

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

New Committee Meeting

29/10/2020 7PM | Meeting called by Tracy King

Committee members

Tracy King | Karen Wardley |

Item Discussion

1. TK welcomed Karen to Trinity PFA

2. Who is Karen Wardley

Karen is a stay at home mum to 2yr old Sofia, lives in Chorley.

Foster to adopt scheme

Previous jobs: Nursery nurse, receptionist organising training sessions for counsellors and psychotherapist and recruitment events.

Creative and loves organising events for family.

Karen has a niece at Trinity but isn't a school parent.

Karen has experience in charity work and rules.

Karen has a current DBS

3. What we do: Social events and fundraising events.

4. Discussed the Charity Commission and 6 Roles of a trustee

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable

Karen has agreed to be a trustee for the charity.

Need 3 trustees for the charity. The other 2 TBC

TK will organise a handover pack for Karen to sign which will include:

- Charity Commission guidelines
- Current Policies and Procedures
- All documentation

TK advised that the rest of the committee also sign the policies.

TK advised all committee members require a DBS.

Item Discussion

5. **All stock in TK garage. TK currently researching storage facilities.**

6. **Going forward: Karen is happy to shadow TK until handover is official.**
TK advised Karen to look at the website to get a better idea of how the PFA works behind the scenes.

Next meeting: Monday 2nd November at 11am
