

Meadlands United
Meadlands Primary School Parent, Teacher, Friends Association
Committee Meeting, 17.05.2025 (11:30-13:00)

MINUTES

Attending: Christina Powell, Co-Chair & Chair of Meeting, Viktoria Bonta, Treasurer, Justine Cottle, Secretary & minute-taker (Co-opted)

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.

3. Finance

a. Current position

Bank: £5,687.73 Cash estimate: 489.29 Float: £60.00 Total: £6,177.02

Total donations this school year: £3917.34.

Funds ear-marked for whole school creative project: £743.35.

b. VB confirms finance spreadsheet is up to date. Receipts are all filed in the 2024-5 folder.

c. Fraud: no further fraud on the account.

d. Charity Commission: Annual Accounting Return completed and returned for the Charity Commission. Note: this year we were £3 over £10,000 turnover which meant the form was more complex.

e. AGM: Booked for 27th June. It aligns with the end of the financial year.

People must be invited with 21 days notice (Thursday 5th June). Communications plan will be: posters / school newsletters 16th May, 2025 ("One parent is leaving and so there is one vacancy that must be filled") / approach individual parents / parent-mail invitation on 5th June / mention at the new nursery & reception information day / PTFA newsletter (by 23rd May). Promote at the school picnic.

Send out report: via parent-mail the week before June 27th and through class reps.

Note that now that we have been up and running for 2 years our constitution says we could move the AGM to 15 months, rather than 12.

f. QR code:

4. Events Update

a. Disco (Friday 7th June)

b. AGM & Social Event (27th June, 7pm): decide to bring your own and nibbles (cool Eski/ provide glasses). Could have a gazebo outside. Social event. Could we pay for a staff member to deliver a creche / could we pay J from NS Sport? Pot-luck: bring a dish. Is there a way that DD could promote / support us with Allora.

c. Ham Fair (14th June): 2 or 3 parents are crocheting Miffy bunnies.

Offer school review of books. Unbranded uniform / books and games / cakes and tuck Lemonade / elderflower cordial (JC). Take rails for uniform. Could we use stickers to mark up the sizes. Note: CP is not available after set up. Would HY help with his van?

Plan a trip to the book donation box at Townsmead Recycling Centre the day after (JC).

Communications Plan: PTFA newsletter (23rd May). Donations for the whole week. Cakes are the day before / on the day (NO nuts / ingredients list). Via class reps. Volunteer sign up system.

- d. Disco (6th June) KS1:5-6, KS2: 6:15-7:30. For cross over: 3 entries (Y5 and 6, 4 and 3) and 1 exit. KS1: Nursery&reception main door / KS1/2: fire doors. Nursery children with parent. Pizza / chips / carrot and cucumber / small muffin / squash. Donations: fruit kebabs other options. Tuck shop. Ask LT to DJ KS1. Ask TDH to DJ for KS2. Ask TG about cooking / will J support her (free entrance for the children). Could we pay other kitchen staff?
Need support for discipline. Talk to teachers about a mid-disco activity (e.g balloon activity) / fancy dress competition for the KS1. We will ask the children to each name a song they'd like to hear for the playlist (ask LT to do this). No phones. Quiet area: in the foyer. Staffing: will include someone in the foyer. Bring up a water bottle / fewer cups.
- e. Sports Day (18th and 19th June): Refreshments (talk to LT about whether to provide fizzy drinks). Look at oaty numbers.
- f. Y6 show (16th and 17th July): Drinks. Will need support as JC and VB will be attending. CP will be there. License required. Profit to Yr 6. Drinks and tuck: Pimms / beer.
- g. Smarties/ Moo Free: fund-raiser went well. 25% of children participated. Raised £257.69. Profit: £170.94 to be used for the whole school arts project.
- h. Summer Fair (12th July 1-4pm TBC): Voucher from Judo club. Consider whether DD cld support w Allora. CP absent (available till 10:30AM); this means someone else will need to download the app.
Performances: Dancing / Choir / LAMDA / Ukelele. (need help with sound from teachers)
Workshops:
MUGA activities : it is difficult to police payment. Note: free play is successful. Trail w activity (throw the welly / egg & spoon / giant noughts and crosses / bean bags into the mouth / tin can alley / hook a duck / bubbles / loom bands.
Staffing: Use Y6s. Think about spreading out the teachers.
£1 for everyone with a free raffle ticket.
Food and drink
Token process is difficult for external stakeholders. Perhaps we could consider a separate QR code for the stallholders or we could advertise that cash is needed for these stall holders.

5. Proposed PTFA funded projects

- a. Year 1 reading corner : project complete
- b. Girls football kit: project complete.
- c. Zoo lab visit: project complete
- d. Chicken coop conversion to an out-door classroom: project complete
- e. Arts cupboard resources: project complete
- f. Microbits: project complete
- g. Whole school arts project agreed: Mural 3m-1.5m costs circa £500+
- h. High Viz vests for trips out requested and agreed by the committee
- i. Head & Deputy are interested in some playground improvements. Time limited opportunities for fund-raising available in the immediate term.
- j. Library: CP attended a community funding meeting related to the building going on in Ham. There will be future opportunities to participate (min £25,000 and must fit in with Ham and Petersham Neighbourhood Development Plan)

6. Communications Update

- a. Calendar Scan (page 3)
- b. PTFA NEWSLETTER

7. AOB

None

8. Next Meetings

July 14th, 12:15-1:45

Sept, 2025 (TBC)

Feb, 2026 (TBC)

July, 2026 (TBC)

Action Log

Meeting date	Action / lead	Status
12.05.2025	Deliver AGM communications plan (see above)	All
12.05.2025	Chair's report written and circulated via Parent mail (week before 27th & via Class Reps)	CP
12.05.2025	Treasurer's report written and circulated (week before 27th & via Class reps)	VB
12.05.2025	Ham Fair: 23rd May communications about donations / volunteers (x3 per slot). Ask HY about the van.	CP/VB
12.05.2025	Disco: book catering staff / DJs. Volunteer Forms.	CP/VB
12.05.2025	Sports Day: check fizzy drinks. Volunteer Forms.	CP/VB
12.05.2025	Y6 show license: could be one or 2 required.	VB
12.05.2025	Summer Fair: sum up. Could we have it on a chrome book / school visit phone. Could we have a PTFA phone and a cheap SIM. Would someone donate a phone?	CP
12.05.2025	Summer Fair: 23rd May sign up to plan and deliver Summer Fair	
09.09.2024	Talk to DN about the use of the outside PA system: what works / what doesn't / are there easy use instructions?.	JC
03.02.2025	Ham Fair: request toys / puzzles and books donations. Organise visit to recycling centre afterwards	CP/VB JC
03.02.2025	Yr 6 show: will need some additional volunteers	CP/VB
03.02.2025	Approach Mervyn Smith about boards instead of the match funding for football kit.	JC
12.05.2025	Intending to approach Mervyn Smith through a Meadlands family	
03.02.2025	VB to complete Charity Commission report (x 3 pieces of data). May 2025	Complete
03.02.2025	Propose dates to school for AGM and end of year social/school disco: June 27th	Complete
03.02.2025	Check if KS wld like to join the Spring Concert group. Catch up with TM about progress.	Complete
03.02.2025	Pupil event: TBC (school disco / other?) 23/24th May. Ask Headteacher about dates.	Complete
03.02.2025	Offer match funding for the football kits to Sports Lead	Complete
03.02.2025	Talk to class teacher about funding Year 1 bookcase	Complete

Calendar

Month	Activity
January	Start drafting AGM documents (chair's report, financial report) / last year's accounts / charity commission repor
February	Meadlands United Committee meeting 2 of 3 in the school year
March	Annual review of PTFA policies Renewal: Parentkind membership & associated insurance School-led Spring concert. Dates: 21.03.24, 21.03.25. Notify members of AGM / invite nominations for committee
April	Children's event: disco / other. Previous: 30.03.23, 21.05.24.
May	Query other event / international night (adults only). Annual accounting return for Charity Commissions. 10 mths after end of accounting year. Dates: 31.05.24. Yr 6 SATS week
June	Previous year's accounts due (check 10 or 11 months) Ham Fair stall. Dates: 08.06.2024, 14.06.25 Sports Day refreshments. Dates: 18/19.06.25
July	Meadlands United Committee meeting 3 of 3 in school year End of Accounting Year, 31st July MU Annual General Meeting (AGM every 15mths after 2 years). Dates: 20.04.23, 18.04.24, July 2025 Summer concert (school-led). PTFA bar. Summer Fair / Funday. Dates: Saturday 13.07.24, 12.07.25. New intake: stay and play Yr 6 show refreshments. 16/17.07.25 Fix dates for welcome events at start of next school year
August	SUMMER HOLIDAY
September	Meadlands United Committee Meeting 1 of 3 in school year Nursery welcome event (school-led) Reception welcome event (school-led) Class reps / volunteering presentation (school-led) Meet the PTFA / Teachers event: PTFA info in presentations / second hand uniform/other sales Scholastic Book Fair (school-led w PTFA and class rep support) Macmillan fund-raising coffee mornings
October	Harvest events. Halloween events. Nb. Some families cannot participate Christmas card / product designs
November	Decorate the Hall (end of November)

Month	Activity
December	Christmas / Winter Holiday events : concert / choir TBC Christmas / Winter Holiday Fair. Previous: Saturday 09.12.23.