

PTA Meeting: Constitution

15th November 2022 8.00pm-9.30pm via Teams

Present: Emma Southern, Emma Stone, Lynn Young, Amy Robinson, Lesley Halliwell, Rachel Charles, Paula Coverdale, Katy Mccillwaine, Helen Kennedy, Annemarie Allan, Laura Weston, Leigh McCarthy, Lauren McAnespy, Annie Wentworth, Rachel Fagan, Lynn Young, Viv Guy, Catherine Allen, Mirka Kadys, Chris Clare, Jenny Ellams, Viv Guy, Stacey Mason

Apologies: Natalie Peterson

Item	Action	Person
<p>1. Ensure Trustee forms have been filled in and trustees have read the safeguarding guides for charities</p> <p>https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees#identify-and-manage-risks</p> <p>Updates must be made to Charities Commission</p> <p>https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/512221</p> <p>Trustee Forms and Safeguarding Information</p>	<p>Complete</p> <p>Combine all factors to be updated into one submission</p> <p>Keep signed trustee forms and safeguarding for full term and remove as people leave committee</p>	<p>All</p> <p>Amy</p> <p>Lynn/ Emma Southern</p>
<p>2. Have Officers managed to log on to Parent Kind Account?</p>	<p>Checked all and yes</p>	<p>Complete</p>
<p>3. Model Constitution: Reviewed Model Constitution from Parent Kind</p>	<p>Association Type decided to be PTFA going forward</p>	<p>Info</p>

	<p>Name of association Aughton St Michaels CE PTFA</p> <p>Communication between committee agreed by all to be via whats app and email.</p> <p>Need to ensure all members are captured in comms as not all on whats app</p> <p>Constitution to be signed and witnessed this week</p> <p>When amending record on charity commission need to notify of new constitution</p>	<p>Info</p> <p>All</p> <p>Emma Southern</p> <p>Lynn/Emma Southern</p> <p>Amy</p>
<p>4. How much money do we have?</p> <p>https://www.easyfundraising.org.uk/causes/austmipta/</p>	<p>Discussed Easyfundraising – need to understand how money is drawn down and if any outstanding to draw down as well as how we control the account.</p> <p>Focus on promoting in new year.</p>	<p>Amy</p> <p>TBC</p>
<p>5. Amazon Smile</p> <p>https://org.amazon.co.uk/</p>	<p>Amazon Smile: easy way to accumulate money, nominate school as charity. Need to get this set up if poss before xmas.</p> <p>Poster and promotion materials needed</p>	<p>Amy</p> <p>Emma Southern</p>
<p>6. What events do we want to hold?</p>	<p>Autumn Term:</p> <p>Disco: Kyco: will hold for free, will hand out leaflets KS1 & 2 options. 7th Dec pencilled in. Prep work needed before i.e. risk assessments etc. Need to follow Parent Kind guidance. Staff member(s) to be present on the night. Book via School Spider and pay in advance. Volunteers needed, ratio 1:30</p> <p>All committee members voted and majority agreed to run disco and for Lynn & Viv to lead</p>	<p>Info</p> <p>Lynn/Viv</p>

	<p>Delegating jobs through WhatsApp group and checking what people volunteered for was agreed on teams chat.</p> <p>School Spider: need to look at sorting Spider and getting a committee member who is a governor access to be able to set this up in the future. Lynn to ensure volunteers cover info gained from bookings from this on the night</p> <p>Signing in register to be reviewed to see if disco can be added as a club</p> <p>Safeguarding considerations for disco</p> <p>Promotion of future events</p> <p>Discussed other possible events to be held such as breakfast with Santa, secret's room, children selling personalised gifts they have made, own clothes day. Concerns were raised over costs for parents. All committee members voted on events to be held for Autumn term. These will be school disco on 7.12.22 (to be confirmed) and breakfast with Santa 16.12.22.</p> <p>Lead for Breakfast with Santa agreed to be Amy and Katy. Agreed by all to use WhatsApp/email to delegate out jobs needed/get volunteers.</p> <p>Need to understand how much money is in PTA account</p> <p>Investigate Morrisons donation of food for Breakfast with Santa so that maybe the breakfast with Santa would be a free PTA run event.</p> <p>Spring Term onwards: to be decided early Jan. Another meeting to be set up to plan ahead. To sort via WhatsApp group and email when next meeting will be. All committee members and volunteers to be invited and given 21 days notice. At next meeting Officers to set agenda. Ensure all ideas are heard and committee members vote</p>	<p>Info</p> <p>Chris Clare/Emma Stone</p> <p>Chris Clare</p> <p>Annemarie/Katie</p> <p>Helen Kennedy</p> <p>Info</p> <p>Info</p> <p>Amy</p> <p>Emma Southern</p> <p>Lynn Young</p>
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<p>7. How will we communicate/advertise our events?</p>	<p>Class reps discussed:</p> <p>Reception Y1 Y2 Y3 Y4 Y5 Y6</p> <p>Class reps to promote events informally via class whats app groups</p> <p>Also use school spider, newsletter and posters etc to promote events.</p> <p>Helen Kennedy to be added to emailing group to be able to send Miss Stone any events to put out on School Spider.</p>	<p>Amy/Laura W Viv Mirka Kadys Emma Southern Leigh Lesley/Annemarie Jenny Ellams</p> <p>Info</p> <p>Info</p> <p>Lynn</p>
<p>8. Anything Else</p> <p>What resources do the PTA currently have?</p> <p>What will money handling procedures be? https://www.parentkind.org.uk/your-pta-expert/governance/pta-financial-governance#heading96481</p> <p>GDPR https://www.parentkind.org.uk/your-pta-expert/health-safety-gdpr-and-licences/gdpr</p>	<p>PTA cupboard to be reviewed</p> <p>To be reviewed</p> <p>To be reviewed</p>	<p>Viv</p> <p>Amy</p> <p>Emma Southern</p>