

Harris City Academy Parents, Teachers and Friends Association

Minutes of the PTFA meeting on 28/06/2011 held at Harris City Academy Crystal Palace

Attendees:

Georgina Mason, chair

Alison Viña, secretary

Era Mourey, Harris representative

Hayden Ward, Harris teacher

Janice Henson, committee member

Keith Francis

Sally Figueroa

Gillian Banda

PTFA update

Georgina reported that she has been trying to get the PTFA's affairs in order. Since taking over the chair she has discovered that there are a number of things that have lapsed over the last few months/years.

Charitable status

Harris PTFA's charity status has lapsed. The charity status was withdrawn on 9 March 2011, as there have been no annual returns filed with the Charities Commission since 2008. In order to renew our charity status, we have to send in all annual returns and every committee member must undergo a CRB check. Era has arranged for this to take place through the school. We currently only have four committee members: Georgina (chair), Alison (secretary), Sally Dowden (treasurer) and Janice. This is something that the PTFA will address at the beginning of next term when an EGM (emergency general meeting) will be held. Blossom Henry, Amanda Alcock and Lisa Tookey have been unable to make any meetings since the AGM. They are therefore no longer committee members, according to our constitution, but may put themselves forward again at the EGM. Sally Dowden is currently the only signatory on the PTFA bank account with Barclay's in Crystal Palace. Georgina and Alison will become signatories asap. Eventually we intend to transfer to a charity account as the terms are better and there are fewer charges etc. Sally Dowden is still treasurer but has indicated that she wishes to stand down. She is going to hand over all the accounts that she has to Georgina this week. Georgina suggested we co-opt someone to manage the accounts until the next EGM and ensure that everything is in order and up-to-date. Hayden volunteered to look over the accounts at the end of July if we were unable to find anyone before then.

Donations

The school should have received a cheque for £1,850 in March from the PTFA. Sally Dowden stated that the money has not left the PTFA account and the school do not appear to have received it. We may have to reissue a cheque to the school when the new signatories are approved.

NCPTA membership

Georgina and Alison have joined the NCPTA on behalf of Harris's PTFA. This is an umbrella organisation for PTAs, and membership offers a number of benefits including advice; insurance for events; an online place to store info and documents; and lots of fund-raising ideas.

NCPTA event

Georgina spoke to the NCPTA regarding hosting an event at school. They give information about fund-raising, good practice for PTAs, how to manage accounts, Gift Aid etc. If we host an event they will give us £50. The events run for two hours. A maximum of 40 people are invited to attend and the NCPTA send invites to PTAs within a ten-mile radius of the school that is hosting it. We just need to provide drinks (water, tea, coffee etc). Era mentioned that it would be better to hold an evening event rather than a daytime one.

Summer Fayre

Era has organised the printing of full-colour tickets and flyers for the summer fayre. Flyers will be distributed locally.

Sainsbury's have offered a 10% discount on purchases for the summer fayre but won't deliver.

Raffle donations update

Majestic have given us a £20 bottle of wine
Delta Force paintball tickets
Quasar Elite family ticket
Bookseller Crow voucher

Sally Figueroa and Georgina have done a stock-take of NCPTA supplies.

Georgina is going to chase up David Mead about manning the veggie barbecue.

Georgina and Alison are going to sort out the help on the day and make sure that we have enough volunteers to man all our stalls.

It was suggested that people on stalls should wear moneybags for security.

Georgina will source and purchase food and drink for the fayre using her own money, as we do not yet have access to the PTFA bank account.

Next meeting

Date and time of the next meeting to be confirmed.