



## Minutes for Committee Meeting held in School: 7<sup>th</sup> November 2012

### Present:

Mairead Fernandez, Serena Pitchers, Neil Walker, Theresa Hancox, Emilie Onyekwe, Margaret Lobo (Reception Parent), Maxine Hills.

### Apologies:

Mrs McSharry, Moira Parkin-Moore, Dawn Forbes, Rachel Duncan, Yashmin Rawbone

Rachel sent a note with her apologies that she would be able to help at both the Christmas Fayre and the Christmas Disco.

The Group introduced themselves for the benefit of new members.

### Ongoing Officers' Activities:

The officers (Serena, Mariead and Yashmin) have been working on non-event fundraisers such as:

- [Easyfundraising.org.uk](http://Easyfundraising.org.uk)
- Yellow Moon
- PhiltheBag

It was explained to the group that the [easyfundraising.org.uk](http://easyfundraising.org.uk) website is a fundraising 'portal' which donates a fee to St. Anthony's PTFA when people use the site to go through to their shopping websites. It is a no cost way for parents and friends to raise money.

### Easyfundraising.org.uk

The letters explaining easyfundrasing were presented at the parents' evening and an edited short version was published in the PTFA Autumn Newsletter.

A web-banner which links directly to the easyfundraising website sits at the top of the PTFA webpage.

The letter will be sent out through book bags tomorrow (8<sup>th</sup> November). Text messages will be sent out in the next couple of days directing parents to the banner on the website.

We will request that the web address be included on the school newsletter this week.

### PhiltheBag

The philthebag collection is on Tuesday 13<sup>th</sup> November. It has been highlighted that some parents who walk to school are finding the logistics of getting the full bags to school difficult.

Could we ask Mrs McSharry/MrBunn when the school reception/gates are open on the morning of the 13<sup>th</sup> and whether it would be possible for parents to drop bags off before 8.30am?

Could we perhaps have the use of the meeting room for storage of the bags on the day in case of a late pick up by Philthebag?

### Parents' Evening:

The success of providing Tea and Coffee for teachers and parents at the parents' evening was agreed. Using the table to communicate all current activities and showing goodwill and effort for the teachers and parents.

It was agreed that we should support the next parents' evening in the same way. A profit of £13 was made too!

### Treasurer's Report: Please refer to attached document [appendix 1]

Margaret Lobo is a parent of a Reception child and she was asked to present the treasurer's report on Yashmin's behalf. Margaret is a qualified accountant and to comply with our insurance requirements, she has looked over the accounts as an independent.

The accounts were not complete (please see treasurer's notes on appendix 1 but Margaret and Yashmin have tried to go through and account them as best as possible.

These accounts are now ready to submit to the Charities Commission for the 2011/12 financial year.

We have a cash balance in the bank account of £2437.36

Going forward, the treasurer will break the accounts into two clear parts:

- How we have generated funds
- How we have used the funds

Money generated for each event will be banked for that specific event at the time and not carried over.

It was highlighted that as a charity we should not have money other than operating costs 'sitting' in the bank for any significant time as it should be spent quickly for immediate benefit of those children whose parents have helped raise the funds. This is especially important for parents who have children in year 6.

### **PTFA Financial Guidelines:**

Yashmin has compiled the attached Guidelines [appendix 2] editing a version from the PTA-UK website.

The Guidelines are designed to give consistency, clarification, and best practice to the financial areas of the charity.

**Mairead (The Chair) proposed that the committee adopt the Financial Guidelines and all present agreed.**

### **Funding Request Form:**

It was also raised that there is no current clear procedure about what the PTFA fund. A Funding Request Form [attached appendix 3] has been created so that all funding requests can be more easily requested, considered by the committee, tracked and kept record of.

A form should be filled out by any party making a request for funding from the PTFA, including the student council and the head teacher.

A time-limit should also be attached to each of the funding requests for a maximum period of a "by the end of the financial year" term. This is so that all approved funding can be tracked as to the current actions.

Any funding that has been agreed but not actioned by the end of the financial year (1<sup>st</sup> September) will be withdrawn. The funding can of course be reapplied for but may compete with other funding requests that the committee will consider. This helps keep the accounts in order for each financial year.

It should also be noted that a cost/estimate should be included with each funding request with a policy that an over £100 purchase should include a minimum of 3 quotes for comparison.

**Mairead (the Chair) proposed that the Funding Request Forms were adopted and all present agreed.**

### **Outstanding funding requests:**

There is an outstanding request for replacement Flip cameras from Mrs McSharry as seen on the previous meeting's minutes.

The flip cameras have been discontinued and the task is with Mrs McSharry to come back to the committee with new specs required etc.

**Could Mrs McSharry use the new funding request form process for the flip cameras and the friendship benches to test that the process works?**

### Parent Reps:

Following our requests for volunteers we now have a full complement of Year reps from Nursery to Year 6 with the exception of Year 1.

Nursery	Natasha Blanco-Dominguez	Antonio, nursery
Reception	Margaret Lobo	Arianna, reception
1		
2	Pinder Bal	Balraj - yr 6, Steven - yr 5, Yuvraj - yr 2
3	Ines Soares	Rafael yr 3
4	Alicia Churchill	Yr 4
5	Michele Avery	Olly yr 5
6	Anita?	Alicia to confirm

An email contact group for Parent reps will now be set up to communicate meeting minutes and any required options.

It was noted however that for many committee members and parents reps, text message is a more immediate tool.

**Serena will ask Mrs Brown whether it is possible for her to set up a PTEA and/or Parent Rep text group.**

Data protection has been considered but all volunteers have provide their contact details for this purpose so we have no issues.

### Wish Lists:

Committee have been gratefully receiving Wish list survey responses which were still coming in and results will be collated ASAP to highlight common requests. None so far had been received from staff (after meeting Mairead said she would ask Head to give to staff to fill in).

Emilie mentioned some suggestions for telescopes and other science equipment and this will be collated with the other 'wishes'.

### Social Media:

Neil introduced the Social Media Policy document to the group [appendix 4]. The policy covers the following areas:

- Web Page
- Email address
- Twitter
- Facebook

Details of the facebook page were shared with the group such as:

- St. Anthony's PTFA is a 'page' and not a 'person'.
- Anyone who 'likes' the page will receive status updates but will not be 'friends' with the page which does not allow an extra access to personal accounts.
- Facebook helps us to get over the communication hurdle of only 1 parents being a mobile/text contact. Both parents can like the page and receive news updates. Especially important when different parents drop off and pick up etc.

It was noted that we need to be clear in our communication with any setup of the Facebook page that parents are aware that they are only 'liking' the page, and the security that this gives.

**Mariead (the Chair) proposed that the Social Media Policy was adopted and all present agreed.**

### Christmas Fayre:

The Officers have been spending most of their time currently working on the organization of the Christmas Fayre  
Specifically working on a floor plan of the stalls and which should and can be included.

Each officer has been given responsibility of a stall which can then be handed on to a volunteer when appropriate.

**We have a question for Mrs Mcsharry as to what additional storage we can have for donations week as we no longer have the facility of the Early birds room.**

A list of the stalls will be sent to committee members ASAP to assist in stall prep and organization. Dawn has confirmed that the previous Santa is available. **Does he charge a fee?**

Any Other Business:

- Recycling bins around the school, **Does the business Manager know of any Sita or Bifa sponsored grant schemes?**
- The DJ is booked for the Christmas Disco
- It has been agreed that the PTFA will provide refreshments for the Christmas Plays. We will request help from committee members to help with the set up of this nearer the time.
- The letters to businesses requesting donations for the fayre will be sent out this week. None-addressed letters will be made available for parents to give to employers. Details to go on the Newsletter.

Date of Next Meeting: Unconfirmed. Will be communicated ASAP

-END-