Mill Ford Friends AGM meeting 24 January 2023

Attendees: Cat, Diane, Karen, Tony, Jay and Claire Wills

Apologies: Fran

Karen welcomes everyone to the meeting and passed out a copy of the agenda

Everyone agreed the minutes from the last meeting was a true account of the discussions had

Karen declared she was a Parent Govenor and works strategically with the school

1. Committee Election:

The results from the election process are as follows:

Catherine Wilson: Chair Person

Jason Cole: Vice Chair Person

Karen Dark: Clerk/Secretary

Claire Wills: School Champion

2. Contact Information:

Contact information forms need to be altered as additional information required:

Jay agreed to make the alterations and will provide copies at the next meeting

3. Parent Pay:

Mill Ford friends would like to utilise the app for sales of raffle tickets and potentially other activities in the future. It was agreed after speaking to Claire and the school treasurer, this is possible as long as sufficient notice has been given.

There was further discussion regarding school discos and other activities; we have to be mindful of not conflating Mill Ford Friends with Student Council. In addition, we cannot take away from the school learning time, including staff members. This should always be checked with the lead in the classroom and Claire to ensure adequate resources are available in the class.

We also discussed having a disco at an off-site venue outside of school hours.

4. Parent Kind:

Parent Kind is up and running. Karen has been finding the resources and information extremely useful to help guide in the start-up phase. Parent Kind also includes a Public Liability insurance to cover events the PTA may hold.

5. Charity Constitution:

Karen has contacted Charities Commission to get a copy of Mill Ford friends constitution. The wrong details were sent by the commission to Karen, it appears the commission have misplaced Mill Ford friends' constitution. Due to this we are would like to replicate the constitution detailed on Parent Kind, as this is recognised nationally.

6. Gambling Licences:

Karen gave a detailed description of the various licences required for running either Bingo or a Raffle.

Bingo will require a Non-commercial equal chance gaming licence. There is no charge for the licence, however it is required accounts must be sent in to the Gambling association after each event

Raffles require a Small society lottery licence at a cost of £40 a year, as long as the prizes are under £2500. Should the prizes go over this limit, a higher grade of licence is required at an additional cost. The accounts of the event must be sent in within 3 months.

Printing raffle tickets was another area discussed. We will have to decide whether the costs of printing the tickets costs will enable greater sales and to a wider community; to be discussed again at a later date

7. Website:

Jason has been working on creating Mill Ford friend's website and there were various levels of cost associated with it. It was agreed to go with the £10 a month package, this ensures no pop-up ads, secure payments and plenty of pages/space to add the content we would like to present on the website. the website will not go live until the logo has been created by Jason and everyone is happy with the design. We will require an email address for Mill Ford friends, which we hope is directly linked to the web page address. Jason was unsure on this, so will investigate further. It was also agreed, once we are happy to go live, the school and ourselves would ensure links to each other's pages are available through the respective web pages. We also feel we could include links to other help/charity/support pages on our own web page.

Jason is about to start a training course on Wix page design, this will enable us to get the most we can from our web site.

Need to check with Wix if the domain address is included with the £10 a month. If not, it is available at an approximate cost of £14 a year.

8. Finance:

The winter fair has raised after all expenses £720 - this also included a gift for every child from Mill Ford friends PTA. Success!

We would like to acquire a Bookers card

Karen mentioned there has been some issues with the bank account due to its type. The account does not allow Direct debits, nor does it come with a card to use for spending. In addition, we need to change the people who access the information and who is responsible. The PTA would like to appoint its own treasurer and this is something that is being looked at for the very near future.

Match Funding letter to be sent to parents to ask if their employers will help to raise additional funds.

Helping hands projects requesting free support due to a specific project will be communicated – safeguarding policies risk assessments have to be kept in mind at all times. so maybe better to complete projects at the weekend.

Amazon smile is due to finish in February, although it raised very little money

Easy Fundraising app – Andrea to find out what bank details are being used for the app, and who exactly set it up and has access. It has not raised any funds per se at present, so going forward we would like full control and need to change person/s responsible and to which bank account it is being paid into. If £15 or more is raised, easy fundraising will send that amount to the nominated account every 3 months. if under £15 is raised, it will roll over until such time as enough funds are available. Once all matters resolved, this will be communicated to all parents via the Friday flyer

9. Decision on monies raised:

We feel monies raised should be fairly distributed between each age group at school

We discussed sending staff members a form a request for funding – for non-curricular items. Claire felt the requests would be better coming from the children themselves and a representative could attend Student council meetings to ask the children directly.

A classroom representative was discussed and Claire agreed it was ok to message all the staff

10. Upcoming events:

Easter bakes sale and sponsored walk dates have been agreed. A number of ideas regarding prizes for the best in each class and overall winner was discussed, but not yet finalised.

Pancake day, parent vs staff race, boxes of raisins – fundraisers

Cat outlined what was required for the Raisin challenge and its similar to the Smartie challenge. the challenge will run throughout the half term break. A poster will need to be edited which Karen gave a copy to Jay to do.

Bake sale to be advertised and poster will be required

We need to be mindful how this impacts the school learning day due to OFSTED guidance regarding curriculum time.

Summer fair

Jay has agreed to take the lead on the summer fair and will delegate responsibilities as and when required. 1st July has been agreed; however, we need to confirm what time the gates will be open to traders and then to the public. in addition, what time the event will end by. Jay to keep updated as this a large piece of work that will require lots of help from all members.

11. Any other business

Advertising Mill ford friends on a new Facebook page and will need to sort out admins

Seating for outside – Jay mentioned another school he knows would use recycled coffee pods collected by the students to make various items for the school, including chairs, benches, tables etc for a nominal fee. This would fit really well with the Eco Council at school – to be investigated further and information to be fed back for next meeting.

Karen went through and discussed various policies:

Safeguarding, volunteering, risk management, conflict of interest, equal opportunities, complaints procedures, financial control & expenses and codes of conduct.

We mentioned the PTA would like some additional training on areas like safe guarding and First aid. We will need to contact various agencies to see if we can arrange this. caring for carers was mentioned

We would like to meet 3 to 4 times per year, or whenever it is felt necessary and also 1 AGM per year.

Meetings to be held separate days to Parent council to avoid any crossover and confusion

Meeting closed