

MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

New Committee Meeting

07/01/2021 8.30pm | Meeting called by Tracy King & Karen Wardley

Committee members

Karen Wardley (Chair) | Tracy King (Committee Member) | Andera Morrison (Vice Chair) | Robert Rimmer (Treasurer) | Deborah Rimmer (Secretary) | Lorraine Cobban (Secretary)

Apologise: Patrick Ativie (Treasurer) | Jo Pollard (Committee Member) | Sarah Riggott (Committee Member) | Anna Hills (Committee Member)

Item Discussion

1. **Minutes from 10th December 2020 and 17th December:** True and correct record

2. **Funding: funding to date:**

Gruffalo £85

R K Alker £99

Tom Palmer £400

Total: £584

3. **Its Virtually Christmas Overview: TK shared the spreadsheet. Summary below.**

Calendar	£217.50		
Bottle Tombola	£256.00		
Chocolate Tombola	£236.00		
Raffle	£584.00		
Dare the Teacher	£12.00		
Lego	£10.80		
Name the Teddy	£32.00		
Personalised Video Message	£2.00		
Total on Patchwork	£1,350.30	£1,297.19	Charges £53.11
Fun Run	£587.00		
Calendars	£20.00	£18.80	£2.20
Total	£1,957.30	£1,902.99	

Committee happy with the funds raised. TK explained that ASK Calendars have not re-invoiced for 50 calendars instead of the hundred originally ordered and to take off the cost of the envelopes that weren't delivered. TK to set up payment when the invoice arrives.

4. Treasurers Report: TK shared the spreadsheet of the accounts for the first term.

Summary:

Funded to school

Gruffalo	£85.00
RK Alker	£99.00
Tom Palmer	£400.00

£584.00

Income

Stampastic	6.75
Christmas Fair	£1,884.19
Uniform Shop	£5,884.19

£7,775.13

Net Profit

£6.75
£1,884.19
£0.00

£1,890.94

Expenditure

£0.00
£0.00
£5,884.19

£5,884.19

Closing balance Dec 2020: £8,548.61

5. Bank

TK completed the bank Mandate Variation Request to add KW & RR onto the bank account.

TK Asked AH to be removed.

PA to send details to TK to set up another request.

KW, RR and AH to sign documentation before posting the mandate.

TK to remain as primary contact till all documentation completed and approved.

AH to bank the petty cash of £204.00

All finance documents (hard and digital copies) given to RR

6. DBS

TK to phone UCheck tomorrow to gain access to account. TK will add all committee members onto the dashboard. Committee members to complete the personal information when they receive the link.

If DBS approved, each member to give the original copy to TK so that the school database can be updated.

7. Bags2School: TK awaiting confirmation B2S to see if they are still collecting due to lockdown. TK to bag the soft toys in stock.

8. Going forward: Committee decided to organise the following events:

Quiz: Thursday 11th February 6.30pm/7pm– Use Big PTA Quiz Template. TK to email to the committee. KW to design promotional materials and advertise on FB page. First 90 people to register. PFA registered with PTA Events for registration and payment.

How much do we charge to enter? Prizes? TBD

Item Discussion

World Book Day: 4th March: Hide books around the village for people to find

Best dressed

Collect books to hand out to schools: if possible

Easter Bingo: date tbd

9. **Next Meeting:** 21st January 8.30pm
