

**Meadlands United**  
**Meadlands Primary School Parent, Teacher, Friends Association**  
**Committee Meeting, 12.10.2023 (9:45-11am)**

**MINUTES**

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

**Apologies:** Varda Kaplan, Treasurer

**1. Welcome (09:45)**

Quorum : meeting is quorate. No declarations of conflicts of interest.

Purpose of meeting: MUC business. Event planning

**2. Accept / change previous meetings minutes (09.50)**

Minutes meeting accepted.

Update that surplus for wreath workshop is likely to be less than £200. More like £100.

**3. Review and update Action Log (09.55)**

VK is finding connecting to accounting software very challenging. VB to offer support to try and resolve this.

**4. Finance (10:00)**

a. Current positions

Bank balance: £6416.17

Cash awaiting deposit: £213.65 (used a Watts App note, in VK's absence)

Agreed float: £60

b. Accounts

Year End: 31.07.2023. Accounts due 30.05.2024 for 2022-23

Agreed to finalise accounts now.

c. Charity Commission reporting:

VB shared charity commission guidance

John Canon has advised CP of a simple structure for reporting to him, as our Independent Examiner. To include: Opening balance & rolling float. Money In. Expenditure (by category).

Assets (sheds, prizes, jugs), Closing balance.

Noted that Charity Commission requires Trustee Report.

Noted that accounting categories can be decided by the group and vary in style.

Jolene confirmed all PTFA committee members have top level DBS: enhanced w barred list.

Agreed to work towards approval of Trustee Report / Independent Examiner / Accounts in January, 2024 meeting.

d. School wish list / Expenditure plans

Agreed to purchase art rack.

Email sent to Sarah Taunton-Johnson about school wish-list. Awaiting response.

Agreed to purchase cups for squash (IKEA) and mugs (ASDA) as per VB's email (06.10.2023)

e. Floats policy

Noted policy is that income must be counted in the presence of 2 people

For accounting purpose we have agreed that we account for the float at the start of the year. This means we have a starting balance from which we take the agreed float total. At the end of the year it will be deposited so that the closing balance reflects the balance in full (including the float).

## **Action:**

### **5. Payment and booking options (10.15)**

All Trustees have had the opportunity to review the various payment and booking options identified. These have been shared and discussed via the MUC WhatsApp group.

We agreed that we are seeking a simple and cost effective solution. We noted that some of the larger local schools use a platform that provides payment and bookings (and sometimes other functions) in one system. These providers usually require a platform fee in addition to the payment processors transaction fees and this has not proved cost-effective for us, as a one-form entry school.

Agreed that for the purposes of the next few events we will use the SumUp workshop booking system. One transaction is 2.5% (nb card machine is 1.65%) and Sum Up takes the transaction fee from the price paid.

VB showed SumUp workshop booking page. Group noted the privacy policy is included. Simple to update. Includes a maximum number of participants. Once purchase is made a confirmation email is received by the buyer. The system doesn't allow us to invite people to make an additional contribution for the transaction costs.

### **6. Communications Update (10:30)**

Reviewed calendar.

### **5. Events Planning Update (10:40)**

#### **a. General: recycling bins**

Agreed to order new recycling bins.

#### **b. Harvest workshops (Thursday 2nd November)**

Safeguarding to be discussed with school for this PTFA led event.

x 2 sessions: reception/Y1-2 and then Y3-6. Healthy harvest snacks.

Reception/Y1-2: x 6 children per adult 30 children = 5 volunteers. Y3-6: same.

#### **c. Xmas designs:**

Envelopes picked up: stragglers to be supported and picked up. Commission so far: £210.00 (payment due in January, 2024)

#### **d. Wreath making:**

£42 per head from provider (Palms & Violet). Agreed BYO. Nibbles: £20. At £50 x 16 participants and 2.5% transaction fee from SumUp, plus card transaction fee (1.65%) we would make £108.

#### **d. Christmas / Winter decorating (Thursday 30th November, after 4:30pm)**

Agreed to provide tree / stand, christmas tree decorations, hall decorations (whole school angels idea to represent children experiencing conflict)

#### **e. Christmas Fair (1-4pm)**

International festivities (food / games).

Excellent game ideas in Parentkind guide:

<https://www.parentkind.org.uk/assets/resources/The-2023-Ultimate-PTA-Guide-to-Christmas-fairs.pdf>

Waffles / mulled wine / mince pies. International food: when cooked must be used within 2 hours. Query hot plates. More food: TBC? Tuck-shop.

Entertainment: TBC, Story with Santa (x2), Choir

Art workshop: Nadia Biscuits: Tiziana? Anyone else like to run a workshop

Staff holders: external stallholders must have their own public liability or there needs to be a flat-fee / % takings to cover them under our insurance. Suggested: 5% of takings for compliance with insurance policy. All must complete stall holder declaration form (professional and non-professional).

Hall Decorations: Making angels to display in the hall. Could make them using colours. Working group: could request one person from each class. Engage class reps and ask for their support in delivery.

Agreed to use tokens. Pre-order bank transfers or card payment on the door (+1.65%). Struggled with tokens and their value: could we use pre-made / any other solution.

## 7. AOB (10:55 All)

## 8. Next Meetings

Thursday 9th November, 9-10:30, Varda's house

Thursday 7th December, 9-10:30, Justine's house

## Incomplete Actions

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
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)	On Track
14.09.2023	JC to ask Bea & Na Young if she will join us to plan the Christmas Fair workshops / decorations	On Track
14.09.2023	VK to ask Palm Centre whether they still do vouchers for PTFA tree purchase (see Ham & Petersham magazine)	On Track
12.10.2023	Complete individual log-ins for charity commission(VK, JC)	Nov, 2024
12.10.2023	CP to enter access rights for charity commission	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	Agreed to look at volunteer sign-up via google forms : ask Jolene Gee	Nov, 2024
12.10.2023	Ask Ms Taunton-Johnson / Jolene Gee about safeguarding for the Harvest workshops. Check our policy is in line with this.	Nov, 2024
12.10.2023	Message to MUC about donating recycling bins (Team to request new bins)	Nov, 2024
12.10.2023	Create list of Fair activities	Nov, 2024
12.10.2023	Seek support for a working group via class Watts App groups	Nov, 2024

Meeting date	Action / lead	Status
12.10.2023	Pass for school entry required	Nov, 2024
12.10.2023	VK to explore google forms functionality (12.10.23)	Nov, 2024
12.10.2023	VB purchase cups and mugs as agreed	Nov, 2024
12.10.2023	JC work with Helen Webpage (Meadlands United Community): Policies, Newsletter, MUC minutes, AGM, Fund-raising, Events,	Dec, 2024
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
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
23.08.2023	VK to correct the accounting spreadsheet (double-counting identified by VB).	Complete
31.08.2023	CP/VB to talk to Marshgate Primary School about their success at the PTFA awards	Superceded
14.09.2023	<b>CP</b> to ask Jolene for a rough idea of numbers (previous bbq ticket no.s	Complete
14.09.2023	CP/VB to present at Class Reps meeting	Complete
14.09.2023	Discuss expansion of Christmas wreath making event: perhaps candles too ( <b>VK/CP</b> )	Complete
14.09.2023	CP to request extension to 4pm	Complete
14.09.2023	CP to complete registration with Cauliflower Cards	Complete
14.09.2023	All to review the payment / booking options: VB to send links. Decision at next meeting.	Complete

## 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