



SIR THOMAS RICH'S
PARENTS' ASSOCIATION

**MINUTES OF MEETING
HELD VIA ZOOM ON
Tuesday the 15th Sept 2020**

PRESENT: Kerry Canning, Sarah Cripps, Diane Hopwood, Elisa Jordan, Paula Turner, Matthew Morgan, Mena Canning, Dawn Davis, Charlie Smith, Jenny Shepard.

APOLOGIES: Sarah O'Neill, Chris Carter, Charlotte Pallister, Razeya Mohamedy

| Agenda Item | Action Assignee |
|---|--|
| <p>Minutes of the last meeting dated 23rd June 2020</p> <p>The minutes of the last meeting were agreed with no comments & actions are complete</p> | |
| <p>Review of actions and matters arising from last meeting</p> <ul style="list-style-type: none"> • Dropbox – YM are you able to open the locked dropbox folders? | YM |
| <p>Grant Requests</p> <ul style="list-style-type: none"> • Potential for maintenance costs for mini buses. Circa £2.8k. • Request for IT equipment for live broadcasting for open days speech days etc. Circa £8-9k. Invoices to be raised and sent to Sarah • Speech night awards – PA to fund. • MM to review if anything else required. | |
| <p>Treasurers Report (see the attached detailed report)</p> <ul style="list-style-type: none"> • Easyfundraising chq - £525.16 re: 01/07/19 – 30/09/19 chance this may not clear as 12/11/19 cheque out of date • Agreed to take extra charge in July for mini bus lamps rather than get reimbursed from school. • New accounting software – Xero and Integration software – OneSaas (to communicate with WIX website) (circa £588 per annum) – unanimous agreement to purchase this. • We are very close to the VAT threshold. Likely we only missed in 19/20 due to covid. Ensure 12 month rolling forecast is completed every month. • Potential to swap from cash accounting to accrual accounting with new accounting software. To be reviewed. • Gift aid – to be completed. | <p>SC</p> <p>SC/PT</p> <p>SC/PT</p> <p>SC/PT</p> |

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| <p>Shop update (see the attached detailed report)</p> <ul style="list-style-type: none"> • New website being well received, over £6k taken already. Annual cost was £280.80 for business professional on Wix & £21.60 for Domain name. • Sign up for reservio for the next 6 months. £3.50 per month. | <p>SC</p> <p>SC</p> |
| <p>Review of Activities</p> <p><i>Amazon Smile</i></p> <ul style="list-style-type: none"> • Sarah to check if amazon smile payment went into Natwest account by accident and let Elisa know. <p><i>Sports Day Fundraising</i></p> <ul style="list-style-type: none"> • 77 donations received. Total amount received £630 plus gift aid of £130. After fees and costs we received about £630. Elisa to chase final figure and chase payment. • Make amount and thank you as part of bigger email from PA. <p><i>Easy fundraising</i></p> <ul style="list-style-type: none"> • Elisa to liase with Chris to take over control of the easy fund-raising account. <p><i>Quiz and Pudding evening</i></p> <ul style="list-style-type: none"> • Awaiting update from Simon if he would be prepared to virtually run the quiz. • Can have up to 100 on zoom. • Potential to have one at Halloween? <p><i>Cartridge recycling</i></p> <ul style="list-style-type: none"> • Ready to go, once its possible to bring box into school. Add to bigger email to parents to request they start to save them <p><i>Christmas Puddings</i></p> <ul style="list-style-type: none"> • Currently do not have a supplier. <p><i>Non Uniform Day</i></p> <ul style="list-style-type: none"> • £3 min text donation. PA to run as cash not allowed in school. • Run at the end of each big term end. • Next one on 11th Dec. | <p>SC</p> <p>EJ</p> <p>KC</p> <p>EJ</p> <p>EJ</p> <p>KC</p> <p>KC</p> <p>PA & MM to email to parents</p> |

| <p><i>Raffle</i></p> <ul style="list-style-type: none"> • Can use website to take payment. • Potential to give out vouchers as prizes. <p><i>Charities Commission</i></p> <ul style="list-style-type: none"> • Contact email changed to PA secretary school email from random old email address. <p><i>Refreshments Rota</i></p> <ul style="list-style-type: none"> • Groups ready for when activities restart. <p><i>Facebook</i></p> <ul style="list-style-type: none"> • Over 500 members across the 5 year groups. | | | | | | | | | | | | | |
|---|---------------------|-----|-----|-----|------|-----|-----|----|------|----|----|----|--|
| <p>100 club</p> <p>The winning numbers</p> <table border="1" data-bbox="193 958 708 1081"> <thead> <tr> <th>Month</th> <th>1st</th> <th>2nd</th> <th>3rd</th> </tr> </thead> <tbody> <tr> <td>June</td> <td>100</td> <td>136</td> <td>49</td> </tr> <tr> <td>July</td> <td>89</td> <td>99</td> <td>44</td> </tr> </tbody> </table> | Month | 1st | 2nd | 3rd | June | 100 | 136 | 49 | July | 89 | 99 | 44 | |
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| June | 100 | 136 | 49 | | | | | | | | | | |
| July | 89 | 99 | 44 | | | | | | | | | | |
| <p>AOB</p> <ul style="list-style-type: none"> • Send AGM notification email. • As part of bigger email advise parents of AGM dates and to get them to email pasecretary for joining details. <p>The meeting closed at 21.40 pm</p> | <p>KC</p> <p>KC</p> | | | | | | | | | | | | |

Future Meeting Dates

Tuesday the 17th November at 6.30pm to include annual AGM.