

**Meadlands United**  
**Meadlands Primary School Parent, Teacher, Friends Association**  
**Committee Meeting, 14.09.2023**

**MINUTES**

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

**1. Welcome**

No apologies received.

Quorum is 2. Meeting is quorate.

Conflicts of Interest; none declared

**2. Previous Minutes /Actions**

Action list reviewed. Completed actions removed and incomplete actions noted within the minutes.

**3. Finance**

£6,507 in account. Statement received.

Float is very difficult. Decision: not to take float in and out of bank School has advised we can borrow it from school.

Importance of agreeing school wish-list and fulfilling spending commitments discussed. PTFA need to know what their fund-raising efforts are contributing to and begin to see an impact. If the bench / cameras agreed and trailed with school community are not going to be bought we need to agree and communicate new school priorities.

23.08.2023 Actions:

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.

VK to correct the accounting spreadsheet (double-counting identified by VB).

**4. Events**

Discussion with Jolene Gee and Helen Franks to plan events this year led to the following decisions.

- Staff directed time include up to 2 events a year. Ms TJ will be asking staff to ensure this includes at least one of the Fairs to support the PTFA delivery of the events.
- There will also be a named school contact at events. In particular this will address key holding and safeguarding at events.
- External use of rooms as follows: Mon: Ballet in Hall, Tues: staff meetings, JAG: Music Factory, Thursdays: Studio, Hall and Reception free after 4:30, Saturdays Art uses Studio 9-10am, , Ballet: Tues / Thurs,

**Meet the Teacher: 20.09.2023**

Primary Purpose: engagement

MMT: £60 as it is a cash event (VK). Will take the machine: £5+

TAs will set up between 3-3:30. Volunteers: VK, CP, VB. Cardboard cake displays fine. Use tablecloths. Request donations: platters. Uniform sorted (collecting till Monday).

VK: Iced Tea / Iced coffee. Cups should be 0.3 / 0.5l. Crushed ice.

Stickers with names / role. Talk to Jolene about supporting our families in need.

**Costco:** cakes, drinks. fruit (satsumas & bananas)

**Costs :** 18p cake / ice tea.

Charges: meal deal: x2 pieces and a drink. £2.00 for adults / £1.00 for children  
Anticipated surplus: £100

23.08.2023 Actions:

**CP** to ask Jolene for a rough idea of numbers (previous bbq ticket no.s)

**MacMillan Cancer Coffee Morning:** Friday September 29th. TBC.

**Scholastic Book Event:** Not a PTFA event. School fund-raising.  
Ms Wreford will talk to school reps about doing this.

**Harvest workshop:** 2nd November, 2023

Primary purpose: engagement / fun

Workshops no food. Pre-booked workshops: Baker Ross ideas. Staffing: will need parent volunteers.

4:45-5:30: EYFS and KS1 (up to year 2)

5:45-6:45 YR3-6

**Charge:** TBC **Anticipated surplus:** TBC

**Christmas Wreath Workshop:** Tuesday 28th November, possible extra day/workshop

Primary purpose: engagement / social

Cost: Julie at Palms and Violet has offered : £42.00pp for parents with all materials (16 people).  
Evergreen foliage from school.

**Charge:** £50, bring your own booze (BYOB) with nibbles provided **Anticipated surplus:** £200

14.09.23 Actions:

Discuss expansion of this event: perhaps candles too (**VK/CP**)

**Christmas Fair / Party:** Saturday 9th December, 1-TBC

CP talked to parents at schools who do Friday events at other schools: they have a large number of parents who help and it is a simple event. We conclude that we don't have a large enough group of volunteers. Staff input was that a shorter slot would work well for staff suggested 1-3pm. VK keen to extend to 3 hours.

Palm Centre: gives voucher for parents to buy a tree

Cauliflower Cards advertised in PTA magazine: is good value for the parents. Early bird offer for childrens cards / presents is over, so will only get standard funding if we do it online. Online is easiest administratively. Ms TJ has agreed that the children can do the drawings in school (led by school staff).

CP has been looking at other PTFA websites and finding they use a payment systems (Class List) Tara also shared insight about Event Brite, Sage Pay for bookings and payments. This would link bookings and payments which would reduce the PTFA administration using google forms. Would require increased prices to cover the costs.

ParentMail: Schools are not happy to manage this on ParentMail as they have to transfer money to us.

We should consider the following:

Class List (Marshgate and Archdeacon): 1.5% charge for each transaction + Cost of Stripe 20p.  
So for £5 we would get £4.66. Can also do volunteer sign up on Class List with a cost linked.

Jumblebee: Hosting fee but no transaction fee (as VB chased non-payment individually)

Paypal: Worth exploring. Marshgate and Archdeacon use PayPal paid service.

We Got Tickets: used by Tara. Worth exploring.

14.09.23 Actions:

JC to ask Bea & Na Young if she will join us to plan the Christmas Fair workshops / decorations

CP to request extension to 4pm

VK to ask Palm Centre whether they still do vouchers for PTFA tree purchase (see Ham & Petersham magazine)

CP to complete registration with Cauliflower Cards

All to review the payment / booking options: VB to send links. Decision at next meeting.

VK to explore google forms to see whether it can stop taking bookings once full / updates in real time. Nb. wouldn't solve problem of linking the booking with payment.

**International Night:** Thursday 22nd Feb, 2024

Adults only

**Disco/Other Event:** TBC

PTFA to decide whether to hold a disco in summer term

**Ham Fair:** Saturday 8th June, 2024

Focus on being run by parents

**Summer Fair:** Saturday 13th July 2024

31.08.23 Actions:

CP/VB to talk to Marshgate Primary School about their success at the PTFA awards

**5. Communications**

**Class Reps meeting,** 15.09.2023

5 mins about PTA: co-opting / keeping people informed / helping with the Fair. Volunteers for MTT.

14.09.23 Actions:

CP/VB to present at Class Reps meeting

**6. AoB**

Website: school wants to manage uploads to the site. We need to discuss ensuring our information is up to date and available online.

**7. Next Meeting**

14.09.23 Actions:

JC to co-ordinate new dates for the year.

**INCOMPLETE ACTIONS from previous meeting**

04.05.2023 MU Committee	JC to put policy on photographs on next agenda	JC
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