

## MEADLANDS UNITED TRUSTEES MEETING

Meadlands Primary School, Parent Teacher Friends Association

Registered Charity Number 111542

Wednesday 26<sup>th</sup> April, 2023, 20:30 Zoom & WattsApp

### Minutes

#### Attending:

Justine Cottle (Secretary), Varda Kaplan (Treasurer), Christina Powell (Co-Chair), ,  
Viktoria Bonta (Co-Chair)

| Record of Discussion   | Actions   |
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| <p><b>1. Welcome</b></p> <p><b>Apologies:</b> None<br/><b>Quorum</b> (min 50%, 2 people): Yes<br/><b>Declarations of interest:</b> None</p>  |   |
| <p><b>2. Minutes and Matters Arising</b></p> <p>a. <b>Previous meetings minutes:</b> N/A<br/>b. <b>AGM minutes:</b> agreed as a record for sending out to association members</p>  |   |
| <p><b>3. Licensing Briefing</b></p> <p>Change needed: CP phoned CPFM (Licensing Authority for education institutions and activities) who clarified that all state funded schools are covered by the DfE<br/>In relation to attachments: send Joao Tavares the briefing on licensing.</p>   | <p>JC to make agreed changes to Licensing briefing</p> <p>VB to provide licensing briefing to Joao Tavares for comment.</p> |
| <p><b>4. Association Administration Update</b></p> <p>CP reports that charity Commission changes made. Legal name is Meadlands United Parent, Teachers, Friends Association. Should be reflected on the CC web-page tomorrow afternoon.</p> <p>b. Constitution upload to CC website. Any future changes will need to be notified to CC.</p> <p>c. Paper copies of all key documents will be kept at school.</p> <p>d. Noted that formally the type of organization is 'Parents, Teachers, Friends Association; and this is formally understood to mean parents, carers, teaching and non-teaching staff. This is the legal name that will be on all policies and formal documents but we may choose to use a 'working name' which is more inclusive on our documents.</p> <p>Working name/description: Meadlands United, our parents, carers, staff and friends association.</p> | <p>VK to set up a google docs space to store key documents</p>  |

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| <p><b>5. Bank Account Update</b></p> <p>VB said that now that Charity Commission changes are made we can progress opening of the bank account. Metro Bank contact has offered to pre-check our documents by email, including AGM minutes.</p> <p>All signatories will need to provide X 2 Proof of address and ID for x 3 committee members.</p>   | <p>VB to co-ordinate opening of bank account</p>   |
| <p><b>6. Policies &amp; Protocols</b></p> <p><b>a. Financial Control and Expenses Policy</b></p> <p>Committee agreed that the following people will be authorized to operate the bank account: Christina Powell, Viktoria Bonta, Varda Kaplan.</p> <p>The committee has agreed account signing rules as described in the Financial Control and Expenses Policy</p> <p>Committee reviewed the draft policy and agreed the following:</p> <ul style="list-style-type: none"> <li>● Agreed that bank account will be registered to the school address.</li> <li>● Agreed that online statements will be printed out and kept on file.</li> <li>● Financial statements reviewed monthly by Treasurer</li> <li>● Committee to have rolling agenda : financial position reporting every time we meet and quarterly bank statement review</li> <li>● Association Members meeting to include full quarterly financial review</li> <li>● VK reviewed the <u>Reporting Policy</u> – agreed that a spreadsheet will be used.</li> <li>● Agreed to remove requirement for invoice to us for works agreed with school – group would prefer that school gathers quotes and manages payments and we transfer an agreed amount.</li> <li>● Charity Commission annual accounts will be a shared role. Fiona Sutherland has experience to share. 10 months after our financial year ends, which is 31 July, 2023. VB noted that next year’s accounts will be our responsibility. CP advised that Sarah Taunton has advised that the the Vice Chair of Governors can support with independent financial audit.</li> </ul> | <p><b>JC</b> to add to committee rolling agenda: financial position reporting.</p> <p><b>VB</b> to update policy as above. Changes include noting the following roles - Treasurer to review statements monthly. Committee to do financial position reporting, Members quarterly review.</p> <p><b>JC</b> to develop a calendar of items attached to the standing agenda. To include: annual change of bank passwords, CC Annual Accounts.</p> <p><b>VB:</b> content of first PTFA newsletter to advise members they can ask about financial matters</p> <p>Fiona Sutherland has provided some information about managing fairs and <b>CP</b> will provide to VK</p> <p><b>VB</b> to ask Bank for advice on double authorization of online payments and having PTFA name on the bank account card</p> |

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| <ul style="list-style-type: none"> <li>● Section on <u>Donations to School</u> reviewed: Our idea is that the Co-chair job to liaise with school about a wish-list of donations required. Add a clarifying sentence to paragraph 1: The school is responsible for all preparatory work such as sourcing suppliers, seeking quotes.</li> <li>● Section on <u>Financial Management Rules</u> reviewed: Agreed changes: no payment without receipt. All payments to be authorized Financial threshold. Changed financial thresholds matrix: Under £50 : receipt. Over £50-100 bank mandate rules. Above £100 : reviewed and evidenced on statements by x 2 signatures from committee.</li> <li>● Guidelines for <u>event takings and cash floats</u>: Agreed. Change to <b>Any</b> committee member can supervise volunteers.</li> <li>● <u>Bank Account Management &amp; Account signing rules</u>: how does it work in regard to payments through online banking doubly authorized (can we check how this works with the bank?). Add wording: 'over £300.00) to "Large funds withdrawals and payments..."</li> <li>● <u>Online Banking</u>: ask bank how double signatures work?</li> <li>● <u>Expenses</u>: Add administrative expenses as agreed by the committee. Expenses to be agreed by 2 committee members.</li> </ul> <p>Once the bank has provided advice on the items below the policy will be updated and will return to the committee for acceptance.</p> <p>b. All other policies in draft were noted and will be formally adopted at the next meeting. These are:</p> <ul style="list-style-type: none"> <li>● Risk Assessment Policy</li> <li>● Complaints Policy</li> <li>● Conflict of interest Policy</li> <li>● Safeguarding Policy</li> <li>● Volunteering Policy</li> <li>● Equal Opportunities Policy</li> <li>● Code of Conduct</li> <li>● Social Media Policy</li> </ul> | <p><b>VK</b> ask school whether we can continue to use printing, copying, laminating facilities</p> <p><b>CP</b> to set up additional meeting to adopt remaining policies</p> |
| <p><b>7. Planning Meeting for Fairs</b></p>   | <p><b>CP:</b> draft meeting structure with roles.</p>   |

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| <p>Meadlands United and Class reps information will be sent out. CP is interested in ensuring we have a variety of volunteers (clearing, art, hosting)<br/>         VB/CP are interested in a cash-less fair. Thinking of using tokens. VK interested in cash machines.<br/>         Also possibility of using a passport.<br/>         3<sup>rd</sup> May, 9 am, Studio and 7pm, Music Factory<br/>         Focus is community engagement. Could be a fun-day rather than a fair.<br/>         Theme and decorations: design bunting with art from each child</p>  | <p>Give people options for involvement.</p> <p><b>JC/VK:</b> to advise whether they can attend</p> <p><b>All:</b> Look in shed</p>  |
| <p><b>8. Communications</b></p> <p><b>a. GDPR</b></p> <p>VB said that their may be issues presented by GDPR: members have not yet opted into receive communication from the PTFA. People really need to opt in.<br/>         May need information sharing agreement: needed with school if we use parent mail.<br/>         Privacy notice is needed.</p> <p><b>c. Newsletter</b></p> <p><u>How can I help from home section?</u> Random charity box, Easi-fundraising.<br/>         VB advised against raffle sold in advance as there is a lot of admin. However, we could sell tickets on the day.<br/>         In relation to Auction VB found : Bumblebee advised auction did not fall under gambling commission website. ParentKind said it may. Local licensing authority have not responded. Gambling commission has 20 days to reply.<br/>         Group discussed practice of selling alcohol at school events: may discourage some people from attending (CP). Requires licensing (VB) 5 licenses per year. VB/JC said they understood that Ms McGeoch was not keen but the practice continued as it raised significant funds. It is something we should consider as we go forward. What is view of the members?</p> | <p><b>VB/CP:</b> To talk to Sarah Taunton about GDPR, information sharing and privacy notice.</p> <p><b>ALL</b> to send Nadia Farranato blurb and pictures</p>                  |
| <p><b>9. Next Meeting</b></p>   | <p><b>VB/CP</b> to organise the next routine committee meeting in 1 month via Watts App<br/> <b>VB/CP</b> to organise an interim meeting to discuss the remaining policies.</p> |

Meeting ended: 23:00