

# MINUTES

TRINITY C OF E/METHODIST PRIMARY SCHOOL

PARENTS and FRIENDS ASSOCIATION

## Committee Meeting

13/05/2020 8.30PM | Meeting called by Tracy King

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### Committee members

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Tracy King (Chair) | Sarah Riggott (Vice Chair) | Anna Hills (Treasurer) | Joanne Pollard (Events Manager)  
| Lisa Shaw (Secretary)

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### Item Discussion

1. **Welcome to Zoom Meeting**
2. **Minutes from previous meeting:** 11<sup>th</sup> March 2020 True and correct record.

#### **Treasurer Report:**

Bank balance: £8,693.65

AH banked Quiz Night Monies £100.30

Movie Night: £498.38

Christmas Fair Adverts:

Outstanding: Flying Pig £45 Invoices sent 31<sup>st</sup> Jan.

Summer Fair Adverts: Hair on the Square: Overdue invoice posted 31<sup>st</sup> Jan.

Discussed giving them till March then send overdue reminders.

AH to draft a solicitor's letter for Hair on the Square if not paid at the end of the month

Due to the current financial climate we have decided to give the above until the end of the financial year to pay..

Money for Hoodies: £828 BT

£210 cash TK

£146 cash AH

£84 cheques TK

£99 cheques AH

FSM £63

Not paid: £162

**ACTION: TK to give monies to AH and AH to bank. TK to chase the non payees.**

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**Item Discussion**

**3. Leavers Book and Hoodies**

TK to proofread leavers book and send to print. TK to proofread artwork on the hoodies and complete the SPC spreadsheets.

**4. Lucky Numbers:** Decided to do the draw another day.

**5. Future PFA:** SR has been in contact with the Charity Commission about our situation. Charity Committee confirmed that all the PFA Assets and funds will go to another PTA Charity in the local area if we fold the charity. The trustees have therefore decided to stay on until Christmas to give JW time to recruit. This is just to manage the remaining assets / bank account etc and not in an active fundraising capacity.

**6. Stock:** TK to stock take all items in her garage and collect from JP garage and school when it is safe to do so. Reference to expenses will be added onto the spreadsheet. Once all stock take has been completed, TK to measure the size of shed that will be needed. The committee decided that it would be easier and more beneficial for school to purchase the shed as it will be their asset and not the PFAs.

**ACTION: TK to email JW to ask if they can purchase the shed.**

**TK to decide the size based on the stock**

**TK to source shed and await approval from the committee.**

**AOB**

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