

Minutes of Trustee Meeting held on 27th June 2023 at 7.30pm at Milford House

In attendance:

Natasha Hryniewicz (Chair), Charles Brock (Secretary), Lauren Franklin (Vice Chair), Keith Mitchell (Treasurer), Fiona Greenaway (Trustee)

Apologies:

None

1. Summer Fair

The Fair was noted as a great success both socially and financially with £2959 raised in profit before match funding. It was agreed that match funding should continue to be pushed and it was noted that there were already six applications in motion.

FG had produced a “master spreadsheet” before the event and it was agreed that some of the lessons learned and suggestions for the future would be added to this as part of handover notes (see below).

Trustees expressed their gratitude to all the Volunteers who had contributed to making the day such a success. NH expressed her gratitude to the Trustee team for their hard work in organising the event. Other Trustees in turn thanked NH and a glass was raised.

2. Financials

It was resolved to pay to the School £392 being the proceeds of the Mars, Pluto and Earth Classes Cake Sales. The proceeds from other classes had been used to part fund the subsidy that had already been paid to the School in relation to Arts Week for KS2.

It was resolved that the net profit of the Summer Fair be added to the total of the Outdoor Equipment Campaign as shown on Just Giving. CB confirmed that after this addition the Campaign would have raised £14,419 of its £20,000 target. **It was further agreed** that match funding proceeds would also be added to this amount as they were confirmed. Trustees were of the hope that the target could be reached before the AGM in October but recognised that match funding would be key to this. CB will apply to Tesco for a Community Grant through their ‘Blue Token’ Scheme.

CB confirmed that this would leave an estimated £2,500 in unrestricted funds to carry over into the next Financial Year. CB and KM would look into applying for Gift Aid under the GASDS Scheme which, if successful, could add c£230 to this total.

3. The future

Trustees felt that organising PTA events over the past year had been too time consuming for such a small group and that this could not be repeated next Academic Year. If there were a larger core group of organising volunteers then the workload could be spread, also allowing scope for both new ideas and a reappraisal of activities that are done simply because they have been in the past.

It was agreed that a message would be sent to parents before the end of this term highlighting the achievements of the Charity this year and introducing the fact that new volunteers would be needed

next year. In the Academic Year starting September 2023 this would be given a more direct push ahead of the AGM in October, which all agreed should be a social occasion.

The exact structure going forward in terms of Trustee roles / Event Organising roles / Titles would be determined by the number and quality of volunteers putting themselves forward. The Charity can operate with a minimum of two Trustees if necessary and could delegate Events and Fundraising to a different committee which would need a strong Chair or a team that could rotate the Chair. Current Trustees will produce full handover notes.

KM confirmed that, if necessary, he would be prepared to continue to produce accounts and run the bank accounts and Trustees thanked him for his ongoing commitment. However Trustees and KM felt that the role should ideally be taken on by someone with more day to day involvement in the charity's activities.

The meeting closed at 9.30pm.

Minutes taken by Charles Brock