

**Meadlands United**  
**Meadlands Primary School Parent, Teacher, Friends Association**  
**Committee Meeting, 03.02.2025 (12:15-1:45)**

**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: £8,739.20 Cash estimate: 34.10 Float: £60.00 Total: £8833.30
- b. One of the Winter Fair auction items (1 term subscription to Cine Club) was returned as the Club was postponed from the Spring term to the Summer term and consequently the winner was unable to use it. A re-fund of the £82 bid was provided to this winner. The auction prize was re-advertised on the school parent-mail system but there were no further bids for it.
- c. Asda cashpot raised £114. Awaiting payment.
- d. Outstanding payment due to Ham Fair £50.00
- e. Outstanding payment to Parentkind for our membership £172. Committee agreed that membership adds significant value to the PTFA including public liability insurance, template policies, free legal advice (licenses / charity commission), allocated support, facebook group for committees to share ideas and support each other, parent/carer webinars.
- f. VB confirms finance spreadsheet is up to date. Receipts are all filed in the 2024-5 folder.
- g. Fraud  
VB has recently dealt with x2 fraudulent direct debit. First occasion VB noted it before the money was taken. Second occasion VB organised for the money to be returned by the bank. VB is checking the account regularly to identify fraudulent activity.
- h. Charity Commission  
Annual Accounting Return required for the Charity Commission to be completed by May.
- i. AGM  
Noted: 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.  
Agreed not to do it on the 1st May as previously suggested, instead to aim for an end of year social event with the AGM included. It then aligns with the end of the financial year.

**4. Events Update**

- a. Spring Concert (27th March): pastry / drinks.
- b. Ham Fair (14th June): have notified school and asked them to let the teachers know. Plan a trip to the book donation box at Townsmead Recycling Centre the day after (JC).  
Unbranded uniform could also be sold.
- c. Sports Day (18th and 19th June): may be asked for refreshments (no cans).
- d. Y6 show (16th and 17th July): drinks. Will need support as JC and VB will be attending.
- e. Additional pupil event: TBC
- f. Smarties/ Moo Free: fund-raiser.
- g. Uniform: The allocated team are doing really well with this. We have a lot of uniform; could bring unbranded to Ham Fair.
- h. Summer Fair (12th July):  
Plans are similar to last year. Free play was popular. Could think about entry price and focus on free play. Haven't actioned summer games (may still do this). Events committee : invite participation. Need to think about how the use of tokens at the Fair impacts our external stall holders. Last time we agreed to pay one of our key stall holders for the tokens spent on their stall. This is not a good approach in terms of our accounting.

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. Head and Deputy are interested in some playground improvements: medium term.
- b. We have requested Amazon wish-lists for each class. May need to create a check-list to encourage people to complete this.
- c. Year 1: agreed to support this class to get a new book shelf
- d. Girls football kit: agreed to support the purchase of a new football kit. Keen to do this with match funding.
- e. Agreed to ask teachers benefiting from item c and d to encourage other teachers to get in touch with us when / if they require items that are difficult to fund.
- f. Library: ongoing discussions

## 6. Communications Update

- a. Calendar Scan (page 3)
- b. PTFA Newsletter: if we get go ahead for Smarties campaign and dates we can put it in to the next newsletter. Also how we are spending the money in the longer term: playground / library.

## 7. AOB

## 8. Next Meeting

May 12th, 10:45-12:15

July 14th, 12:15-1:45

## Action Log

Meeting date	Action / lead	Status
19.07.2024	GDPR: delete estates board Mervyn Smith files (JC)	JC Completed
19.07.2024	Planned review by one of the school Governors (Mr. JC) : end of financial year 31 July, 2024	CP. Remove. This Governor has resigned.
09.09.2024	Talk to school: Confirm level of PTFA involvement in teachers meeting / welcome meeting, add a page or a section in the 2-weekly newsletter. Christmas cards: ask school to do nursery and reception. AGM: 01.05.205	CP. Completed
09.09.2024	ASDA Cashpot: sign up	VB. Completed
09.09.2024	Discuss fund-raising with the school (JW and JG). Interested in whether there are resources required.	CP/VB. Completed
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	VB to complete Charity Commission report (x 3 pieces of data). May 2025	VB
03.02.2025	Propose dates to school for AGM and end of year social/ school disco: June 27th	CP
03.02.2025	Check if KS wld like to join the Spring Concert group. Catch up with TM about progress.	CP
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

Meeting date	Action / lead	Status
03.02.2025	Pupil event: TBC (school disco / other?) 23/24th May. Ask Headteacher about dates.	CP
03.02.2025	Approach Mervyn Smith about boards instead of the match funding for football kit	JC
03.02.2025	Offer match funding for the football kits to Sports Lead	JC
03.02.2025	Talk to class teacher about funding Year 1 bookcase	VB

## Calendar

Month	Activity
January	Start drafting AGM documents (chair's report, financial report) / last year's accounts / charity commission report
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

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