

**King's Meadow School Parent Teacher Association**  
**Registered Charity No. 1040217**

**Wednesday 6<sup>th</sup> November 2019 in the School Prep Room at 7.15pm**

**EGM COMMITTEE MEETING - Minutes**

**Ordinary Business**

- 1] **Attendees:** Clare Doolan (Treasurer), Becky Nash (Vice Chair), Nicola Scales (Committee Member), Rachel Pancott (Committee Member), Rebecca Ryczowski (Teacher), Lindsey Daulton (Head Teacher), Claire Few (Committee Member), Michelle Dye (Parent), Tracey Taylor (Parent), Katherine Eley (Committee Member), Nicola Young (Parent).  
**Absence:** No Apologies.
- 2] **Minutes of the Annual General Meeting held on Wednesday 18<sup>th</sup> September 2019 -**  
Agreed
- 3] **Previous Minutes:** All PTA meetings are about PTA matters; any personal issues need to be discussed with the School direct.
- 4] **Treasurer's update:**  
Film Night: We charged more for this event and therefore more profit was made.  
Disco: Went well on the new booking platform, charged more to include the fees.  
Christmas Cards: Increase on profit compared to 2018/2019, will need to look in to the fees on each purchase next year as what was charged didn't cover the fees.  
Card Reader: Ready to go and has been checked that it is working correctly, and the money goes in to the bank and correct fees were charged. Will be used for the first time at the Comedy Night.  
Signatories for the Bank Account: this needs to be Committee Members, Becky Nash and Katherine Eley are now going to be signatories on the account along with the treasurer Clare Doolan.  
Debit Card: It was voted that we will have a debit card connected to the bank account.  
Money Counting Procedure: A new procedure was introduced at the Disco, floats will need to be counted and signed for by the stall holder. When finished it will need to be counted and signed back to the Treasurer/Chair (2 people signing agreement of the amount). Full process will be written down and explained for future events. Christmas and Summer Fayre will need a little extra planning however the same principles will be followed. Where possible the money will be left at school in the safe or locked away securely in a lockable cupboard.  
International Week: £2,500 still to be donated to the school.
- 5] **Election of Officers and Trustees of the Committee:** A new committee was voted in.  
Chair – Becky Nash, Vice Chair – Katherine Eley, Secretary – Claire Few, Treasurer – Clare Doolan, Ordinary Committee members – Rachel Pancott, Nicola Scales, Nicola Young, Tracey Taylor.

- 6] **Adopt a new Constitution:** The Parentkind Constitution was adopted by the new Committee. This will be scanned and submitted to the Charity Commission and a copy kept online on the Parentkind website.
- 7] **Appointment of an Independent Examiner of Accounts for the year ending 2018/2019:** It was voted that Alison Cornick an independent Accountant will audit the accounts for the PTA.
- 8] **Fundraising Target:** Mrs Daulton is looking at a sound system that St Marys School have recently had installed to see if Kings Meadow School can benefit from the high specification system. She will be visiting the school this term and feed back to the PTA with her findings. The system could potentially cost £20,000. Agreed that we would fundraise for this potential figure over the next couple of years.  
At the end of the school year there will be a performance by a Theatre Company – The PTA voted to pay for this performance. Full cost to be confirmed approximately £870 (inc VAT).
- 9] **Secretary update:** Researched in depth the Parentkind website that we subscribe to and a wealth of information and policies on there that we can use to help us in the future. Every new committee will be required to sign the Code of Conduct (all committee members signed this), there is also a Volunteer code of conduct that will need to be signed by the regular volunteers. Our insurance policy is on the Parentkind website. A volunteer sign in sheet will be created for every event. Please can everyone who uses the PTA email, hard copies of PTA letterheaded paper or in fact any PTA Correspondence check that it is the most up to date logo for the school and that the Charity Number is correct.  
There is a thank you certificate that we can use for anyone/company/business etc that have given us a donation. This can be sent electronically or a hard copy.
- 10] **Christmas Fayre:** We need to focus on getting volunteers signed up to help at the event. School to check that we can come in to the hall as soon as lunch has finished on 6<sup>th</sup> December.  
Pram Park – It has been requested that we enforce a Pram Park this year. Mrs Daulton has offered to be by the door and enforce this. (A few entrances so may need to explore this further).  
Tombola – to be moved to the Prep Room to free up space in the Hall  
Santa's Grotto – to be moved to the SEN Room, requested a teacher to be the 'ELF', need to look at reducing the amount of time each child has with Santa to allow more places to be booked. Santa places to be booked in advance via the PTA website.  
Dress down Day for donation to Tombola – Friday 29<sup>th</sup> November.  
Thursday 5<sup>th</sup> December 13.30-15.00 labelling up the tombola and setting up in the Prep Room.  
Need 3 Year 6 table games  
Choir – School to ask Mrs Sparmen what she would like to do for the performance(s)  
Class Stalls – to be left to the teachers to decide what is best to sell (Sweet treats, Christmas decorations etc) – Prize to be given to the class that makes the most profit!  
Raffle Tickets – Not discussed.
- 11] **Disco update:** Ideally more than 2 teachers to help at each disco, the timing of this one wasn't great with-it being parents evening the same week. Hopefully more volunteers will sign up for future events. Possibly School enhanced DBS parents can be on certain duties to free up the teachers to be more on the dance floor supervising.

- 12] **Film Night:** Becky Ryczowski will be coming back with future dates that are good for the school so we can start and sell tickets on the PTA website.
- 13] **Mother's Day/Father's Day:** Any ideas please do let the Chair know.
- 14] **Christmas Shopping event:** Saturday 16<sup>th</sup> November, please do promote the event with everyone. 16 tables confirmed paying £10 each, refreshments will be provided by the PTA.
- 15] **School lottery:** To be discussed at the next meeting after everyone has had chance to read through the information. It would be an income stream that involves no real effort from the PTA.
- 16] **Defibrillator:** Nicola Young has made a few calls and not getting anywhere fast. Still looking in to it.
- 17] **Textile Bank:** This would be such an easy income stream that requires minimal effort. Claire Few to contact the office to see who it was that we originally tried to use the start the process again maybe with a new company.
- 18] **Hoodies:** Not discussed this time.
- 19] **New fundraising ideas:** New ideas to be looked in to when we have more time. Halloween Trail, Afternoon Tea (Mother's Day), Saturday Coffee mornings, Race night (Father's Day), Bingo night, Circus, Fireworks, Painting party, Christmas Wreath making, Tribute acts..... Any ideas please send to the Chair to be discussed at future meetings.
- 20] **Amazon Wish list:** Possible idea that the Teachers and Class Reps work together to produce a 'wish list' of items on Amazon then we can promote to parents to purchase and they get sent direct to the school for the teacher. These would be items that the teacher is currently purchasing out of their own pocket to enhance the child's school experience. Idea found on the internet and currently used at some schools, parents are asked to purchase from the wish list instead of buying thank you gifts for the teacher. Need to look at this further and possibly trial for feedback.
- 21] **Drinks License:** Requested that we have a drinks license for the school performances where possible. It was voted that we purchase a license and trial at the performances and Christmas Fayre to see how it goes. A review of profit and wastage will be done at the next meeting.
- 22] **Notice Boards:** It was voted that we will purchase 3 new notice boards.

### **Any Other Business**

- 23] Prior to this meeting the committee voted on the following via a private messenger group:
  - Date of the Christmas Shopping Event – Saturday 16<sup>th</sup> November
  - Purchase of a Card Reader/machine – Izettle
  - Purchase of Tablet to use with the card machine
  - Cheques – we will no longer be accepting cheques
  - Christmas Card Fee – to add 10p per item

Cash Coin Counter – to purchase a new coin counter to help with the new money procedure that we will be following.

24] Date and Time of next meeting – Wednesday 15<sup>th</sup> January 2020

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