

Midsomer Norton Primary School – Parent Support Group  
Minutes of the Meeting – Friday 18<sup>th</sup> January 2019, 3.15pm

Attending: Alun Randell, Carolyn Meade, Jodie Plummer and Jo Guy

Apologies: Sam Selway

Reason for meeting: Extraordinary General Meeting

**EGM**

An Extraordinary General Meeting has been called because it would like to be considered that Midsomer Norton Primary School Parent Support Group (PSG), should transform into Midsomer Norton Primary School Parent Teacher Association (PTA) in order to join together both parents and teachers in an effort to maximize fundraising for Midsomer Norton Primary School.

It has been agreed that the following people will hold committee member positions, and shall be known as the Office Bearers:

Chair – Jodie Plummer

Vice Chair – Alun Randell

Treasurer – Office Manager – position to be confirmed due to Emma Awcock leaving position.

Secretary – Jo Guy

Social Media Secretary – Sam Selway

In addition to these positions, Carolyn Meade will hold the position of Teacher Representative, but will not be considered an Office Bearer. Carolyn will be eligible for a vote for all Committee Votes. All parents/carers and members of staff will be considered additional PTA members.

We talked through the new Constitution for the PTA and agreed on many changes to a template which Alun has agreed to alter and email to the other committee members. A two week consultation period will be given to allow any parents or teachers with concerns to raise such concerns with regards to transforming the PSG to a PTA. It was agreed that we will all look over the proposed Financial Policy, ready to discuss at our next meeting.

It was agreed in principle, that our AGM should be held in October/November of the year. The 21 days notice required for the AGM can therefore be given in early September.

It was agreed that any requests of PTA funds must be made in writing to Alun as per the necessary form. All requests will need to be put to the PTA Committee Members and a vote will take place, with a majority vote of at least two thirds being required to authorise the request.

It was agreed that the minutes of the meeting will be emailed to the committee members as soon as possible by the secretary. Any corrections are to be raised at the following meeting, and then posted to the School web site and school Facebook pages via a link for parents and teachers to access if they wish to. We have agreed to meet on a two weekly basis, and post the minutes 2 weekly, in arrears.

### **Bank Accounts and Charities Commission Status**

It was agreed that we should try and keep the Charity Number and bank account the same. Jo and Jodie will contact the Charities Commission and enquire about the procedure to change the name of the charity to a PTA. If this is authorized by the Charities Commission, then it should just be a case of taking the relevant documentation to Natwest Bank and changing the name of the account.

It was confirmed that the current signatories on the bank account are Jo and Jodie. Once a Treasurer has been appointed, they too shall be added to the bank signatories list.

### **Parent kind website**

It was agreed that we should initially subscribe to the PTA website called Parentkind to help with licences and other PTA matters. This can be reviewed on an annual basis.

### **PSG Quiz Night**

It is the PSG Quiz night tomorrow night at Mardon's Social Club. The £100 float was left with the office and was collected by Donna Ford, previous PSG Chair Person. The wine prizes have also been collected by Donna, and Alun will be bringing the float and all funds raised back to the School. Jo and Jodie have agreed to count the funds raised early next week and bank the money raised whilst leaving the £100 event float, to be stored in the office.

### **Mother's Day Coaster Cards**

An art pack for Mother's Day Coasters was delivered to the office and collected by Jo. Alun agreed that it was beneficial to allow the teacher sufficient time next week to allow all classes to complete the template and return to parents hopefully by Friday 25<sup>th</sup> January. We agreed a deadline for parents to bring their child's template to the school office by Friday 9<sup>th</sup> February, paying for the item in advance. The committee decided upon a further week deadline, to catch any last minute orders but this will not be made public to the parents. Jo will intend to post the orders to Class Fundraising during February half term week. All money raised will be counted by Jo and Jodie and banked accordingly whilst awaiting appointment of a Treasurer. Class Fundraising have confirmed a 2/3 week turn around, so we should have all completed cards and coasters the week before Mother's Day to allow plenty of time to check the order and distribute to parents.

Class Fundraising send out art packs for free with a pre-paid returns slip to return the templates. An invoice is sent out after items are delivered, usually payable within 30 days.

### **Next meeting**

Our next meeting has been arranged for Friday 1<sup>st</sup> February at 3.15pm. Please confirm attendance if you require use of the after schools club.