

Friends of Redfield Edge PTA Meeting

Meeting

Date	11/09/2022
Location	P Bastable Residence
Planned start time	19:15
Type	Committee

Attendees

Present	Apologies
Pippa Bastable (Chair)	
Lucy Sibley (Vice Chair)	
Kiran Neilson (Treasurer)	
Liz Smith (Secretary)	

Call to order

19:30 by Pippa Bastable

Approval of Minutes

No approval of minutes from previous meeting were required.

Approval of Agenda

Agenda approved by all.

Agenda

- Treasurer Report:
 - what money do we have?
 - What have we committed?
 - Budget set: Regular 'donations'
- Committee Reports:
 - Constitution
 - Handover
 - Review event plan for the year
 - Regular meetings schedule
 - Communications; Newsletters, meetings, groups
 - Affiliate Schemes
- AOB

Business From previous meeting

N/A

Treasurer report:

- Covered how we need to get clarity over what the school think they are getting from Friends funding wise. Pippa to cover this in meeting with L. Robinson on 14/9/22.

- Committee decided that £2500 should always be left in friends account to provide a buffer for event expenditures and unexpected costs.
- Kiran to contact bank to discuss process for transferring signatories on cheques. This requires updating to Kiran and Pippa, if possible, also add rest of committee (Liz and Lucy)
- The friends also have a savings account with between £200-£300 with. Kiran to contact Mark Slocombe to find out if this needs to remain, if not the monies will be transferred to the current account
- A debit card for the friends account was agreed as a good idea. Kiran to look into if this is possible for charity account.
- Agreed that friends could put forward £2500 for outside classroom
- After this (and keeping £2500 buffer) there is £1000 to be utilised in supporting the school.
 - Kiran to check in with dan re anything left to pay for
 - Can we commit to any trips?
 - Coach for ks2 is 560 for 2 coaches for pantomime (welcome back gift)
 - KS1 treat??
- We discussed that we thought a stage (and possibly lighting rig), was a good option to raise funds for this year. No final agreement made. Pippa to talk with Lisa about quotes/costs and we can come to decision and next PTA meeting.

Committee Reports:

- Discussed that Tokens worked well.
- We want to look into getting a generic named email address, so any member of committee can log in (even if we have the same log in details to manage this). Pippa to speak with Lisa.
- Pippa to look into getting us all access to ParentKind.
- **Constitution:**
 - we could co-opt extra committee members in e.g. to look after social media, help treasurer, if we wish, we can have up to 2 co-opt members.
 - Covered that we should clarify titles and roles. i.e. committee means the 4 core roles, Open members is any other Parent/teacher, Include examples of what is covered at committee meetings, and what is covered at Open meetings.
 - Adopt parent kind constitution. Pippa to get template complete, then send for review with committee members.
- **Handover:**
 - Kiran to ask Dan and Emily re treasury, what is left to handover
 - Liz to get Nicola to give hand over, however Nicola provided crib sheet of what needs to happen at AGM, now with Liz, so this may be all that's required.
 - Liz to update trustees on charity commissions website.
- **Event Planning**
 - We can get a charity free account with Booker, we could just use accounts debit card.
 - Pippa could get us a Costco account for year
 - Agreed no welcome back treat – instead;
 - Agreed KS2 could have coach to Pantomime funded
 - Pippa to speak with Lisa re an idea for KS1
 - All agreed 13th October Halloween disco – Pippa get Dj details from Dan, as already booked (also booked in for next disco)
 - Harvest festival – not agreed - ask L.Robinson about this.

- All against Pizza boxes – removed from events list.
- All agreed Elf wrapping room – 6th to 7th December
- Story with Santa – ask Lisa.
- Agreed to do Breakfast with santa – weekend end of November. – talk to John and Chef Phi re actual date.
- Agreed to do KK Doughnuts – find out form Lisa when class bake sale are so we can stagger with these.
- Agreed Circus for September, a Sunday is available, and they will do 3 sessions, capacity 200 people per session.
 - £1800 hire
 - Discussed supplementing circus with BBQ, Candy stands etc
- Christmas cards: need to book in soon. Pippa will talk to Lisa about this and get a date. Need completed by 7th Oct, and forms sent back to school to get a discount.
 - Note to do this first week next year.
- Talk with parents at next open meeting about how do they want to be communicated with?
- Committee agreed use of Parent mail to communicate with entire school audience.
- Try and gain engagement with social media to help with communication.
- Liz to find out if we can get a charity google drive or one drive or equivalent
- Need to understand how we can utilise Redfield edge website.
- Need to look into if Gift aid records can be digital, as we would need to keep for 6 years
- Does school have a one drive or equivalent.
- **Communication.**
 - Agreed we need to add a snippet to school newsletter and do a friends one, maybe with into to new committee. And thanks to outgoing committee. Need to agree who do these, and when for.

Announcements:

- 21st September next meeting: open meeting. Time to be decided.

Motion to adjourn

By Pippa Bastable at 21:00 and was approved solidly

Actions

Item	Assigned to
Confirmation from L Robinson, what funds school are expecting, and by when	PB
Transfer signatories for cheque book	KN
Contact Mark re purpose of savings account	KN
Investigate if we can get a debit card	KN
Confirm with Lisa that covering coach to pantomime for KS2 is ok.	PB
What way would be good to support KS1?	PB
Ask lisa for more details on cost of stage and lighting.	PB
Can we get a generic email address	PB
Get all of committee access to Parent Kind	PB

Source from Dan if there are any outstanding bills	PB
Write new constitution	PB
Finalise treasury handover with Dan and Emily	KN
Update trustees on Charity Commission website	LSmith
Book Santa	LSibley
DJ details from Dan	PB
Ask Lisa about Story with Santa	PB
Book Circus	PB
Get dates for bake sales	PB
Get Christmas cards made – speak with Lisa	PB
School website and data storage – can we utilise	PB
Are there charity google drive or onedrive accounts	LSmith
Can we digitise Gift aid proof	LSmith
Find out what is harvest festival	PB

Decisions

£2500 shall be kept as reserve in friends current account
£2500 can be put towards outside classroom
We would like to support stage and lighting rig purchase this year
Constitution will follow ParentKind template
Agreed to do Circus
Events Agreed: Halloween disco, elf wrapping, doughnuts, Christmas cars, breakfast with Santa
Events declined: Pizza boxes
Breakfast with Santa on 12 th December in school time.