

Meadlands United
Meadlands Primary School Parent, Teacher, Friends Association
Committee Meeting, 04.05.2023

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: none declared.

Purpose of Meeting: To adopt relevant policies and addressing standing agenda items

2. Meadlands United Policies

- a. Finance & Expenses: no changes. Noted that MetroBank wants signatory information. Discussed possibility of using a double signature process by having 2 people sign purchase orders and 1 sign payments or to have two different people take this role.
1. Conflict of Interest Policy: policy adopted unanimously
2. Risk Management Policy: agreed change that risk assessments should be done at early stages of planning. Noted that all committee members must be aware of the risk assessments. Policy adopted with agreed change.
3. Safeguarding Policy: all committee members to be DBS. Noted that some activities will require at least one volunteer with an enhanced DBS check, for example when activities are taking place in a separate room. Note that 2 committee are Level 1 trained and 1 is Level 2 trained. Adopted unanimously without change
4. Volunteering Policy : nominated members with responsibility: changed from named members to 'PTFA Chair'. Adopted unanimously with the agreed changes
5. Equal Opportunities Policy: Adopted unanimously with no changes
6. Complaints Policy: Agreed to make changes to time-frames: 15 working days to meet, 15 working days to write a response. 10 working days in advance for complainant to provide evidence to a meeting. Adopted unanimously with agreed changes.
8. Social Media: Agreed we don't need a policy because the PTFA will not be using Social Media platforms.

Discussion on GDPR emerged. VB said that the school has been supporting us to understand our GDPR responsibilities. VB summarised the advice received. ParentKind advise that legitimate interest should not be used; digital messages sent by school on behalf of PTFA need opt-in. However, advice sought by school from Data Protection Officer who has indicated that we could send a newsletter and advise people how to opt out of future communications. Jolene Gee has offered to administer a process. Another option is an Opt In form. Committee view is that an Opt-out option would be best if possible. Next newsletter or GDPR form would need to explain how we will communicate with people: in general and when we set up specific groups, such as Wattws App to run events. for events etc.

Actions

- VB to ensure all policies will be signed and posted on the website
- JC to put annual review of policies (after AGM) on the PTFA agenda calendar
- CP/VB to check with STJ that our approach to volunteer DBS checking at PTFA event is acceptable to the school

- CP to organise to forward emails to VB for checking.
- All to agree protocol for checking and responding to email
- VB to progress GDPR and communications policy with support from Jolene Gee, School Business Manager
- JC to put policy on photographs on next agenda

3. Finance

a. Handover from previous committee

Fiona Sutherland, the previous Treasurer, has provided a number of handover documents to Varda Kaplan.

Action

VK to review handover documents

b. Known imbalance in accounting

This committee are aware that there is an accounting anomaly in the 2022-23 financial year, which ends in July 2023, which precedes our appointment.

The committee are all keen that the accounts make clear that these problems occurred prior to the appointment of the current committee members.

It has been suggested by SARah Taunton-Johnson, Headteacher of Meadlands Primary School that the Vice-chair of Governors may be a suitable Independent Examiner of the accounts. John Cannon has apparently had some involvement previously. JC proposed that we seek his advice on how the 2022-23 account can be presented in order to clearly demonstrate the timeline of the accounting issue and the appointment of the current committee.

VB advised that the the previous years accounts are on the charity commissioners website.

Action

CP make contact with John Cannon, Vice Chair of Governors and seek his support & introduce him to VK

VK to find out how we can present this information in the Annual Accounts.

VK to check she has Fiona Sutherlands balance sheet for this year

VK to seek a handover meeting with Fiona Sutherland

4. Events

CP is summarising members planning meeting and will share information with the member volunteers. Volunteers are already very active. CP is unable to attend both fairs and is committed to providing lots of the preparation.

5 Communications

Not discussed due to lack of time

6. Next meeting

Actions

JC to organise regular time / day for committee meetings

CP to organise next Fair planning meeting

7. AoB

CP said 15th May 2023, national PTA week: consider raising our profile.

Meeting ended: 21:50