Ms Hopley.

Play-list: Ms Hopley will download as aware we cannot live stream. Nb. swear filter.

Storage : Y3

Friday PM: set up (tombola / raffle/ decoration / stacking chairs / food & drinks) Freezer is empty. Medical fridge / studio / music factory.

Varda: Icepacks. Tubs

Eskis: x2 ice lollies

Saturday: set up (9AM). Plan : tables / bunting / gazebos / fridge freezer.

Tokens: discussed difficulty of buying drinks at £2.50 with 50p vouchers. Agreed to proceed and assess.

Communications: agreed we need to raise profile. Class Reps have info. Year 2, 4, 5: waiting for a response. CP is private messaging reps to offer support. School are going to send MUFTI reminder.

Wishlist: Some has been bought. Thank you everyone.

Tombola: Agree it once we have prizes. Childrens propose 1 in 2 (£1 a ticket)

Raffle / Auction:Reviewed prizes for online auction / fair auction / raffle and agreed decisions that VB has made. Online Auction, with Jumblebee will start on the Fair day (2 week post-Fair auction)

MUGA games: £2. Age based times agreed.

Action

JC to printout: Pod, reflexology (JC)

JC Chase Judo (Mike) (JC)

Art Club / Cooking: Note that this is Meadlands students only (VB)

Wildcats: Note that this is girls only. (VB)

Don needs a map with how much electricity is needed where. Waffle x 4, PA, Fridge? (CP)

Nadia F will create some posters for display on the gates (NF)

CP to pick up Palm Centre voucher (CP)

CP to say to external stall holders that power supply is possible

5. Communications

Agreed not to invite the fitness instructor to donate to the event as we do not know him.

ParentKind offer on cards.

Chestnut trees: accept. say thank you and we will figure it out. (VB)

6. AoB

Agree to reflect on the committee size and structure once the Fair is over.