



## MINUTES

George Abbot School PTA Committee Meeting

Thursday 27<sup>th</sup> June 2019 at 7.30pm

Elmslie Library

**Present:** Marion Lewis, Christine Bruce-Reid, Mariah Mills, Christina Kantartzi, Clare Walliker, Mayra Spiring, Kristi Hannah, Gaby Sutton

**Apologies:** Sean Martell, Sarah Bradshaw, Rahim Saeidi, Phil Grainger, Julie Dickson, Dave Clarke, Kate Carriett, Jane Friend, Marie Rumler

1. Apologies accepted
- 1b. Minutes from meeting held on June 19<sup>th</sup> accepted as accurate. Minutes held on March 4<sup>th</sup> left for next meeting as no one present had attended that meeting. See below for update on actions.
2. Resignation of Sarah Bradshaw as trustee accepted. Gaby Sutton nominated Clare Walliker as trustee, seconded by Mayra Spiring. All in agreement.
3. Confirmation that current funds are £62k of which £25 is earmarked for the Renaissance Project plus £1k working capital. There are 3 accounts, 1 for Sainsbury's scheme, 1 main account and 1 for CPR. Unknown how much to hold back for working capital and emergency funding, members of the committee agreed £5k would be sensible. **ACTION: CW will speak to Tony Mainee for advice on amount of money to keep aside for working capital and emergency.**
  - Signatories were discussed and a decision was made to remove Dave Clarke as signatory, keep Belinda Barratt and add Marion Lewis and Gaby Sutton. **ACTION: To add Gaby Sutton and Marion Lewis as signatories**
  - **ACTION: CW is going to investigate bank transfers**
  - CW mentioned Community Foundation for Surrey and committee discussed looking in to applying for grants and making bids. Something to investigate. Ecclesiastical offering £1k donations and ML offered to research. **ACTION: ML to research obtaining donation from Ecclesiastical**
  - CW approached by Argos offering same shopping scheme as Sainsbury's. It was agreed not to pursue
  - A new chartered accountant is required to carry out an independent review of accounts and report to charity commission. It was agreed to put out a request in Schoolcomms, facebook, classlist. It may be that if no one will offer to do on a voluntary basis, will have to pay, CW will find out how much. **ACTION: Clare will ask at work re how much to expect to pay. ACTION: To advertise for a chartered accountant to review and submit PTA's accounts.**
  - It was agreed to replace BTMydonate with wonderful.org. Question arose – where do direct debits from parents go? What is the money spent on? Was this BTMydonate? Gaby to ask Jane and finance team at George Abbot. **ACTION: GS to ask at George Abbot where direct debit payments that parents sign up to go.**
4. Schedule of meetings confirmed and attached.
5. Wish list for Renaissance Project was circulated. Not widely seen, hard copies to go to parents?
  - Request for further funding for Renaissance Project discussed and all members present would be happy to commit to a further £10k. To email

other members and trustees before final decision. **ACTION: Gaby to email trustees to suggest funding a further £10k to the Renaissance project.**

- Request for funding the installation of blinds in USIC at just under £1400 was accepted
  - Request for funding of stage and seating in PA was accepted in principle, subject to tendering process and quotes received
6. My School Lottery was introduced. All agreed would be worth introducing to George Abbot. KH happy to coordinate. To launch in October. Have marketing materials ready for September coffee morning and new parents evening.
7. Upcoming events  
 4<sup>th</sup> July – Marion has offered to speak, Mariah can help from 5.30pm, Mayra can help with uniform. Gaby to run bar, George Grainger, Mame French  
 8<sup>th</sup> July – Christina, Gaby, Agi Toth, George Grainger  
 10<sup>th</sup> July – Agi Toth, Annelise Kidd, Marion Lewis, Christine Bruce-Reid
8. Thanks were given to the terrific work of Tony Mainee of getting and keeping the accounts in order. Although Julie has not officially stepped down, thanks and recognition were also given to Julie’s amazing work on the PTA. Both Julie and Tony will be very missed.
9. AOB –
- Marion requested agreement on the purchase of fridge magnets to hand out to new yr 7 parents with PTA details on. All agreed. Gaby to ask DT if they can make them. **ACTION: GS to ask DT department if they can make fridge magnets to hand out to new Yr 7 parents with PTA details on them for September.**
  - Marion requested agreement to purchase new trolley Gaby to look for lost trolley first. **ACTION: GS to look for trolley ASAP**
  - Marion requested agreement to purchase updated PTA banners. All agreed
  - GS requested agreement to purchase coffee urns, to serve fresh coffee, used by Boxgrove PTA, KH knows details of where and what to purchase. All agreed. **ACTION: KH to send GS details on coffee urn**

**Update on actions:**

ACT 1 19/06	Meeting to be arranged as soon as possible between representatives at George Abbot and Kelly’s.	Gaby	Complete Gaby meeting with Kat and Moira at end of July.
ACT 2 19/06	Member of staff to be approached by Jane/Kate to discuss PTA events/admin link role. The PTA will pay for this role 4 hours per week (approx £2000 - 2500 per annum. PTA Admin Link to replace work previously carried out by Gaby and Jane. The job description for this role is already in Dropbox.	Kate/Jane	ASAP In progress
ACT 3 19/06	2 departmental members of staff to be approached by Jane/Kate to provide ongoing support for CPR (PE) and CHRISTMAS FAIR (Visual Arts if raising further	Kate/Jane	ASAP In progress

	funds or Performing Arts). The school to offer small honorariums		
ACT 4 19/06	To establish from Clare (Treasurer) how much is ring-fenced for emergency funds. £1000 working capital – do we need more for Christmas Fair?	Gaby	Clare to ask Tony
ACT 5 19/06	To offer apologies from Kate and SLT for June 27th, attending Yr 11 prom.	Gaby	Complete
ACT 6 19/06	Kate/Jane to prepare a wish list for meeting taking place on June 27th.	Kate/Jane	Complete
ACT 7 27/06	CW will speak to Tony for advice on amount of money to keep aside for working capital and emergency.	Clare	ASAP
ACT 8 27/06	To organise adding Gaby Sutton and Marion Lewis as bank signatories and removing Dave Clarke	Clare	ASAP
ACT 9 27/06	CW to investigate introducing bank transfers	Clare	Not urgent
ACT 10 27/06	ML to research obtaining donation from Ecclesiastical	Marion	Not urgent
ACT 11 27/06	Clare to ask at work re how much to expect to pay for services of a chartered account to do accounts	Clare	ASAP
ACT 12 27/06	To advertise for a chartered accountant to review accounts and submit to charity commission	Gaby	Not urgent
ACT 13 27/06	GS to ask at George Abbot where direct debit payments that parents sign up to go.	Gaby	ASAP
ACT 14 27/06	Gaby to email trustees to suggest funding a further £10k to the Renaissance project.	Gaby	ASAP
ACT 15 27/06	GS to ask DT department if they can make fridge magnets to hand out to new Yr 7 parents with PTA details on them for September.	Gaby	ASAP
ACT 16 27/06	GS to look for trolley ASAP	Gaby	ASAP
ACT 17 27/06	KH to send GS details on coffee urn	Kristi	ASAP