

SA Committee Meeting

Monday 10th July 2023 - 8pm, School Hall

Present: Claire Williams, Jem Attwooll Ware, Luke Hart, Sam Pearce, Abbie Forbes, Sandra, Gilly, Tash, Hannah, Helen, Amy

Apologies: Nicola Beauvois, Jo Thomas, Julie Wilson, Kelly Mcdowell, Gemma,

Item	Notes	Actions
Constitution	We've adopted a Parentkind standardised constitution - 2 pages of rules we abide by. Next meeting we need to vote on the constitution. Any changes need to go through the charity commission.	SP to get format from JD and save on Google drive Add to next meetings Agenda - CW/NB
Charity Commission	We are registered with the Charity Commission. We need governance/a constitution and annual financial return. Our charity number allows us to apply for grants.	Ensure we complete our financial return - check deadline - LH Look for grants online - CW
Parentkind membership and insurance	Parentkind is a body we pay membership for, it provides us with our insurance, risk assessment proforma and lots of advice.	Old committee to pass over log in details to new committee - JD/SP/CW/JAW
Banking including Paypal, Paypal giving fund (gift aid), Sum up and Stripe (website payments)	<p>How many signatories are needed for best practice?</p> <p>People don't pay into the bank account instead they use Paypal (friends and family) or they pay through the website.</p> <p>Paypal giving fund donation site through Paypal, automatically gives us giftaid. Payout at the end of each quarter. Good for donations but not for tickets – can't reconcile payments.</p> <p>We have 3 sum-up machines, there is a fee to use them but</p>	<p>Gemma to hand over all bank details and any log ins to LH</p> <p>LH - investigate the number of signatories needed for best practice.</p> <p>LH/CW/JAW - Decision needed on where to keep and charge sum-up machines.</p>

	<p>worth it. Glitchy as reliant on WiFi. Discussion over where these are kept and stored. Could look at other systems.</p> <p>Stripe – free website, pay out every month, preferential rate because we're a charity.</p>	
Licences (TENS)	<p>Licences needed for events: Alcohol (TENS), Raffle (Gambling), potentially PRS/PPL for music. Secretary to be in charge of obtaining licences ahead of events.</p>	<p>NB to be in charge of obtaining licences.</p> <p>CW/JAW to check with school if they have a PRS/PPL licence in place.</p>
Risk Assessments	<p>Chair responsible for ensuring there is a risk assessment in place for each event. Sign off via RB</p> <p>Risk assessment to include first aiders.</p>	<p>CW/JAW to be in charge of risk assessments.</p> <p>CW to check Parentkind about level of first aid training required. CW to create list of first aiders and level they are trained to.</p>
Comms (school and community)	<p>CW/JAW to email Mrs Harris to introduce the new committee and ask if she'd like a meeting. Establish point of contact at the school - RB via the school office or direct? Who should be invited to SA meetings - RH/PD</p> <p>Whatsapp remains the best way of communicating to parents/carers from class reps. Discussion about buddy system for those parents not on whatsapp. It's down to each class rep to engage these parents if they are able to. Website/noticeboards can also be used to communicate events and SA news.</p> <p>Discussion about weekly newsletter on Parentmail. A monthly or termly one would be more realistic or a poster of the next upcoming event.</p>	<p>CW/JAW to email RH</p> <p>SP to grant SA chair email access to new committee</p> <p>Class Reps - Continue to engage parents/carers via whatsapp and face to face for any parents not on whatsapp if possible.</p> <p>HL/LF/AS keen to help on website design/posters etc.</p> <p>HL/AS to add a section on the SA website about class whatsapp groups and advising how you'd join.</p> <p>CW/JAW to ask RH/Office if we can have SA events added to the</p>

		weekly calendar on the newsletter.
Funding request process	<p>With the money that comes into the bank account, it either goes out on events or on funding requests. All teaching staff have a funding request pro-forma that they need to complete if they would like SA's financial help. SA will vote in meetings about whether to support the request. SA should consider whether it will benefit all children and which year groups have benefited from each request to ensure an even spread. We can decline the request.</p> <p>Discussion about Amazon wishlist vs. £100 petty cash for each teacher to spend on items for their classroom.</p> <p>Current funding request from KC discussed £456 for books to support next years metaphor All voted to proceed.</p>	<p>CW/JAW to discuss with RH Amazon wish list/£100 petty cash.</p> <p>SP/JD to approve KC funding request.</p>
Regular/expected spending	<p>£3,345 in the bank, this fluctuates over the year depending on events.</p> <p>£1,000 buffer should be kept in the bank at all times.</p> <p>School fair has been completed in terms of financials. School disco still outstanding.</p> <p>Each event should have a form to calculate income, expenses and profit.</p> <p>Fixed costs each year: Book bags Reception = £400 Christmas Books = £420 Birthday box = £100 Easter eggs = £50 Year 6 leavers presents = £300</p>	<p>Gemma - Complete school disco financials.</p> <p>LH/CW/JAW - To manage event forms</p>
Calendar of events 23/24	<p>Welcome BBQ 22.9.23 Christmas Fair 2.12.23/9.12.23</p>	<p>CW/JAW/JT to finalise on Thursday. 8pm Beehive if</p>

	Spreadsheet of events tbc	<p>anyone wants to join us.</p> <p>CW/JAW to check dates with school before they are confirmed.</p>
Feedback from summer fair	<p>Floats to be collected by 1 known person. Money collection process to be explained to volunteers.</p> <p>Laminated instructions for each stall</p> <p>Ideas for new games welcome. Could year 6 design a game & run it at the fair?</p> <p>Second hand uniform sale at fair and at all events where we have enough volunteers.</p>	
AOB	<p>Yr 6 leavers hoodies - every child gets one, use paper forms printed by school to capture all children.</p> <p>Discussion over frozen Friday prices - ensure we are offering affordable options for all. Use FF to advertise SA and next events. GW and her team are managing this brilliantly and will continue. To continue on Fridays until October half term given permission from school.</p> <p>Discussion over sports day - all very positive but it was a long day for Reception. Volunteers needed a break. Next year SA to provide refreshments for adults to purchase and free refreshments for volunteers given school permission.</p> <p>AS has walkie-talkies we can borrow for future events!</p>	<p>CW/JAW to check RH happy to continue Frozen Fridays during September until October half term?</p> <p>Do we want to do frozen Fridays on Welcome BBQ - CW/JAW/GW</p> <p>CW/JAW check with RH about next sports day and providing refreshments.</p>
Date of next meeting	Tuesday 5th September 8.00pm at the Beehive.	CW/JAW to reserve an area in the Beehive.

Signed by Chair:
2023

Sam Pearce (vice chair)

Date: 12 July