

Meadlands United
Meadlands Primary School Parent, Teacher, Friends Association
Committee Meeting, 25.03.2024 (1:30-3:30pm)

MINUTES

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

1. Welcome

- a. No apologies.
- b. Meeting is quorate.
- c. No interests declared in relation to the agenda for this meeting.
- d. Purpose of meeting: committee matters.

2. Previous Minutes

Previous meetings minutes accepted.

3. Review Action Log : items marked

Action log reviewed and updated. Action log included below.

Finance

- a. Cash Flow spreadsheet updated aligned with the bank account.
- b. Current position : £9105.09
- c. Accounts due (31.07.2024)
- d. Charity Commission Report completed before due date: May, 2024)
- e. AGM (18.04.2024)
Head's report to governors includes a regular section on the PTFA. Content will be valuable in preparing the AGM reports.

Chairs Report:

VB to share relevant numbers.

CP to share by email for comment.

JC to create a short powerpoint for presentation 2/3 slides.

Share in advance.

Accounts / Treasurers Report:

VB to add Spring Concert and share relevant numbers.

CP will collate on one-page and share by email

Elect Committee Members

Agreed to let members know that committee members serve for 12 months after the first AGM so our appointment is coming to an end and this is an opportunity to elect a new committee. Going forward this could extend to 15 months service between AGMs, which may work better for the school year.

Agreed nominations in writing to the Chair (via MU email) or members present can nominate.

Appoint independent examiner:

Completed. Parentkind guidance is that this is not a requirement but is best practice. John Cannon, a member of the governing committee has agreed to be an independent examiner.

Discuss policy issues:

Float, removing 'template'. Policy on photos

5. Events Update

a. Ham Fair, 08.06.2024

b. Disco: query 16.05.24

Propose to school

Need to decide whether to use waffle mix. Young: 5:15-6:15 Older: 6:30-7:30

Identify help with DJ'ing.

d. Summer Fair 13.07.24

c. Wine Tasting

6. Proposed PTFA funded projects

a. Playground gym equipment

Ms Taunton Johnson and the Junior Leaders Team have proposed to the PTFA that we support the provision of a green gym. They advised that the school have been considering this for a long time but there have been other priorities, such as re-surfacing the MUGA. The JLT were very keen to progress this proposal.

The meeting notes that our purpose is to engage in activities or provide facilities or equipment which supports the school and advances the education of the pupils and this would be in line with that.

The school and representatives of the PTFA met with a provider, Sunshine Gym, proposed by Ms Taunton-Johnson after her exploration of the initiative. We have compared online prices with the package offered by Sunshine Gym and found that the offer is competitive in terms of price, the number of pieces of equipment and the type of surface. For example, School Playground Company website indicated that a package with 2 fewer pieces of 'broxap' equipment would cost: £8,265 without surfacing.

The committee have agreed to fund :

Sunshine Gym, Option 2 on quotation Ref: SGQT-5916/1/hash/0/kate.asher) : £6937
Meadlands School will need to fund and then re-coup the VAT on this price, as the school is VAT registered, whilst the PTFA is not.

CP to write to Sue Kelly and Jolene Gee to confirm the above, also provision of invoice for our records.

VB to transfer funds on receipt of confirmation.

b. Future funding ideas:

Studio upgrade

Arts projects

Library bus: library lessons / library facilities / second hand uni sale

Noted that bus costs appear to be about £20,000. Could consider garden rooms instead: more accessible, cheaper.

6. Communications Update

a. Calendar updated below

b. Newsletter: Final one for the term will include figures, information on the Spring Concert.

c. Parentmail: call to AGM, our term of office comes to an end and a new committee must be formed, nominations.

7. AOB

8. Next Meeting

TBC

Action Log

Meeting date	Action / lead	Status
04.05.2023	Policy on photographs on agenda (JC)	Off Track
01.06.2023	Connect bank account with accounting software (VK)	Off Track
12.10.2023	JC to write up a list of accounting categories, based on Parent Line recommendations for use in a pick list on our accounting spreadsheet	Superceded by Charity Commission submission
12.10.2023	VB to add policy on accounting for the float agreed in this meeting (12.10.2024) to the finance policy (add Updated)	Feb, 2024 New date: March review of Policies
12.10.2023	JC to draft narrative sections of Trustees Annual Report	Superceded (see below)
01.02.2024	Policy Review process: remove the word Template.	Mar, 2024
01.02.2024	CP to book review with John Cannon (including JC, CP, VB) after our internal review and before AGM (if possible)	Completed
01.02.2024	VB to use figures above to report to the Charity Commission for 2022-23	Completed
25.03.2024	CP to write to Sue Kelly and Jolene Gee to confirm decision and process in relation to gym	31.03.2024
25.03.2024	VB to transfer funds for gym equipment on receipt of confirmation.	31.03.2024
25.03.2024	AGM notification to MU members	31.03.2024
25.03.2024	CP to complete chairs reports as per discussion recorded above	31.03.2024
25.03.2024	VB to complete financial report as per discussion recorded above	31.03.2024

Calendar

Month	Activity
January	Start drafting AGM documents (chair's report, financial report) / last year's accounts / charity commission repor
February	
March	Annual review of PTFA policies Renewal: Parentkind membership & associated insurance (DATE) Spring concert (school-led) 21.03.204 Notify members of AGM / invite nominations for committee
April	MU Annual General Meeting (AGM) 20.04.2023, 18.04.2024 Query disco/ other summer event TBC
May	Query other event / international night (adults only) Charity Commission report due Annual accounting return, 31.05.24. 10 mnths after end of accounting year
June	Previous year's accounts due (check 10 or 11 months) Ham Fair, Saturday 08.06.2024
July	End of Accounting Year, 31st July Summer concert (school-led) Summer Fair / Funday, Saturday 13.07.2024 New intake: stay and play Yr 6 show
August	SUMMER HOLIDAY
September	Nursery welcome event (school-led) Reception welcome event (school-led) Class reps / volunteering presentation (school-led) Meet the PTFA / Teachers event / second hand sales Scholastic Book Fair (school-led) Macmillan fund-raising coffee mornings
October	Harvest events, 2nd November, 2023 Halloween events (N/A 2023) Christmas card / product designs
November	Decorate the Hall (Thursday 30.11.2023, 4:30pm)
December	Christmas / Winter Holiday events : concert / choir TBC Christmas / Winter Holiday Fair, Saturday 09.12.2023, 1-TBC