

Beaford Community Primary & Nursery School
PTA Minutes – Exceptional Meeting

Tuesday 23rd February 2016

Present – Annette Yates (headteacher), Alison Bennett (Chair of Governors), Lucie Williams, Graham James, Mel James, Claire Herlihy.

An exceptional PTA meeting was called by the headteacher to discuss the organisation of the PTA and to agree procedures for PTA finance.

1. Format and expectations for meetings – responsibility of committee

An agenda will be sent to all parents one week before a committee meeting. This will include all items to be discussed and lists of jobs when known.

2. Agree system for counting, storage and banking of money

1. Money raised from events must be counted at the end of the event by two people (one must be the treasurer or another committee member).
2. A form will be used to confirm the amount of money.
3. If the event is in school time money will be kept in the school safe until it can be banked. If it is out of school hours then the money can go home with a committee member only if 1 & 2 have taken place. All money will be banked as soon as possible and the amount banked will be matched back to the money receipted at the event.

GJ agreed to write a policy for the counting, storage and banking of money.

3. Claiming for personal allowances

It was agreed that no one will be able to claim for their time, petrol, parking etc when volunteering to do jobs for the PTA. If all jobs are identified at the committee meetings then parents can volunteer for these.

4. Receipt system

Any person who is spending PTA money will need to complete a receipt form. This will need to be signed by a committee member in advance of the expenditure. Receipts must be attached for all expenditure. It will be at the discretion of the committee to pay any expenses that do not have a receipt.

5. Payment for children of PTA event volunteers

It was agreed that if parents volunteer to help at events which are chargeable then they will pay half price for their children to attend.

6. Treasurer's Report

The treasurer provided a breakdown of PTA income and expenditure. There is currently £2006.26 in the bank account. Graham agreed to provide the school with a complete breakdown of income and expenditure from September 2015 to the current date.

The accounts must be externally audited at the end of each academic year.

7. Charity Status

The PTA is currently a registered charity. The benefits of this include being able to apply for grants that the school may not be able to apply for. As a registered charity the PTA must make a return each year to the Charities commission. The committee are responsible for ensuring this takes place.

8. Requirements for website

There is a page on the school's website for the PTA. This will be updated to include:

- AGM information and PTA minutes of meetings
- The Annual Treasurers and Head's Report
- Details of money raised and what has been purchased by the school with PTA money
- Rules for spending PTA money, together with a receipt form
- Safeguarding statement
- Information about parents taking photographs at PTA events. It was agreed that PTA committee members will not take any 'official' photos – staff members will do this using school equipment. Parents may take photographs for their own use.

9. Committee Roles

The headteacher disbanded the current PTA and a meeting will be held on Monday 29th February at 9.00am to elect a new committee. Any parent who is interested in having responsibility as the chair, treasurer or secretary will need to let the school office know before the meeting. A notice will go out to all parents advising of the meeting and inviting applications for committee roles.

The treasurer agreed to contact PTA UK to obtain access to their website so the roles and responsibilities of PTA committee members could be accessed.