



PTA COMMITTEE MINUTES - WEDNESDAY 23RD NOVEMBER 2016

ATTENDEES:

PRESENT: Sara Atkinson, Maria Brennan, Natasha Fison, Lucy Martin, Juliet Morel, Becky Parker, Lisa Perkinson (Chair), Katrina Stevenson.

ABSENT: Jacquie Humbert, Debbie Lawrence, Kate McVeigh.

MEETING MINUTES:

1. Minutes from PTA Committee meeting on 28th September 2016. ACCEPTED.
2. Minutes from PTA AGM on 4th October 2016, ACCEPTED.
3. Maria Brennan nominated as PTA Treasurer by Lisa Perkinson. ACCEPTED.
4. Juliet Morel nominated as PTA Secretary by Lisa Perkinson. ACCEPTED.
5. No changes to the PTA constitution, submitted with the charity status application, required due to the bank account change and new financial management guidelines. Maria presented the new bank account requirements. The following changes were AGREED:

The opening of a new community bank account with Natwest, and NatWest's resolution regarding the new account in section 3 of the Mandate was passed at the meeting. In particular:

- Lisa Perkinson (Chair), Maria Brennan (Treasurer) and Juliet Morel (Secretary) will be the new signatories.
 - One signature required for cheques for £500 or less.
 - Two signatures required for cheques over £500.
 - Single signatory required for internet banking.
 - Debit card to be issued in the name of Maria Brennan (Treasurer) and the Natwest Debit Card resolution was read out and passed at the meeting.
 - The attached PTA committee financial management guidelines regarding scrutiny of accounts, handling of cash, procedures for agreeing expenditures and other general expenditure provisions were also agreed.
6. Requirement for PTA Annual Accounts to be scrutinised by an independent examiner and then submitted to the Charity Commission by 1 July 2018.
ACTION: Maria to investigate options for finding an independent examiner, and whether it would be possible to get someone to do it for free or a nominal fee.
 7. Maria provided information to the PTA Committee on VAT, Gift Aid and the process to allow the PTA to gift funds to the school for gifting to school.
 - Decision not to register for VAT at this time. AGREED.
 - Maria and Lisa have agreed a clear and structured process with Ms Jones, and in consultation with Sue Guest, for funds to be donated to the school for projects supported and agreed to by the PTA.

A letter detailing a donation towards a named project, that has been agreed by the PTA Committee and school, will be sent to Sue Guest. The funds will be transferred

when required. Sue Guest will supply a confirmation letter and copies of invoices/receipts for the PTA Committee to report back to PTA members. AGREED.

ACTION: Maria to register with HMRC for Gift Aid once NatWest bank account is up and running.

8. Current financial position, cashflow and accounts presented by Maria. Recommendation bank account to maintain a £5000 reserve in order to fund floats for events. AGREED.
9. Discussion on the split of capital expenditure and enrichment funding to maintain an approximate 60:40 split. This figure shall be flexible subject to agreement by the PTA Committee. AGREED.
10. Lisa and Juliet provided an update on the Christmas Fair. Recommendation to increase prices on food and drink to increase profits.
 - Expenditure on marquee of £980 plus VAT with Stitches Marquees. AGREED.
 - Expenditure of £299.90 for ten new trestle tables. AGREED.
11. Christmas fundraising update.
 - Christmas Trees: No update as Debbie absent. Progressing as required.
 - Christmas Puddings: Expected income £310.
 - Christmas Cards: Last minute change of supplier. Progressing as required.
 - Northbrook: Progressing as required.
 - Santa Letters: Price increase to £1. Progressing as required.
12. Discussion on future fundraising projects:
 - Boden Party.

ACTION: Natasha to contact Boden and investigate requirements, commission rates etc.

- Parent and Teacher Social Evening. 17th or 24th March 2017.

ACTION: Entire PTA Committee to organise. Barbara Mills to follow up Bemo. Sara to follow up potential kiwi act.

- New Wimbledon Theatre Tickets.

ACTION: Sara to take this one and look at expanding into other theatres.

13. Lisa and Maria met with Ms Jones to discuss fundraising focus for 2016/2017 and to follow up on the request for funding for a new playground to be located in the current Infants Playground. The total cost is expected to be £30,000. The school will contribute £13,000. The PTA have been asked to contribute £17,000. Due to the planning time required, the appointment of contractors, this commitment once given cannot be retracted. The amount was thought to be achievable with additional fundraising activities and the launch of a Just Giving Page.

ACTION: Maria and Lisa to investigate a contingency cashflow, through the potential reduction of additional enrichment activities later in the year; Science Week, additional Maths Days, breakfast at World Book Day, in the event we do not meet the projected funds.