***Minutes of PTA meeting 18th April 2023***

***Held at Mill Ford School at 10.00am***

Apologies

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|  | Declaration of interest – Karen as parent governor – same  | Action |
| 1. | Minutes of last meeting – dated - March 2023 - all agreed  |  |
| 2. | Roles and JDs, Chair – VC, Clerk , administrator – all accepted |  |
| 3. | Constitution and trustees - Chair – now point of contact with constitution, Clerk – back up point of contact, Clerk – bank admin, along with Head. Bank Account trustees –Chair and Clerk, and head now sorted. Chair will add on rest of committee as Trustees in due course. |  |
| 4. | Contact Information Forms: forms were given out and will be reprinted with PTA to replace PTFA.  |  |
| 5. | Welcome pack for new parents – explaining social media,FB group, Whats App group, email, along with volunteer forms, permissions for photos. This can be added on to website – the school will be asked to be added to photo and social media consent form – Head said that this can be done on next form. The Welcome Pack will contain details of PTA activities. welcome packs advice including volunteer slip etc to go to all new parents/guardians. The Welcome Pake is already nearly ready to go out to new parents starting September. |  |
| 6. | Request for funding – all given to school – Head emailed staff for the Theatre – whole school panto, Happy Days – ALADDIN, PTA is fundraising towards this currently. The PTA were unable to do Theatre request for Charlie and the Chocolate factory at Theatre Royal, but will keep this in mind for the future.Funding for requests – PTA will make payment for items minus the VAT and school will pay the full amount and claim back VAT. School finance will be point of contact. Forms to go to Clerk and then transfer the correct amounts to the school. PTA request teachers put full amount on requests including postage. Photos of items purchased will be put on website. Photos of Ten Tors at the actual event with flag and tops brought by PTA. TA/teachers asked to take photos of eligible children.  |  |
| 7. | Funding requests - Spreadsheet of how much classes have been spent and whole school spending. The PTA will ensure funding evenly distributed. The spreadsheet will make it easy for audit purposes. Form will run from September to September.  |  |
| 8. | Easter Eggs were well received by children and hand delivered to classes by The Chair. |  |

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| 9. | Tesco Blue Chip funding – for playground equipment – PTA discussed the new playground areas – and it was felt that items purchased should not be permanent fixtures. This will be an ongoing project, we can add items in to what is recieved from the Tesco funding.  |  |
| 10. | Finance – Clerk updated the PTA– all finances are now under PTA control. The PTA can now look at bigger projects – every time we fund raise a percentage can be set aside to larger projects so you don’t get a large unspent balance. Committee agree on percentage to go for large projects. Discussed and agreed at 25% to large projects and 75% to main pot for spending.  |  |
| 11. | Bank account – monies transferred over, Chair, Clerk and Head all have bank cards. Online banking being assorted out. Change bank account details for vendors for the school fayre. Today was closing date for Vendors for School Fayre.Easy Fund Raising – now handed back to PTA Invoice for the WIX website submitted (£144.00) covers domain name etc and support for website, £8.25 for the year so that name is not given out as website owner. £45 invoice given for the Argyle top for the raffle. |  |
| 12. | Website – Website up and running – Photos and write up to go to Jason for inclusion on the website. Minutes of previous meeting to be edited no names or personal details to go on to website. Policies and procedures Privacy terms and conditions  | All |
| 13. | Kings Coronation - 5th May 2023 – Chair has emailed school to find out what classes/school plans are. ? design a crown competition. Ice cream van – too expensive as most children will need tubs and not cones.  |  |
| 14. | Sponsored Walk – Chair will look into Sponsor forms, and set up. Clerk spoken to arrange this. Sponsored on laps which will be decided on individual basis, with refreshments at various points along the laps. Invite governors to help. ? medals for students.  |  |

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| 15. | Summer Fayre update Table for information on PTA – volunteers needed on the day to help man the PTA stall. Post 16 stall – Post 16 will staff their own stall and be responsible for their own takings for their projects.Raffle – proper tickets – PCC state charity number and full details on tickets. It will be reviewed about obtaining tickets, to send out to students. Costings for price of tickets was discussed and agreed at 50p per ticket – 2 books to go home with each student. Envelopes to be bought. Clerk has been speaking to Plymouth City Council – re licensing – music and singing licensed not needed. Small Societies licence to cover raffles, lotteries and bingo nights etc – approximately £40.00. Music not bringing in profit so incidental to the school fayre. Games – ideas and suggestions for games including different colours lollies – choose one with a colour to win, Cups/ping pong, Treasure hunt, tombola, hook a duck game – kit can be purchased. Guess weight of cake – Strawberry Eton Mess cakeDonations request on Friday flyer for Bric-a-Brac stall First Aider will be onsite – check available facilities and room to be used.Fund raising poster gauge which shows spending/money raised. Runners needed – walkie talkies for use at the fayre. High Vis – tops all sorted Toilet arrangements to be finalised nearer date.  | Cat |
| 16. | GDPR –It was agreed that good practice to be followed at all times. All queries to go to PTA officers and then dealt with appropriately. GDPR policy good practice recommendations and will be updated as needed. All officers responsible for compliance |  |
| 17. | Any other matters – PTFA would like a noticeboard to be prominently displayed in reception. Clerk will email Head. |  |
| 18. | Email to Parent Kind – Financial Audit – Not over £1million. Recommended by independent auditors, can be done annually. For discussion at next meeting - ? Charity commission,  |  |
| 19. | Date of next meeting – 16th May 2023 at 10.00 am.  |  |

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Meeting ended at 11.30am