

Minutes of the PTA Meeting, 21 February at 8pm at The Bull.

Present: , Karina Joyce, Sheena Brusell, Michelle Wishart, Susanne Hinde, Paul Anson, Stacey Read, Danni Penhaligan, Angela Harris, Rachel Drennan, Charlotte Saunders

1. Apologies

Rhiannon Price, Polly Fenwick, Stacey Read, Clare Metcalfe Michelle Morley, Alexandra Brignell, Ruth MacDonald, Francesca Law, Hayley Gerrard, Mandy Corbett, Kim Howard

2. Minutes

The minutes of the last meeting had been approved and had been sent to the school office. Minutes are to be sent to school within a week of the meeting

3. Film Friday

There is an upcoming Film Friday and the committee wished to thank all those involved. Special thanks go to Angela Harris Michelle Morley, Mandy Corbett, Claire Addison, Danni Penhaligan and Rachel Drennan for getting supplies and running very successful events. This time we are on track to raise £300.

Due to some parents putting in the form without money and then not turning up, forms without money will not be accepted – PTA are ordering food on the basis of forms which is a waste.

It was considered whether these would continue into the summer as it gets lighter, we will have to see what appetite there is going forward.

4. Treasurer's Report

The balance in the current account is £11,916.67 but this includes £955.49 which has been raised by the Funding Initiative which will need to be split between PTA and Playgroup (see later).

It was noted that the monies given to the school for crafts is being well spent. Ipads using the money left over from the abortive school trip last year have not yet been purchased.

5. Upcoming expenditure

This year there is to be another trip to the beach for the school. We have been asked to fund the coaches again and this was approved.

Playbark is needed for the playground. This is an ongoing issue but other alternatives have been considered before and are expensive. Historically Madingley Mulch and others have not been competitive but Field Compost at Thurlow have been the most competitive. Michelle W to look at how much we have ordered in the past. Karina will ask Stuart to go and measure the space as well.

In general we need to identify specific projects if we are going to raise corporate funding. Paul Anson has identified the reception playground which needs investment, as does IT. There are various corporates and other charities that could be targeted initially, Bunnings have a Community Team and there were discussions of other, Cage etc.

6. Upcoming events

We have certain things already in the diary:

9 March Mother's day service at school in the afternoon and this will be another cake sale which seemed popular.

16 March Frances' Fun Friday Frolic (hot chocolate and biscuits to be provided)

23 March Disco

26 March Bags2School

28 March Open Afternoon tea and cakes

It was considered that the summer event last year, although a success was a lot of hard work for a few and there are other ways to earn the same sort of money.

A sponsored assault course for the children was considered. Individual sponsorship but the event to be run in school houses. Angela to discuss with Richard Hind and Anna Hayesmore as to the date.

Also considered family bingo which we could run on a Sunday afternoon or a summer ball. Other schools have done balls and they earn a lot of money. It would have to be done at an external venue (not school) and should be sold to the community not just to school in order to raise more money. Granary Barns suggested as a venue.

7. May Day

We will be doing a headdress and button hole workshop/event again this year for parents to attend to make their own headdresses and button holes. Headbands and materials will be supplied. For parents to attend and make a buttonhole the cost is £3, for a headband it is £5 plus £1 for the headband itself. Tuition is provided for those who haven't done it before. If parents would like them made, then the cost is £10 for a headdress and £5 for a buttonhole. Monies to be paid in advance.

8. Funding Group

Susanne Hinde reported that she had met with a charity lawyer at Hewitsons to discuss how the funding group could proceed. She was advised that it was important not to set up a

distinct group in order to avoid inadvertently setting up a new charity in its own right but that there was nothing to stop charities working together to pool their resources to earn more money. The result is a draft document (copy attached) which is a low level Memorandum of Understanding which sets out how the charities can work together to raise funding.

It does not prevent the individual charities from working their own events and keeping those funds for themselves but it gives a framework for working together, dealing with meetings and decision making and then how the funds are to be split (70/30 PTA/Playgroup) has been proposed.

The arrangement is to be reviewed in September in each year and if it isn't working during any year then we can terminate on notice.

Susanne Hinde will tidy up the document and present to Playgroup.

12. Date for next meeting

25th March 2018

Susanne Hinde is unable to make this date so minutes to be taken by someone else, possibly Claire Addison

Memorandum of Understanding

Between

Burrough Green PTA and Friends (Registered Charity Number 1108386)

and

Burrough Green Playgroup (Registered Charity Number 1031074)

This Memorandum of Understanding (“MOU”) sets out the terms and understanding between the Burrough Green PTA and Friends (“PTA”) and the Burrough Green Playgroup (“Playgroup”) in relation to a joint fundraising initiative which is to be called “Burrough Green Funding Team” (“the Initiative”)

Background

The PTA and Playgroup have historically held relatively small funding events and raised small amounts of money to finance additional items of expenditure. Both parties are in need of additional funding in order to continue to thrive in their current form. The parties would like to raise money in new ways involving the wider community to ensure the longevity of the

parties as charitable organisations able to meet their objectives in their respective constitutions.

The intention is not to create a stand alone association or separate charitable body but is a collaboration between the parties, pooling resources and know-how in order to increase the combined resources for both parties. No partnership is intended to be created.

Purpose

This MOU sets out the way in which the parties propose to achieve their goal of jointly raising £14000 in the period to 1st September 2018. Revised aims may be set for the following 12 month period.

The above goals will be accomplished by undertaking various product, event and donation initiatives. The events are selected and managed by a group that typically meets monthly to run the Initiative.

All funding activities and other activities carried out by the Initiative must be in line with the relevant constitution of the parties. If it is reasonably thought that the parties are not acting in line with their constitution then either party may withdraw by stating so in writing to the other party.

Structure

The Initiative shall be carried out via a joint working party with representatives from both parties where the joint working party shall include at least one full member of PTA and one full Trustee of Playgroup, both being full members of the respective party as governed by the respective constitution.

It has been agreed that Paul Anson will be the main contact for the Initiative at launch but without any powers to decide on behalf of the Initiative. Paul's contact details are listed at the end of this MOU.

The joint working party may recruit volunteers to assist with the Initiative. Volunteers could be those who wish to give their time, money or experience to the Initiative.

Decision Making

Decisions of the joint working party shall be made by majority vote of its members with the Chairperson being permitted to cast an additional vote only in the event of deadlock. Volunteers that are not members of PTA or Playgroup as governed by the respective constitution are not entitled to vote in any decisions made by the joint working party.

Meetings

The joint working party shall meet as often as necessary in or around Burrough Green where possible.

Documents and Intellectual Property

Any documents or other materials produced by the Initiative shall be available for use by both parties during or after the period of this MOU. If there are further issues arising regarding intellectual property the parties shall take appropriate advice.

Reporting

The Initiative will keep brief notes of each meeting so that they can be reported to the parties. In addition the Initiative shall report to each party at their AGM.

Funding

This MOU is not a commitment by either party to give monies to the other but it is understood that monies raised for the purpose of the Initiative will be split 70% to the PTA and 30% to Playgroup. Costs incurred by either party will be deducted before monies are distributed.

The parties agree that any monies gained as a result of the Initiative shall be paid into the PTA Bank Account, or another account set up for this purpose. Before monies are paid into the bank account it must be established that the monies are for the purpose of the Initiative and not for PTA or Playgroup individually, and nothing binds the parties to share monies which are raised for that party at any of the events which are usually held by that party such as discos for example nor shall it prevent either party from holding individual events but not where the event is one already contemplated by the Initiative without the consent of the other party..

Monies shall be distributed from the Initiative once an academic term or as often as agreed between the parties. The use of funds is entirely at the discretion of the parties in accordance with their constitutions.

Duration

This MOU may be varied by mutual agreement of Playgroup and PTA and shall be reviewed on or around 1 September in each year to check that it is fit for purpose.

This MOU shall become effective upon signature by two Trustees on behalf of each of the parties and will remain in effect until varied or terminated by any one of the parties giving written notice to the other. On termination, retained funds shall be distributed according to the distribution split.

Contact Information

PTA
Paul Anson
Trustee
Hall Lodge, Church Lane, Burrough Green, Newmarket, CB8 9LY

07768 705943

mail@paulanson.com

Playgroup
Karina Joyce
Chairperson
[Address]
07954 341853

karina@stuartandkarina.plus.com

Date:
(Trustee signature Playgroup)

Date:
(Trustee signature Playgroup)

Date:
(Trustee signature PTA)

Date:
(Trustee signature PTA)