Friends of Heighington Millfield Primary Academy

Minutes of the Meeting Dated Tuesday 22 January 2019 at 7pm

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Apologies</th>
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<tr>
<td>CR (Chair)</td>
<td>NF</td>
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<td>LT (Secretary)</td>
<td>SR</td>
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<td>TB</td>
<td>BC (Treasurer)</td>
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<td>AB</td>
<td>JB</td>
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<td>CB</td>
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<td>DJ</td>
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<td>IR</td>
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<td>ABD</td>
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<td>LON</td>
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<th>Item</th>
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<tr>
<td>Welcome</td>
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<td>CR welcomed everyone for the first PTA meeting of the New Year. CR noted that this was significantly better attended than the AGM.</td>
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<td>Financials</td>
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<td>1. Monies Raised</td>
<td>LT</td>
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<td>The PTA hosted a few events towards the end of last term and the monies have been counted and the following has been raised:</td>
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<td>Disco profit was £313.34. All confirmed at the meeting that disco was a success and is a simple event to organise each term. LT will make sure disco provider booked for April and July.</td>
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<td>Heighington Xmas Market profit was £100.92. whilst this was not a huge amount considering the effort that goes into organising it was good presence for the PTA and the stall was always busy and well attended.</td>
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Lucky Squares profit was £263.10.

2. Funding

From the £10,000 that was set aside for trips/activities at the school further payments have been made totalling £1,737.80 this was for the Year 1/2 Pantomime Visit.

3. Payments Made

The sum of £275.00 has been paid for the deposit for the FFN night - £175 is refundable if we do not get sufficient numbers.

Also payments have been made to renew the PTA insurance and also to pay for the PTA membership.

**Funding Requests**

A funding request has been received as follows:

We have a group of 5 girls who are taking part in a gym tournament on behalf of the school. The parent organising it, Mrs Snowden, was wondering if the PTA would pay the £6 entry fee and £20 for a leotard.

Following this request questions were asked about who the tournament was offered to and how is it come about. The answer was that it was a select group and was not offered to all children.

TB announced that she was unable to vote on funding requests due to her position as Governor. Discussions took place and the request was refused. PTA felt that activities funded by the PTA should be open and equitable to all children.

The vote was unanimous with all members voting no to the request.

This to be communicated to Mr Beaven to pass the information on to the parent.

**Events**

**Wine Tasting**

CB confirmed tickets are on sale and 25 have been sold already. CB has another 17 confirmed.

LT and TB said that they were hoping to get group together to attend.
CB is concerned re numbers – need 65 to ensure it proceeds and we need those numbers by half term otherwise we have to cancel. All members felt that cancelling would be a negative bearing in mind recent cancelled events. All members agreed to push as much as possible.

Things to do/consider once numbers confirmed:
- Licence – speak to WG
- Beer/wine/water
- Float

LT agreed to speak to WG re licence.

Discussed doing a raffle or playing games such as heads/tails.

Posters to go out in key areas.

Summer Fair

CR addressed that whilst we are only in January we do need to start making some plans for the summer fair. The main one that we wanted to consider was Match Funding. Where we find a bank/business to fund match the raffle sales pound for pound. From research we have established to enable us to qualify for bank match funding we need to be an employee of a bank – therefore any parents that work in banks may be able to make the application for the PTA. Therefore if anyone knows of someone who works in a bank or for a bank can they make the appropriate enquiries.

Constitution

The AGM that was scheduled on the 12.11.18 was very poorly attended – there was five present including the main committee members.

There were significant discussions over quorum at this meeting and the decision was that 4 people could vote.

Following the meeting and further discussions it was felt that this decision was fundamentally incorrect. The Friends of Heigham Millfield PTA is made up of 3 committee members and has done so for many years (the original constitution papers had stated only 2 members). The previous AGM minutes and also the general minutes record very clearly that there are 3 committee members and therefore to have quorum for a vote 6 people needed to be present in total. All committee members were voted back in however to ensure that this is dealt with properly a further meeting needs to be held to deal with this procedural element correctly - an EGM.
This needs to have members available for voting and if people cannot be present for them to be able to vote by proxy.

It was also discussed that the following needed to be changed:

- The AGM should be held in July in readiness for the next school year.
- The constitution needs to be changed/updated.

All persons attending this meeting agreed to deal with the EGM issues at the start of the next meeting. All committee members indicated that they were prepared to stand in their current positions until the end of this school year.

When we inform people of EGM we need to make it clear that this is a 20-30 minute meeting as wonder whether this puts people off from attending.

**Newsletter**

LT agreed to produce a small Newsletter/Flyer summarising to parents what trips have been funded by the PTA and encourage parents to attend wine night. Also asked people to get involved with the PTA – any help offered is appreciated.

**AOB**

None

**Next Meeting**

Tuesday 26 March 2019 @ 7pm @ School Hall

Lisa Turner
Secretary
Friends of Millfield PTA