

**Meadlands United**  
**Meadlands Primary School Parent, Teacher, Friends Association**  
**Committee Meeting, 14.12.2023 (10:15am)**

**MINUTES**

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

**Apologies:** Viktoria Bonta, Co-Chair

**1. Welcome**

- a. Apologies: Viktoria Bonta
- b. Quorum : meeting is quorate
- c. Declaration of conflicts of interest: none declared
- 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.

**4. Committee Members**

Varda Kaplan has tendered her resignation as Treasurer, effective today.. The committee thanked her for her service and dedication. The committee thanked VK for supporting the Winter Fair and offering her continued support to the PTFA.

Varda Kaplan provided a handover to the committee including the following:

- 2 old bank statements from Fiona Sutherland (previous PTFA)
- Debit card: cut up and disposed of by Christina Powell
- Bankline card and machine
- x 1 paying in book (full and unused)
- x 1 Cheque book (full and unused)
- Online receipts: stored in Google mail folder: Banking and Financing / receipts
- Paper receipts: handover in a folder
- Float: The committee confirmed that no cash is held by Varda Kaplan. £400 given by Ms Gee to Varda Kaplan at the Winter Fair has been banked, with all other funds raised at the event by Viktoria Bonta (13.12.2023). £60.00 float is now held by Viktoria Bonta.

Varda Kaplan provided a verbal handover of folders and method for recording on the cash flow spreadsheet.

The committee agreed the following:

- The Treasurer role will be re-allocated amongst committee members.
- Committee membership will be promoted to the PTFA members in January 2024
- To change password to Gmail
- To change password to Parentkind
- To un-register VK at Charity Commission
- To un-register VK with NatWest Bank: can take 10 days from the day we send these minutes.
- To communicate with school and PTFA members

## 6. AOB

Non-raised

## 7. Next Meetings

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	Nov, 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)	Dec, 2024
12.10.2023	Complete individual log-ins for charity commission(VK, JC)	Nov, 2024
12.10.2023	JC to draft narrative sections of Trustees Annual Report	Dec, 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
12.10.2023	All to complete accounting documentation.	Jan, 2024
12.10.2023	CP/VB investigate volunteer sign up methods: google forms / other	Jan, 2024
12.10.2023	Ask Ms Taunton-Johnson / Jolene Gee about safeguarding for the Harvest workshops. Check our policy is in line with this.	Complete
12.10.2023	Message to MUC about donating recycling bins (Team to request new bins)	Complete
12.10.2023	Create list of Fair activities	Complete
12.10.2023	Seek support for a working group via class Watts App groups	Complete
12.10.2023	Pass for school entry required	Complete
12.10.2023	VB purchase cups and mugs as agreed	Complete
12.10.2023	JC work with Helen Webpage (Meadlands United Community): Policies, Newsletter, MUC minutes, AGM, Fund-raising, Events,	Complete
23.08.2023	CP to discuss/email fund-raising wish-list and progress some of the spending commitments for last year with Ms Taunton-Johnson and Ms Gee.	Complete
14.09.2023	Agree how to ensure web-page is up to date: JC to liaise VB about the look and with Helen Frank to upload documents once the layout is agreed. Note: JG is the lead. Add signatures (VB)	Complete

Meeting date	Action / lead	Status
14.09.2023	JC to ask Bea & Na Young if she will join us to plan the Christmas Fair workshops / decorations	Complete
14.09.2023	VK to ask Palm Centre whether they still do vouchers for PTFA tree purchase (see Ham & Petersham magazine)	Complete
12.10.2023	VK to explore google forms functionality (12.10.23)	Completed
12.10.2023	CP to enter access rights for charity commission	Completed

## Calendar

Month	Activity
January	Draft of Trustees report / last year's accounts / charity commission reporting
February	International Night, Thursday 22.02.2024 (adults only)
March	Meadlands United PTFA Annual General Meeting (AGM) Annual review of PTFA policies Renewal: Parentkind membership & associated insurance (DATE)
April	Spring concert (school-led)
May	Query disco / other summer event TBC 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