

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

Wednesday 9th September 2020 Virtual meeting at 8pm

ANNUAL GENERAL MEETING - Minutes

Ordinary Business

- 1] **Attendees:** Clare Doolan (Treasurer), Becky Nash (Chair), Claire Few (Secretary), Nicola Young (Committee Member). Katherine Eley (Vice Chair) Shona Allison (Parent) Mrs Merrett (Teacher), Lucy Lawrence (Parent) attended to discuss agenda point 9.
Absence: Nicola Scales, Rachel Pancott
- 2] **Minutes of the Committee Meeting held on Wednesday 10th June 2020** – Agreed. To be forwarded to the School Office to be shared on the School Website. **Action Required CF**
- 3] **Previous Minutes:** Nothing arising.
- 4] **Treasurer's update:**
 - £9259 fundraising total for the school year 2019/2020 which is amazing due to the Coronavirus pandemic and having to cancel all events from March to July 2020.
 - Spent just over £10,500. Biggest purchase was the Chrome books that came at just the right time considering the lockdown and part closure of schools.
 - Just under £5000 in the bank account.
 - The School lottery which was started in February has been a great success and we have raised £510 from this so far. Time to promote again especially to new parents.
 - The 2018/2019 accounts were audited by Accountant Alison Cornick.
- 5] **Appointment of an Independent Examiner of Accounts for the year ending 2019/2020:** It was voted that we appoint Alison Cornick to audit the accounts.
- 6] **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. With a lot of this committee standing down at the end of this school year it has been noted that a recruitment drive is needed for the next committee of year 2021/2022.
Additional note: After the meeting Michelle Dye was voted to be co-opted as a Committee member.

Special Business

- 7] **Bank Signatories:** Due to the length of time it takes to add new signatories on to the account this needs to be explored soon. Katherine Eley has agreed to start the paperwork for this as soon as possible. One other signatory required. **Action required CD**
Additional note: After the meeting Nicola Scales has agreed to be a signatory.
- 8] **PTA Events – Refunds:** Doing cash refunds through the website has caused issues with the accounting reports. Voted for the interim to only do cash refunds where possible.

- 9] **Christmas Cards:** Unfortunately, the school have said no to the PTA doing Christmas Cards this year which is down to the handling of the Paperwork (from school to home and back to school again). Therefore, Lucy Lawrence has come up with a solution to put to the school that will hopefully allow us to go ahead with the cards as no paperwork will be transported from school to home and back to school again. Lucy has sent the proposal to the PTA email for the committee to put forward to the school. The main involvement from the school will be sending Parentmails to the parents with the information/reminders. Lucy is waiting for Classfundraising to get back to her to see if they agree to the proposed process as it would involve them sending a template via email and not the usual paper packs. Committee agreed that this was a good idea and will put together the new proposed process to the school with the timelines. **Action Required BN & LL**
Additional Note: Lucy Lawrence has heard back from Classfundraising and they are happy to send an email template and with the new process that a proof will not be issued. They just want to make sure that we are aware that as no proof is issued the responsibilities lay with us and the parent. Deadline dates for earlybird discounts are: 20/10/20 and 28/10/20 to guarantee a delivery by 1st December.
- 10] **Printing/Photocopying:** Agreed that it is not sensible to go through the school now and we need to put in a process ready for the future committee. Research needed as to what local businesses charge for printing/photocopying per sheet. Next meeting to be voted on a price per sheet. **Action Required ALL**
- 11] **PTA Email – Password Change:** Becky will change the password on the PTA email for security reasons and let those people who need access know what it is. **Action Required BN**
- 12] **Lock up Access:** The school are still not letting us access the lock up. This is a potential health hazard now as after a very hot 6 months we are not sure what state the food and drink will be in that is stored in there. Mrs Merrett will see if she can speak with Mrs Daulton about this as members of the PTA will access the lock up to clear it at a time and date suitable to the school to avoid any risk to the children or other teachers. PTA kitchen Cupboards – Mrs Merrett will box up everything in the cupboards and pass to the PTA. **Action Required VM**
Additional Note: After the meeting the school have very kindly agreed for Becky Nash and Clare Doolan to access the Lock up to clear it out. Date and time arranged for Monday 14th September at 4pm.
- 13] **Travel Company:** Following on from our discussion at the last meeting about the Travel Company offer they have now waived the start up fee so voted that it would be a good idea to put to the school Becky Nash to forward details to Mrs Merrett so she can explain further in person with Mrs Daulton. **Action Required VM & BN**
- 14] **Badge Making Kit:** Agreed that we will keep it for now. Although a hit with the children it isn't a favorite task to do by parents.
- 15] **Cancelling events:** All events up to Christmas need to be cancelled. Becky Nash has cancelled the disco man.
- 16] **Fundraising ideas for outside of school:** Fundraising for the school brings parents together therefore we are keen to keep doing events even if they are virtually. If Mrs Daulton agrees

that we can still do events virtually then we need to explore fundraising ideas. Ideas mentioned at the meeting:

- Balloon race
- Bingo/Quiz night
- Disco
- Bake off
- Coloring competition
- Santa letters

Please all have a think of any other possible fundraising options and message Becky Nash direct or comment on the Committee FB thread. **Action Required ALL**

Any Other Business

- 17] **Support:** The committee and parents are really wanting to help and support the school at the moment however we need to make sure we are getting support back from the school. Keeping the communication open is important during these troubling times. Where the usual things we do are not possible we are keen to try and find a work around and hopefully the school will work with us on this. Mrs Merrett will feed back to the teacher reps and Mrs Daulton the angle we are coming from with this conversation. **Action Required VM**
- 18] **Website:** Need to look for some material to add to the PTA page on the school's website. We hold many events and have purchased many items however it isn't showing on the site. The Chromebooks that were purchased by the PTA would be a good starting point. Contact the office to see if this is possible for us to do when they are not so over run. **Action Required**
- 19] **Template:** suggested that we use a template/same format to send to the office regarding events etc. so that it is easy to change every time but constantly looks the same.
- 20] **Date and Time of next meeting** – The next virtual will be Wednesday 11th November 2020 at 8pm. Mrs Merrett to ask Mrs Powell and Miss Roche if they were able to attend.