

**Meadlands United**  
**Meadlands Primary School Parent, Teacher, Friends Association**  
**Committee Meeting, 01.02.2024 (09:10-10:30)**

**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. Current position : £9217.94
- b. Accounts due (31.07.2024)  
Book a review of the finances spreadsheet and reflect the final receipts that Varda Kaplan, previous Treasurer, provided in the record  
Book an informal review of finances with John Cannon (independent reviewer) as agreed when Meadlands United PTFA was established.
- c. Charity Commission Report (due: May, 2024)  
Committee reviewed last year's CHarity Commission report. Noted that expected period for reporting would usually be 01.08.2022-31.07.2023. However, we noted that Meadlands United PTFA was established on 20.04.23 at an AGM and is only able to report from that point. The reporting period is therefor April, 2023-July 2023.
  - i. The committee reviewed the MU PTFA bank account and noted the following:  
15 June 2023 (account opened) Credit: £3000.00  
31 July 2023 (end of period) Credit: £7565.86 Debit: £1,058.28
  - ii. The committee agreed the following narrative entries for the report  
No. of volunteers: reps / class support / MU watts app group / teachers time: 50  
All relevant trustees are DBS checked
- d. AGM (18.04.2024)  
Chairs Report and Treasurers Report
- e. BankLine: Reviewed access to bankline. Noted that CP does not receive authorisation requests on the phone app. JC was only able to authorise using 'Original Bankline' rather than the current view, which can only be accessed online.
- f. Resolution removing mandate for Nat West Bank (Dec, 2023) noted in December, 2024

**5. Events Update**

- a. Ham Fair 08.06.2024
  - i. VB has requested and paid for a pitch
- b. Spring Concert 21.03.2024
  - i. Wine + non-alcoholic options and nibbles. Agreed to use cups.
  - ii. Decorations
- c. Other Events
  - i. Parents survey indicated people would like more school events for children. Consider Easter disco w snacks / waffles.  
Jolene indicates that there will be 2 members of staff on site for events. Agreed that for events school will review school list and identify any children's whose parents should attend alongside their child. This could be for medical / social reasons and this information would not be be shared with the PTFA without consent from the family.

x2 places on first aid course provided by school. CP and VB attend.

ii. Disco: May (not 25.04.24)

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

## **6. Proposed PTFA funded projects**

a. Playground gym equipment

Ms Taunton Johnson proposed this and will explore options

b. Studio upgrade / Arts projects

CP will talk to Jo Wreford about a proposed communications plan: a. Bring together RW & NF to share ideas. b. Then bring together Jo Wreford / DE with them. c. We could then have a small working group: could we have a volunteer from parents / children for an ideas session. Ask Jo Wreford about how to involve staff.

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

CP is exploring this option. Jo Wreford is interested in this idea.

## **6. Communications Update**

a. Calendar updated below

b. To include Newsletter: We are all volunteers and we rely on volunteers to make events happen. Please come and let us know if you can get involved with running any events.

Will trial volunteer sign up app. Need people to volunteer help so that we can run events.

AGM date and consider nominating yourself or someone else, feedback on the whole year.

Plans:

## **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	Feb, 2024
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
12.10.2023	JC to draft narrative sections of Trustees Annual Report	Feb, 2024
14.12.2023	Committee membership will be promoted to the PTFA members in January 2024	Jan, 2024
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	Feb, 2024
01.02.2024	VB to use figures above to report to the Charity Commission for 2022-23	Feb, 2024
12.10.2023	VB to review policies and write a list where we meet additional Charity Commission questions for review by the PTFA.	Dec, 2024 Completed
12.10.2023	Complete individual log-ins for charity commission(VK, JC)	Completed
12.10.2023	All to complete accounting documentation.	Completed
14.12.2023	The Treasurer role will be re-allocated amongst committee members. NB. Role is now shared until AGM.	Completed
14.12.2023	To change password to Gmail	Completed
14.12.2023	To change password to Parentkind	Completed
14.12.2023	To communicate with school and PTFA members	Completed
14.12.2023	To remove Varda Kaplan from registration with the Charity Commission	Completed
14.12.2023	To remove Varda Kaplan, MUC Treasurer from the bank mandate (NatWest Bank). Noted that this can take 10 days from the day we send these minutes.	Completed

## Calendar

Month	Activity
January	Draft of Trustees report / last year's accounts / charity commission reporting
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 (check timing)
April	Meadlands United PTFA Annual General Meeting (AGM) Thurs 18.04.2024 Query disco/ other summer event TBC
May	Query other event / international night (adults only) Annual accounting return (10 months after end of accounting year): 31 May, 2024
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 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