PTA Meeting: Monday 25th November 2019

Present: Kim Dodd, Barbara Wilcock, Debra Heydon, Rebecca Threlfall

Thanks to everyone for meeting this morning. Just to confirm, the following positions have now been filled:

Chair: Rebecca Threlfall

Treasurer: Kim Dodd

Secretary: Barbara Wilcock

Agreed actions:

1. Rebecca to update Charity Commission Trustee details (Annual Return already submitted).
2. All present to complete new bank mandate (with Debra as ‘Official’ and other signatories as ‘Trustees’). Rebecca to take completed forms to Hyde branch of Barclays.
3. Rebecca to e-mail Kim Excel Spreadsheet with 2018-2019 accounts
4. Parent Kind Membership / Insurance info to be given to Kim and make contact to become named contact
5. Barb to explore getting Easyfundraising up and running again
6. Rebecca, Kim and Sara to meet to:
	1. Arrange payment to Kim for Christmas Fair purchases
	2. Handover of treasurer / banking info

(This took place directly after meeting)

1. Confirmed that two signatories / authorisations should be required for all future payments, and that we would suspend use of Debit Card and review at a future date if deemed appropriate.
2. PTA Float and Banking details will be kept in safe at school. Treasurer and school will each have a key to the float tin.

Christmas Fair

1. PTA will arrange floats / take monies and cover any expenditure for: Santa’s Grotto, Refreshments, White Elephant Wrap up room, Raffle.
2. PTA will also wrap presents for party day. We will also pay for presents and purchase crackers for party.