

**Meadlands United  
Meadlands Primary School Parent, Teacher, Friends Association  
Committee Meeting, 09.09.2024 (9:15-10:45)**

**Committee Meeting, 09.09.2024**

**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.

**4. Finance**

- a. Current position: Bank: £5961.27 Cash: £170.10 Float: £60.00 Total: £6191.37
- b. Finance spreadsheet is up to date.
- c. Now that we have been up and running for 2 years our constitution says we could move the AGM to 15 months.  
This could bring it to July. Group noted that although this aligns with the end of the financial year it could be quite a busy period/there is quite a bit of social exhaustion/some parents are leaving the school.  
An alternative would be to do it in September, perhaps at the same time as the Meet the Teacher event, which could mean there is no PTFA for a few weeks at the beginning of the school year.  
Could link it to a fund-raising event, such as a quiz, though this is a good activity for Autumn.  
Agreed to link to the charity commission submission and a fund-raising event: second week back after Easter holiday. Propose: Thursday 01.05.2025

**5. Events Update**

- a. Lemonade stand: some children made £20 to donate to the PTFA.
- b. ASDA fund-raising: agreed to sign up to ASDA Cashpot for Schools (last week of Nov)
- c. Agreed to establish an events sub-committee and to co-opt Katie Shultz to work on events this year. Agreed to ask for members in the newsletter, on MUC watts app and through class reps.
- d. Meet the Teachers Day Thurs 19.09.24. Add uniform and books (talk to BC and JD). Be available to talk to parents and encourage them to get involved.
- e. Macmillan Coffee Morning: Fri 27.09.24
- f. Scholastic Book Fair: W/c: 30.09.2024. Class reps and other supporters.
- g. Christmas fair: Sat 7th Dec, 2024. Theme: bells. Decorating Hall (TBC)  
Feedback: MUFTI helps with donations propose Fri 6th Dec. Wreath making: can only do Tuesday and Thursday (TBC).
- h. Quiz night: Options are Spring 1 (Jan/February). Link this to the AGM. (May, 2025). Talk to Jo Wreford about when they'd like to do it.
- i. Ham Fair: Sat 14th June, 2025
- j. Summer fair: Sat 12th July, 2025. Theme: village fete / traditional games
- k. Year 6 show: W/c 14th July, 2025
- l. Cauliflower Cards: agreed to progress. 02.10.2024 deadline
- m. Tea Party: School is leading. Check if school need us to shop and then reimburse us.
- n. Autumn disco: Thurs 17.10.2024 Theme: come in an autumnal outfit / masquerade / fall ball.  
Would be good to break it up with costume awards / an activity. Invite DJ for the young group and ask LT for KS2 / use school Spotify account.
- o. European Languages Day 26.09.24 : suggest to the school. Dress as a European Country /
- p. Amazon wish-list : have passed this idea onto JW as a class teacher initiative (could use it for birthdays).

- q. Parade's End Bookshop : has a system where the Russell provides a list of books and parents can buy them from the bookshop.

## 6. Proposed PTFA funded projects

- a. Agreed to buy collecting box/small shed for dropping off uniforms etc.
- b. Agreed to continue exploring PA system: ask DN/LT.
- c. To be discussed with school: Studio upgrade / Arts projects / Library
- d. Discuss with Business Manager: resources required for learning (e.g Science, sport, art, IT resources).

## 7. Communications Update

- a. Calendar Scan (page 3)
- b. PTFA Newsletter: ask for members to the events sub-committee, advise we need a Secretary, PTFA contact details/photos for newsletter, Easy fund-raising, ASDA promotion, AGM date, Dates,

## 8. AOB

## 9. Next Meeting

TBC

## Action Log

Meeting date	Action / lead	Status
19.07.2024	VB to chase auction payments and issue prizes	VB. Completed
19.07.2024	CP to email J.Wreford about plans for Meet the PTFA	CP. Completed.
19.07.2024	VB to suggest Yr 6 bakesale to fund end of year trip.	VB
19.07.2024	GDPR: delete estates board Mervyn Smith files (JC)	JC
19.07.2024	September teachers meeting.	CP. Completed
19.07.2024	PTFA introductory guide for new parents / entry in first newsletter (photos included) / curriculum handbook	CP. Revised. Remove
19.07.2024	John Cannon review : end of financial year 31 July, 2024	CP
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
09.09.2024	ASDA Cashpot: sign up	VB
09.09.2024	Discuss fund-raising with the school (JW and JG). Interested in whether there are resources required.	CP/VB
09.09.2024	Talk to Mr Notice about the use of the outside PA system: what works / what doesn't / are there easy use instructions?.	JC

## Calendar

<b>Month</b>	<b>Activity</b>
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 (DATE) Spring concert (school-led) 21.03.204 Notify members of AGM / invite nominations for committee
April	MU Annual General Meeting (AGM) 20.04.2023, 18.04.2024, 01.05.2024 Childrens event: disco / other summer event 30.03.23, 21.05.24
May	Query other event / international night (adults only) Charity Commission report due Annual accounting return, 31.05.24. 10 mnths after end of accounting year Note: Yr 6 SATS week
June	Previous year's accounts due (check 10 or 11 months) Ham Fair, Saturday 08.06.2024
July	Meadlands United Committee meeting 3 of 3 in school year End of Accounting Year, 31st July Summer concert (school-led). PTFA bar. Summer Fair / Funday, Saturday 13.07.2024 New intake: stay and play Yr 6 show 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, (November) Halloween events (October). Nb. Some families cannot participate 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