**MINUTES**

**4th January 2022**

##### Present:

##### Jeremy Cross (Chair and Secretary), Holly Folly (Treasurer)

##### AGM

##### The AGM is scheduled for Feb 11th to be held in the school hall under Covid protocol. This was advertised last year on PTA Events and Kevin will advertise on Facebook and by email. The agenda was agreed and both JC and HF will attend and present brief reports.

##### Actions:

##### JC and HF to prepare AGM reports

##### JC to advertise for roles to FoTS What’s App group

##### FoTS roles

##### We discussed which roles are required and to be requested for FoTS going forward. We agreed that Chair, Vice-Chair, Treasurer and Secretary would be the core committee roles that would be filed as trustees with the Charity Commission. These will need to be voted for at the AGM. Attendees may also be interested in nominating themselves for non-trustee committee roles such as Communications coordinator, KS/Year representatives, Events coordinator, easyfundraising rep, Grants coordinator, etc. We also agreed that it would be useful to have either/both Kevin and Sarah formally on the committee as School representatives so they can act as bank signatories and so that they represent the school formally on the committee.

##### Action:

##### JC to ask Kevin/ Sarah of their interest in a co-opted School rep role

##### Christmas Fayre financial update

##### The Christmas Fayre raised a total of £2535. Formal thanks to all those who contributed! Princess Gate are now in discussions with Kevin as to how to gift us a matched amount from the Christmas Fayre total to go towards new iPads for the school. JC has given Julie the cash directly for her to deposit directly into the school bank account.

##### Action:

##### JC to ask Kevin for an update on Princess Gate gift

##### Bank update

##### Our bank account has been closed by HSBC (we don’t know why – possibly due to a lack of response from the previous mailing address) and a cheque of £2687 sent to the school. HF will hold this ready to deposit into a new FoTS account when created. JC has researched new bank accounts. Based on efficiency (linked to Post Offices and online), customer service and ethics one of the new banks such as Starling or Monza would be a preference. Having spoken to Kevin there may be a request to use a high street bank due to Local Authority directives. The school banks with Barclays. To be discussed and agreed with all and Julie at the AGM.

##### Actions:

##### JC/HF to discuss with FoTS/Julie at AGM and agree on a bank

##### HF to set up account and pay in cheque

##### BOPP update

##### HF has registered FoTS with BOPP, the online payment App so that we can take cashless payments in future.

##### Action:

##### HF to register BOPP with new bank account details

##### Parentkind membership update

##### Our Parentkind membership had lapsed due to the bank direct debit not working. JC has paid this to renew it and HF will refund from petty cash.

##### Action:

##### HF to refund JC

##### Supporting school initiatives

##### Our purpose is to ‘enhance our children’s education’ and we can do this by supporting school initiatives such as the Healthy Schools project run by Miss Arthur. We may want to offer support by canvassing ideas for this and other initiatives in future.

##### Action:

##### JC to raise idea for discussion at AGM