

# Welwyn St Mary's Church of England Primary School

## School Fund

### Minutes of the meeting held on 10<sup>th</sup> June 2016

#### Present:

Sarah Ellingworth (Treasurer)

Katie Mitchell (Secretary)

Jane Coates

Mary Westley

#### 1. Apologies

Evelyne (Chair)

#### 2. Minutes of the last meeting

The minutes of the last meeting were approved as a correct record.

#### 3. Matters outstanding

#### 4. Chair's Report

Sarah ran through items due to Evelyne's absence.

\* School Fund email address - no longer operational, needs to be deleted from PTFA magazine and elsewhere. **Action – Katie.**

\* Newsletter/ Donation Form - newsletter needs to be prepared giving details of latest proposed project - iPads – Mary to confirm that this agreed, and the proposed timescale. Newsletter to be ready for distribution in Autumn term.

\* Open Evening 21st June 2016 for new Reception parents and 12<sup>th</sup> July 2016, all parent open evening. School Fund Table to be set up. **Action – all. Action - Rota for both evenings – Katie.** Displays should be the latest Newsletter, Photos of the recent Playground equipment purchased and Donation forms. Copies of the Newsletter/form to be available for parents/guardians to take away (and hopefully complete and return to school).

\* Letters - End of Term Year 6 Leavers - to be prepared and distributed, sample letter attached needs updating with correct details with recent purchases included and minor amends. **Action: Katie.**

\* Letters - New Parents – to be prepared and distributed, sample letter attached needs updating with correct details with recent purchases included and minor amends. **Action: Katie.**

\* Minutes of each School Fund Committee meeting – All meetings minutes, including AGM too be set to school to be uploaded onto the school website. **Action: Katie going forward, after approval by committee members first.**

\* AGM September 2016 – Date still tbc. **Action: Jane to advise** Committee members to be present. **Action : Sarah to prepare the Treasurer’s slides for this AGM meeting.**

\* School Fund Notice Board – This is a small section of the PTFA board and currently has just the last Newsletter on it. Ideally we should have some photos of the equipment we have purchased and probably a list of the names of the Committee members. **Action: Katie.**

\* Treasurer – Sadly we are losing Sarah, and I would very much like to thank her personally on behalf of our School Fund Committee for having completed an amazing job for us. It has been an arduous/difficult job in trying to secure all the correct elements for banking etc. and I really appreciate the time she has spent on it. As per our previous meeting when Sarah informed us of her pending departure, we need to find a replacement person. **Action: Sarah to discuss with a possible candidate. Action: Sarah to supply handover notes for new Treasurer.**

## **5. Treasurer’s Report**

As of 12/05/2016 £4000 in account. All signatory work now complete and awaiting missing bank statements. Year end is to end of March. Work to complete once statements received:

- Need to file report with Charity Commission.
- Need to complete annual return.
- Need to add on new Trustees, Jane Coates and Katie Mitchell.
- Need to complete Gift Aid Claim 2015/16. Total currently does not include this.
- Summary to be completed electronically to all committee members.

New one off donation of £100. No new regular donators added since last meeting.

**Actions: Mary Westley to advise on donation amount for playground equipment required from School Fund.**

## **5. School Fund Projects**

IPad purchases will be the next project for School Fun donations to be made for. This is to update and replace current technology as it goes out of date. All agreed. Contribution yet to be decided.

## **6. School Fund Communications**

Updated letters to be distributed at the open evenings. Major appeal in the Autumn.

## **7. AOB**

Mary Westley would like to thank Sarah for all her hard work as Treasurer, for all her expertise and wise counsel with the School Fund.

## **8. Date of next meeting**

The next meeting of the School Fund will be held on 09 September 2016 at 2.45pm.