

MINSTER SCHOOL PARENT TEACHERS' ASSOCIATION (MSPTA)

MEETING MINUTES

Date & Time: 24th March 2023 at 8.45 am
Location: The Minster School
Present: Karen Roberts (KR), Deanna Willans (DW), Angela Zannettou (AZ), Lisa Holland (LH), Sarah Benedek (SB), Nigel Webb (NW), Marion Oswald (MO), Caroline Blick (CB)
Apologies: Sophie Womack (SW), Mary Wood (MW), & Sarah Rockley (SR)

MINUTES	To ACTION
Minutes of last meeting February 2023 – approved	All
<p><u>Treasurer's update:</u> DW</p> <p>Total in bank at: 23/03/2023 – £23,545.05 (not including Two Guvnors cash takings)</p> <p>50/50 £480.64 (of which £240 prize money)</p>	DW
<p><u>FUNDRAISING UPDATE:</u></p> <p><u>Initiatives supported 1 April 2022 to date.</u></p> <p>£500 board games to support learning needs of vulnerable children (PAID 21/12/23)</p> <p>£207 – Ukraine keyboards (PAID 04/11/22)</p> <p>±£20,000 – pledge towards interactive teaching boards (pending invoice/order of goods).</p> <p>One has been purchased ±£4k, invoice to be sent to MSPTA for refund and CB to order more.</p> <p>£1,370 – 50/50 prize money</p>	CB
<p><u>MONEY RAISED - 1 April 2023 to date</u></p> <p>SB secured £760 from Lincoln Co-Op towards outdoor seating – many thanks to SB!</p> <p>50/50 - £1,127.50</p> <p>Amazon - £296.33</p> <p>EasyFundraising - £40.83</p> <p>Interest - £43.83</p> <p><u>'On the night' takings (does not include any deductions for stock purchased)</u></p> <p>Comedy Show – £714.65</p> <p>Unplugged – £60</p> <p>Easter Concert – £202.60</p> <p>Shakespeare – £171.64</p> <p>Yr6 Open Evening – £155.24</p> <p>BigPTA Raffle – £12.00</p> <p>Xmas fair – £1172.39</p> <p>Music at Minster – £390.30</p> <p>TwoGuvnors – £350</p> <p>Dance Leaders – £40</p> <p><u>DW SUPPLIED INFORMATION: REPORTED AFTER MEETING...</u></p> <p><u>EASTER CONCERT at MINSTER £210 (TENS licence purchased)</u></p> <p><u>Costs to MSPTA</u></p> <p>£21 x 5 - £105 TENS licences</p> <p>£140 - Parentkind Subscription</p> <p>£1,605.36 - stock for events</p> <p>£1,869.15 - 50/50 prizes (includes some cheques not cashed from previous financial year)</p>	

<p><u>UPCOMING SCHOOL EVENTS:</u></p> <p>Musical Showcase – Easter Concert at the Minster - 30th March, set up 6.15pm, for 7pm start. KR to get more stock.</p> <p>Comedy night – identify a new date in September.</p> <p>Second hand uniform sale – AZ to liaise with Ben Chaloner regarding date, possibly yr 6 uniform evening, but may be too busy. AZ to advertise for uniform in June, unclaimed lost property also to be sold – before September.</p>	<p>All helpers</p> <p>KR</p> <p>AZ</p>
<p><u>SCHOOL/BUSINESS MANAGER UPDATE:</u></p> <p>Caroline Blick (school) should invoice MSPTA £250 to go towards the outdoor work (donated by Cllr Roger Jackson on behalf of NCC) to be used for sundries on the project.</p> <p>SB secured £760 from Lincoln Coop to be used towards outdoor seating also.</p> <p>CB says one interactive white board has been purchased +£4k and 3 more to follow. She will forward orders through to DW for PTA to make payment to the value of £20k as each invoice is received.</p>	<p>AZ/CB</p> <p>AZ/CB</p> <p>CB/DW</p>
<p><u>50/50</u></p> <p>Currently have £240 in prize money to share out.</p> <p>AZ to send out another Parentmail. Prize draw to be held on Friday 26 May.</p>	<p>AZ</p>
<p><u>ANY OTHER BUSINESS:</u></p> <ul style="list-style-type: none"> MSPTA members need to be DBS checked to help in school and, should bring 3 forms of ID (with a photocopy) for AZ to check and process through school. AZ needs to see certificate when it is received. LH may be interested in a swishing event for students, LH to confirm possible dates. Jim Connolly (jim@jimconnollyphotography.com), a student's parent and Christmas stall holder, offered to donate a portrait package to the MSPTA, as a prize to anyone who signs up to make a monthly donation to the MSPTA – to start in September 2023. SumUp now use QR codes and payment links so could utilize these services – ideal to launch regular or one-off payments to MSPTA and make digital payments easier at events (reducing the need for a float). May need to squash user anxiety – very simple and easy to set up and use. DW created some QR codes and instruction posters to be used ongoing. AZ to talk to BC regards launching a campaign for regular payments. Need to stress when promoting that it is the MSPTA requesting and not the school direct. Need to further actively advertise, encourage new members, Friday mornings not ideal for some, so alternate Monday night & Friday morning meeting to be tried. KR nominated AZ to formally be recognised as the staff contact (she is already registered with Parentkind and a Trustee), DW seconded – agreed unanimously. DW to add AZ to bank mandate. Suggested a WhatsApp group– not suitable for AZ personal phone number to be made public. Is it viable purchasing TENs licence for smaller events? Debated cost of goods/Tens against amount of takings. Agreed not to purchase TENs licence for small one-off events ie Dance Leaders. Need to ask Parentkind if we can claim VAT back through the school? SB to liaise with AZ to see what to apply for Co-Op Community funding? 	<p>All</p> <p>LH</p> <p>KR</p> <p>All</p> <p>AZ</p> <p>All</p> <p>DW</p> <p>DW</p> <p>SB/AZ</p>
<p><u>CARRIED OVER – not discussed:</u></p> <ul style="list-style-type: none"> ICO guidance, MSPTA need statement to cover GDPR or are we covered under the school? Register (£40 annually). See example at the end of the notes and guidance from Parentkind/ICO attached. https://ico.org.uk DW compiling a portfolio all passwords to ensure smooth take over once the current seats are vacated – still need info for Instagram, Easy fundraising Amazon (closing soon). Ensure that a member of staff is a user on all social media platforms to ensure continuity and prevent account freezes. Grants for schools https://www.grants4schools.info/funding-guides.html 	<p>All</p> <p>DW</p>

Date & time of next meeting: The Hearty Goodfellow – TBC, 7pm	All welcome!
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Dear Volunteer,

GDPR Compliance – the law that affects you

You may know about General Data Protection Regulation (GDPR) that came into force several years ago. As part of ongoing monitoring and regulations, personal data must be reviewed biannually. Any data we hold that has not been required within the last two years will be destroyed.

Much of the way we currently use your data falls under Legitimate Interest; for instance, communicating with you about PTA activity and events etc.

We continue to inform you that we will not use the data we hold about you for other reasons than for legitimate purposes.

Should we ever need to send your details to other persons/organisations, we will seek your agreement to allow us to do so.

If you are happy for MSPTA to process and use your data in the ways stated, please sign and date below. You can review your decision at any time.

Yours sincerely

MSPTA

Print name:

Signed:

Date: