

St Peter's CEP School PTA – charity number 1031496

Minutes of Trustee Meeting held on 20th September 2022 at 8pm via Zoom

In attendance:

Sarah Kilgallon (Chair), Natasha Hyrniewicz (Secretary), Keith Mitchell (Treasurer), Charles Brock (Vice Chair) and Lauren Franklin (proposed new Trustee)

1. Trustees went through the 'Roles & Responsibilities' spreadsheet created by CB and agreed the following:
 - **NH** will take charge of the School Calendar. A parentmail will be sent to seek help finding a printer / binder.
 - 2nd December as the proposed date for the Christmas Fair (**CB to confirm with school**)
 - 'Father Christmas' to visit each classroom with presents for the children funded by the PTA (**CB**)
 - **Fran & Becci** have volunteered to run the Christmas Disco and **NH** will liaise with them initially
 - **NH, CB and LF** will set up a Christmas Fair organising group
 - The PTA is prepared to organise refreshments at School Nativity Plays if asked by the School
 - There is plenty of stock for Christmas Eve Bags in the shed and **volunteers will be sought** to take on the project
 - **LF** will lead on the sales of tickets for the Dunorlan Park fireworks with **CB** as back-up
 - **CB** to lead an expedition to The Bull public house to liaise regarding the Pub Quiz, both publicising it and confirming that the charity would continue to be a beneficiary

2. Annual General Meeting 2022

A date of Wednesday 19th October was proposed and agreed with the meeting to take place at 8pm via Zoom. **CB** to confirm that this does not clash with any school events and then to issue a **notice to members**, given at least 21 days before the meeting.

There was discussion about future roles and titles. Assuming that no other candidates come forward it was agreed that **NH** would stand as Chair, **LF** as Vice Chair, **CB** as Secretary and **KM** as Treasurer.

3. Communications

NH will send out a message aiming to fill any gaps in the list of Class Reps, **CB** and **LF** will approach Mars Class parents

CB to set up whatsapp group of volunteers using the list of those who have expressed an interest, to include Trustees. **LF** to be added to Committee whatsapp group.

This will mean that the following groups will be used for communication via whatsapp – the Committee / Trustee group, the Class Reps group (and through them the class groups) and the Volunteer group.

4. Financial contribution to School

It was noted that the charity currently has c£20,000 in the bank, of which £15,643 is funds raised towards the "Outdoor and Hall Lighting Project" for enhancing school facilities and equipment. This link is to the Just Giving campaign page: [Essential Equipment for our New School - JustGiving](#)

There was some discussion about the timing and quantity of donations to the School for this project and the following was agreed:

- **£6,228 would be paid to the School in the short term, representing grants previously received for equipment that the School ordered and paid for during the current school Financial Year, including the Outdoor Playhouse / Classroom and Giant Weaving Panel in the Early Years playground**
- **A balance of c£9,000 would be retained and paid over to the School when a 'wish list' of items could be matched to the donation**
- **The balance of available funds (c£5,000) would be maintained as reserves, in line with the charity's long term Reserve Policy**
- **Funds raised over the coming year in excess of the c£4,000-£5,000 cost of 'regular' donations towards swimming lessons, class trips, leavers gifts, Athletics subscription etc could be added to the "outdoor project" donation**

5. Communication of the above to the School

CB will email the above information and the 'Roles & Responsibilities' list to the Interim HT, the new HT, the DHT, the School Business Manager, the Chair of Governors and the School Office

The meeting was closed at 8.50pm

Minutes taken by Charles Brock