

# MINUTES

## TRINITY C OF E/METHODIST PRIMARY SCHOOL PARENTS and FRIENDS ASSOCIATION FINANCE SUB-COMMITTEE

29/03/2017 7.30PM | Meeting called by Tracy King

### In Attendance

Tracy King (Chair) | Kate Moss (Secretary) | Sarah Riggott (Treasurer) | Lisa Butcher (Assistant Treasurer)

Apologies: none recorded

### Approval of Minutes

No previous minutes available – this was the first meeting of the finance sub-committee.

### Easter Bingo Event Review

It was agreed that the event held on 28<sup>th</sup> March had been very successful, and had generated £409.55 in profit. It was noted that the summary circulated by Lisa following the event, which gave a breakdown of the income generated by each activity was a useful template that we should adopt for future events. We agreed to add comments and notes, including attendance tallies, to this so that we can identify which income streams are the most beneficial at each event, and use this information in our planning.

The summary is replicated here:

	Income	Float	Out	Net
Bingo Sheets and dabbers	264	-26		238
Popcorn	53.8	-7.5		46.3
Sweets	55.5	-4		51.5
Refreshment	42.8	-14.5		28.3
Golden Egg	40		-20	20
Lucky Dip	15.55	-4		11.55
Name the rabbit	13.9			13.9
	<b>485.55</b>	<b>-56</b>	<b>-20</b>	<b>409.55</b>

It was noted that we had eventually held 3 rounds of bingo, due to starting round 2 slightly earlier than advertised and then having some late arrivals.

Suggestions for improving future events included:

- Ensuring that the PA system is available and working
- Facilitating background music, at least during any interval session

Further comments would be added at the next full committee meeting.

It was also noted that cash boxes would be available for future events, to provide greater security for cash takings. It was also hoped that this would facilitate more accurate recording of income from each area.

It was agreed that the treasurers would be responsible for arranging cash floats for future events also. A brief discussion was held with regards a cash float and petty cash account, but it was felt that the requirements in both the proposed constitution and with regards the bank account would make this difficult, due to the requirement for dual authorisation on all expenditure.

**ACTION: Amendments to analysis document to be actioned (KM).**

**ACTION: SR to deposit takings as soon as account is available to do this.**

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## Bank Account

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It was reported that substantial progress had been made with Lloyds with regards opening the bank account. It was anticipated that the account would be opened and operational by the end of the Easter holidays. It was noted that we still required confirmation from the School in respect of the opening balance.

It was confirmed that all payment and withdrawal transactions would require dual authorisation. Sarah, Lisa and Tracy would all therefore be signatories on the account.

**ACTION: SR to liaise with the School with regards the opening balance transfer.**

It was also noted that Sarah had created a supporting spreadsheet to facilitate the accounting requirements of the PFA, which was demonstrated to those present. This included functionality for generating both monthly and annual reports, as well as tracking all the income and expenditure associated with each event. It was agreed that this would link with the stock/inventory sheet that Tracy had previously established, so that the PFA could also maintain an asset register. It was confirmed that the popcorn machine would be included on the asset register.

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## Charity Registration

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To register as a charitable organisation, it was confirmed that we would need to formally adopt a governing document, or constitution. This was also part of the requirements for opening the bank account. Sarah had researched a variety of templates and had selected the most suitable option for the PFA to adopt. It was agreed that Tracy, Kate and Sarah would be the signatories for this, making them the charity trustees.

**ACTION: SR to circulate template document for review**

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## Processes / Procedures

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### Expenses

It was felt that the PFA needed to have a standard form to facilitate expenses claims. This would need to be accompanied by receipts, and would be linked to both the inventory listings, and to the accounting spreadsheets. It would be clear from the form which cheque had been issued to reimburse the expenses. This would be implemented with effect from the next PFA event.

**ACTION: SR to facilitate expense claims arising from the Easter Bingo event**

**ACTION: LB to finalise the new expense claim form.**

## School requests for funds

It was suggested that we needed to formalise the process by which school staff can request access to PFA funds. It was confirmed that the policy to date had been to subsidise any trip such that the parental contribution was never required to be more than £10/child. It was felt that the PFA may wish to reconsider this policy, so that funds can be accessed equally by all year groups within the school. It was agreed that each request that is made would need to be on a claim form, and it was suggested that copies of existing authorisation documentation could be submitted to accompany this, so that the duplication of effort required by staff would be minimised. It was also noted that it would be useful to the PFA to be able to consider all requests for funding within a set period each year, so that an understanding of the level of funding required for this purpose could be established, and it was suggested that a half term might be sufficient to facilitate this.

**ACTION: TK to discuss with Mrs. Wright**

**ACTION: Fund request form to be drafted (SR/LB)**

## Floats

It was confirmed that the treasurers would be responsible for setting up all floats for future events, using standard template forms and the aforementioned cash boxes.

**ACTION: SR/LB to agree working practices**

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## Summer Term Events

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It was noted that the Summer Fair on Saturday 1<sup>st</sup> July would be the primary event for the PFA this term, and that planning for this would commence immediately after the Easter break. It was suggested that an events subcommittee should be formed to focus on both the summer and winter fairs. There was also a need to set up a further group to focus on engaging local businesses and gaining their support, especially for prizes and donations to the Fayre(s).

**ACTION: Further discussion at next committee meeting**

It was further suggested that an event should be held prior to the next half term break, as this would facilitate sale of stock that would expire ahead of the Summer Fair date. It had been noted that a movie night had been suggested, and it was felt that this would be straightforward to organise and would also allow for further use of the popcorn machine! It was agreed that this would be aimed at Key Stage 1 pupils, and any KS2 siblings, with a view to raising funds for the new playground markings, towards the end of May. We would seek to allow the children to choose a film from a shortlist, and that the best seating may be the PE mats.

Discussion was held regarding licensing arrangements for this, and it was reported that there was a one-off charge of £85, or an annual fee of £105. It therefore made sense to pursue the acquisition of an annual license and to use this at multiple events throughout the year. For example, each year group or key stage could have their own event, and we could use this to entertain children alongside any adult focused events that are organised.

**ACTION: TK to investigate license options and confirm to next committee meeting**

Finally, it was agreed that we would organise an end of term disco to which all children would be invited.

**ACTION: Further discussion at next committee meeting**

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## Any Other Business

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### **Funding targets/priorities**

It was confirmed that the School will be in a clearer position to identify their funding objectives once the new site had opened. It was suggested that the most likely imminent requests would be for additional IT resources throughout the school and playground equipment/markings for the new site.

### **Logo competition**

It was noted that no entries had been received for the logo competition. It was felt that the PFA logo needed to be linked in some way to the school logo, with their approval, so that it was meaningful to parents.

**ACTION: TK/KM to draft logo proposal and liaise with School for approval.**

### **Website**

It was suggested that the PFA would benefit from hosting their own website, which would be able to be linked to the school website and app. This would allow us to publish minutes of meetings more efficiently, although it was noted that we would need to be wary of any potential safeguarding issues, or references to sensitive, controversial and confidential issues, which could require minutes to be amended/redacted prior to publication. All minutes would be published in PDF format so that these cannot be edited or amended without authorisation.

**ACTION: TK to draft website and share with committee for approval prior to publicising.**

### **Volunteers**

It was noted that there had been a positive response to the parent questionnaire at the event yesterday, and it was suggested that this form should be available to all parents via the website. The responses received would be collated with those from the launch event earlier in March, so that the information can be captured and a database of volunteer involvement can be established and utilised.

**ACTION: KM to set up volunteer database**

### **Google Drive**

It was suggested that the PFA needed a mechanism for storing and sharing documentation such as minutes, inventories, template forms, etc. that would allow all committee members to access these easily and avoid the need for attaching to emails and generating multiple versions of each document. It was confirmed that the generic PFA email account included access to a google drive, and was therefore agreed that this is where the documentation should be stored. All committee members have been emailed the password for the account -

[trinitybuckshawpfa@gmail.com](mailto:trinitybuckshawpfa@gmail.com). It was further agreed that the detailed accounts records would be held separately.

**ACTION: KM to upload all existing documentation to this Google Drive account.**

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## Next Meeting

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To be arranged as required