

**Meadlands United**  
**Meadlands Primary School Parent, Teacher, Friends Association**  
**Committee Meeting, 31.08.2023**

**MINUTES**

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

**Apologies:** Varda Kaplan, Treasurer,

**1. Welcome**

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.

**2. Finance**

Treasurer has provided apologies so no formal update at this meeting.

All cash for last year's fund-raising has been banked.

Accounting: need to check spreadsheet is corrected. Consider mechanisms to ensure we avoid double-counting.

Spending update: Benches and cameras not bought from last year's fund-raising. Need to address this w Ms TJ.

Need to consider auction / raffle prizes: some give only once in an academic year. Should really try and out-source the requesting of this.

Easy-fundraiser: is only being used by a few parents. It is paid at a certain level.

23.08.23 Actions

CP to pursue access to Bankline

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). Group to agree mechanisms to avoid double-counting (this week)

**4. Events**

**Ham Fair** (Saturday 8th June, 2024)

Involvement of staff: Sarah Taunton-Johnson would like minimal involvement from teachers for this and for Summer Fair. Think we could repeat this next year and may need minimal involvement from staff. Could we agree a voluntary process with support from the school to give time back in lieu for a few staff. Expectations can be set.

23.08.23 Actions

CP to talk to STJ about a voluntary process

**Meet the Teacher** (20.09.2023)

Presentation from teacher and then tea party. Goal is engagement not profit.

Simplest and most effective: Tea/coffee and cake (Costco platters: Cookies 22p, Pastries 17p, Hot Cups, 20p). Could have a tuck shop too.

Coffee: iced? Coffee cart from Canbury Secrets?

Keep Cups encouraged (20p off the price)

Cash event. Minimum £5 on card but prices are not high.

23.08.23 Actions

CP to ask Jolene for a rough idea of numbers (how many bbq tickets will they sell)

VK: Order change. Agree banking.

### **Harvest Festival (October, 2023)**

JC said she feels we need more support to deliver these events. JC would be interested in a Co-Secretary.

CP wondered about setting up an events committee to plan the events (for a term or an event).

#### Action

CP/VB to list events and ask for help: including individual approaches

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

CP/VB to ask Mariam and Yolanda about last year's event: day / timing / was it mostly staff managed?

### **Christmas Fair / Party (Query: Friday 15th December / Saturday)**

Sarah Taunton-Johnson has asked whether we could do a Friday PM for the Christmas Fair.

Objectives: from the school would need to align with this. Need to be aware of the needs of working parents and whether they would like to attend? JAG use the music factory. Clubs likely to be finished.

What are the logistics of running it straight after school?

Russell and St Richards do it straight after school and on a Friday.

Could do 5:30-7:30pm to meet needs of working parents? Could do 2 sessions for early years and KS2?

How do we cater for the 2 sessions? Which spaces could we use? If it was only the Hall how many people could we accommodate?

Could market it as a party rather than a Fair? Workshops would work well / food and music. Visit from Santa from the younger age group? Mulled wine and minced pies only? Tuckshop.

Workshops: christmas decorations / gifts /

**Christmas Trees:** Gmail request. Fernhill do it. VB did have a chat with a parent who did it in a previous school and thought it may be resource intensive and may not be appropriate for a one form entry.

**ParentKind Cards / Gifts:** Agreed to use this service and consider the response to the new gifts and the different prices. Noted no mugs.

Oct 6th is the deadline for the largest amount of money.

**Wreath-making Workshop:** Evening session for adults. CP has found a PTA Plus workshop provider. CP previously did a session with someone at home. CP has a couple of contacts who might be interested in offering this. Could ask Palms and Violets contact (Katie)

#### Action:

CP to talk to STJ again to explore the reasons for wanting this change? Logistics of set up / use of space / exclusion of working parents.

All to talk to connections at the other schools to understand how it works for them?

VB to register school for the Parentkind cards / gifts

CP to talk to STJ about the Parentkind cards/gifts timetable and mechanism (in school / at home).

Consider promoting at Meet the Teacher event. Note first deadline is October 6th.

VB to discuss with parent experience of selling christmas trees.

### **Summer Fair (Saturday 13th July, 2023)**

Involvement of staff: Sarah Taunton-Johnson would like to carefully manage involvement from teachers for this and for Summer Fair. Group noted it would be impossible to do it without staff participation.

## 5. Communications

VB will engage Nadia on a Welcome newsletter: Easy Fundraiser / Bank Details.

CP suggested as soon as new class reps are decided we should engage with them. How can we help Ms Wreford explain the role to support the PTFA: extra slide / input from CP/VB.

### Action

VB to discuss with Ms Wreford communication with Class Reps and links to PTFA

## 6. AoB

CP has confirmed Insurance: ParentKind confirms that there is an annual renewal (01.09-31.08) for the insurance cover (provided by Zurich) that covers all organisations with valid ParentKind membership.

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

MacMillan Cancer Coffee Morning: Friday September 29th. Cake sale format with some resources. Could class reps get involved in this.

## 7. Next Meeting

Monday 11th September : not good for Christina.

PROPOSE Thursday 14th September: 9-10:30AM

## INCOMPLETE ACTIONS from previous meeting

04.05.2023 MU Committee	JC to put policy on photographs on next agenda	JC
03.07.2023 MU Committee	VK to bank Summer Concert	VK