

SPFA Meeting

Tuesday 27 April 2018

18:15pm

The Digby, Chester Road
Birmingham, B24 0HJ

Meeting called by: Kristina Moore **Type of meeting:** SPFA AGM
Facilitator: Kristina Moore **Note taker:** Kelly Thompson
Timekeeper: Kelly Thompson
Attendees: K Moore (KM), K Thompson (KT), K Wiggins (KW), T Player (TP), N Porter (NP), E Calvert-Lyons (ECL), J Newson (JN), J O'Donnell (JO), A Nelson (SN), E Eannetta (EE)
Apologies: O James (OJ), R Franklin (RF), K Hemming (KH), P Cunnane (PC)

Minutes

Agenda item: **Chairs Report for 2017/18** **Presenter:** K Moore

Discussion:

KM presented the Chairs report for 2017/18. Report is available on PTA Website (www.pta-events.co.uk/spfa). KM thanked the team for their hard work during the past year and extended the thanks to NP and ECL for their continued support of the SPFA.

Conclusions:

No queries or actions were raised.

Action items	Person responsible	Deadline
✓ None to record		

Agenda item: **Treasurers Report for Year Ending 31.08.2018** **Presenter:** K Thompson

Discussion:

KT presented the Treasurers report with full accounts for year ending 31 August 2018. Report is available on PTA Website (www.pta-events.co.uk/spfa). In summary, the total income for the academic year 2017/18 is £16,214.12 and there is £18,753.90 in the bank. KT added that these accounts are currently being reviewed by an independent examiner prior to submitting them to the Charity Commission for annual return purposes. It was also noted that the SPFA is now eligible to collect Gift Aid special thanks to EE for her work towards this.

Conclusions:

Follow up on recommendations suggested in the report.

Action items	Person responsible	Deadline
✓ Make an appointment to visit TSB Branch to discuss possibility of obtaining a debit card and to check the account is the right one for SPFA given our charity status.	K Thompson/K Moore/E Calvert-Lyons	January 2019
✓ Look into Gift Aid in detail re. obligations, rules etc.	K Thompson	ASAP

Agenda item: Appointment of Independent Examiner of Accounts for the Year Ending 31.08.2019 **Presenter:** K Moore

Discussion:

Marta Potocka was appointed Independent Examiner of Accounts for the current academic year 2018/19.

Conclusions:

None

Action items	Person responsible	Deadline
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✓

Agenda item: Election of Officers and Trustees of the Committee **Presenter:** K Moore

Discussion:

The following positions were elected:

K Moore was re-elected as Chair

K Thompson was re-elected as Treasure/Secretary

K Thompson elected as Charity Administrator

J O'Donnell elected as Donations Coordinator (Non Committee Role)

The following Class Representatives were elected:

Reception – S Nelson

Year 1 – J O'Donnell

Year 2 – E Eannetta/R Franklin

Year 3 – K Wiggins

Year 4 – J Newson/T Player

Year 5 – P Cunnane

Year 6 – S Nelson/J O'Donnell

Conclusions:

None

Action items	Person responsible	Deadline
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✓

Agenda item: **Constitution Document Review**

Presenter: K Thompson

Discussion:

KT tabled the Constitution that SPFA have been signed up to for the past academic year 2017/18. This model constitution is suggested by ParentKind (formerly known as PTA UK). It was agreed to continue following the guidelines set out in the constitution moving forward. The Constitution Document can be found on the PTA Website (www.pta-events.co.uk/spfa).

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Renew membership of ParentKind in January 2019 and update Constitution if required/suggested.	K Thompson	January 2019
✓		

Agenda item: **Any Other Business**

Presenter:

K Moore

Discussion:

KM queried what NP and ECL would like SPFA to fundraise for this academic year. NP advised that following the refurbishment of the hut he would like to see an interactive whiteboard and pc installed to allow better use of the room for the groups of children that have sessions in there. The group agreed that this would be beneficial and aligns to the charity mission statement of improving and enhancing the children's environment and learning experiences. It was therefore agreed that the SPFA would fund this initiative. NP is to source some costs and submit relevant paperwork.

ECL noted that space within the school is a big issue at present particularly when taking smaller groups for sessions. A space has been identified outside Year 1 classroom that would be ideal for such sessions however due to old pipework it will be a big refurbishment job. It was suggested that a wish list be put together and submitted to the SPFA for discussion and review at the next Committee meeting scheduled to take place in January 2019.

Conclusions:

See Actions Below

Action items	Person responsible	Deadline
✓ Source costs for Whiteboard and PC	N Porter	ASAP
✓ Identify a school wishlist for review by SPFA Committee in January 2019	N Porter/E Calvert-Lyons	January 2019

Other Information

Observers:

N/A

Resources:

N/A

Special notes:

Date of the Next Meeting **Monthly Committee Meeting January 2019 TBC**