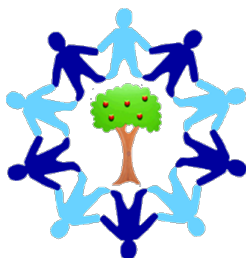


## MINUTES OF MEETING

### HARDWICK CAMBOURNE COMMUNITY PRIMARY SCHOOL PTA

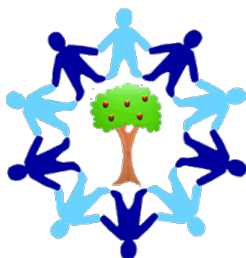
<b>Venue</b>	:	Cambourne campus	
<b>Date</b>	:	20/04/2021	
<b>Time</b>	:	19:30	
<b>Attendance list</b>		Charlotte Rayson (CR)	Chair
		Melanie Hadley (MH)	Treasurer
		Peter Hudson (PH)	Secretary
<b>Agenda</b> <ol style="list-style-type: none"> <li>1. Introduction to Attendees and Apologies</li> <li>2. Treasurers Report</li> <li>3. Items for consideration</li> <li>4. Future Events</li> <li>5. Funding Requests</li> <li>6. Any Other Business</li> </ol>			
<b>Other attendees:</b> <p>           Lisa Jones (LJ)            James Hoban (JH)            Alison Berkeley (AB)            Jen McCarroll (JM)            Emma Eltis (EE)            Sophie Davis (SD)            Shanie Leonard (SL)            Lisa Jolley (LJL)            Louise Coverdale (LC)            Emily Pluck (EP_            James Wakeling (JW) (refused to provide email address as will be told of pertinent information by others)            Nicole Swann (NS)         </p> <p>           By Zoom call:            Alex Gaffney (AG)            Reiner Schulte (RS)         </p>			



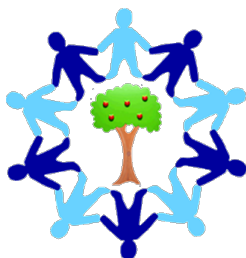
Lucy Yates (LY)  
Emily Samuels (ES)  
Nikki Kerrs (NK)

Apologies:  
Nikki Sexton  
Shelley Slayter

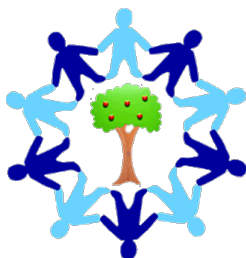
1	<b><u>INTRODUCTION TO ATTENDEES AND APOLOGIES</u></b>			
	CR opens the meeting and thanks everyone for attendance. Those on Zoom are asked if they can follow the conversation clearly, but the transmission of voices is not particularly clear (later JH is seated by the laptop running the zoom call in order to relay the discussion).			
2	<b><u>TREASURERS REPORT</u></b>			
	<p>MH introduces treasures report and states this year has been a good year.</p> <p>Christmas puddings and school cards, school hunts, clothing and events like raffles have all generated good returns.</p> <p>Below is tabulated the treasurers report described more briefly during the meeting.</p>			
	Event	Generated Income	Expense	Profit
	Miscellaneous Donations	£129.00	£0.00	£129.00



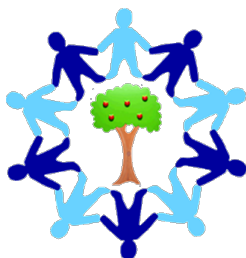
	WonderBall	£36.00	£0.00	£36.00
	Your School lottery Including Parent Donations up to 19-04- 21	£867.20	£0.00	£867.20
	Family Photo Day	£305.60	£0.00	£305.60
	Easyfundraising	£77.91	£0.00	£77.91
	2 <sup>nd</sup> Hand Uniform Sale	£31.77	£0.00	£26.77
	Pumpkin Hunt	£266.54	£40.72	£225.82
	Hardwick Halloween Hamper	£202.77	£0.00	£202.77
	Pumpkin Carving Competition	£78.00	£0.00	£78.00
	Class Fundraising Christmas Cards	£3,429.98	£2,504.25	£925.73
	Snowman Hunt	£255.20	£58.89	£196.31
	Christmas Craft Bags	£213.76	£73.64	£140.12
	Christmas Puddings	£814.72	£631.88	£182.84
	Wintery Scene Competition	£23.00	£0.00	£23.00
	HCCPS Bake Off	£20.00	£0.00	£20.00
	Christmas Raffles (includes cash to be paid in)	£567.65	£62.64	£505.01
	Palm Safe & excess Christmas sales	£91.08	£82.49	£8.59



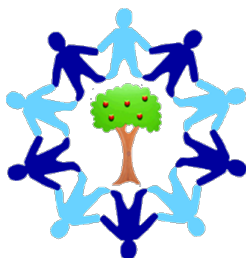
	Children in Need Dress Down Day	£570.00	£142.50	£427.50
	Stickins	£78.45	£0.00	£78.45
	Essential Uniform Commission	£754.16	£0.00	£754.16
	Clothing Recycle Bin	£322.35	£0.00	£322.35
	Easter Egg Hunt	£348.00	£97.34	£250.66
	Hoodies (approx. expenses)	£1,465.12	£1352.00	£92.18
	Easter Raffles (includes CB & HW cash to be paid in)	£434.81	£28.40	£406.41
	Recipe Book (approximate expenses)	£279.83	£238	£41.83
	Amazon Smile	£58.83	£0.00	£58.83
	Total	£11,721.73	£5,312.75	£6,408.98
	Total profit £6,408.98 (includes recipe book approximate profit)  Funds raised from Fathers Day to move to alternate event £206.79 Current bank balance is £13,395.12 (includes cash to be paid in up to 20/4/21) Expenditure			



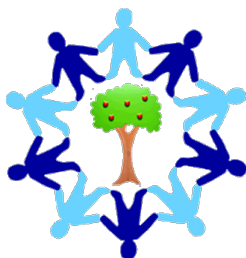
		Charitable Expenditure 2020/21	Amount
		SumDog Subscription	£966.00
		Birthday Party Donations (held as and when needed as a backup)	£500.00
		Donation to Children in Need	£142.50
		Magazine Subscriptions	£120.00
		Christmas Parties	£144.12
		5p Challenge award	£100.00
		Storage	£89.98
		Total	£2062.60
	Running Costs		£436.77
	(Insurance, Licences, Ink)		
	Agreed expenditure coming up		
	Leavers gifts	£300.00	
	Reception book bags	£550.00	
	Inclusive sports equipment	£570.00	
	Total		
	£1,420.00		
	Funds Available after committed	£11,975.12	
	Committed at or since last meeting but not yet ordered or invoiced for		
	Plants	£550.00	
	Graphic Novels	£241.79	
	Foam Balls	£62.86	
	Play Equipment for playgrounds	£800.00	
	Outside Drama area at CB – agreed 2019	£1927.18	
	(legacy challenge 50 and persimmon grant)		
	This has to be spent on the outside area at Cambourne as per the grant agreement with Persimmon.		
	Total	£3,581.83	



	<p>Funds raised from Fathers Day to move to alternate event</p> <p>£206.79</p> <p>Funds available in premium ac. £2,307.85</p> <p>Total available to PTA £8,393.29 (£10,701.14)</p> <p>Notes</p> <ul style="list-style-type: none"> <li>• Events since September have taken £11,721.73 <ul style="list-style-type: none"> <li>○ Christmas puddings were very well received and we had many people say how lovely and tasty they were.</li> <li>○ Christmas Cards also very popular £925 profit.</li> <li>○ Your School Lottery continues to raise a large amount - £867.20 to date</li> <li>○ School Recycling has raised £322 since Septmeber and parents seem very happy with the convenience of the bins</li> <li>○ Family Photo day was also a great fundraiser £305.60</li> <li>○ Hunts seem to be well enjoyed by everyone who takes part raising between £200 and £250 at each one.</li> <li>○ Raffles so far have also generated just over £900</li> </ul> </li> <li>• Profit across all events £6,408.98</li> <li>• We have committed expenditure coming up – leavers gifts, reception book bags and inclusive sports equipment totally £1,420.00</li> <li>• Comitted expenditure - previously agreed £3,581,83 – are we in a position to now go ahead with those?</li> <li>• `Total available to the PTA including premium account £10,701.14. In actual account funds £8,393.29 – this is in addition to the agreed expenditure.</li> </ul>	

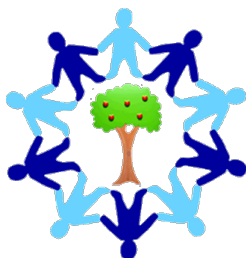


3	<b><u>ITEMS FOR CONSIDERATION</u></b>
	<p>CR raises idea of changing PTA it to a Parent Teacher and Friends Association. The question is whether preliminary work to rewrite a constitution for proposal to the charity commission can go ahead. There is broad agreement that it presents opportunities to broaden the basis of the association though concern is raised that it may result in people trying to join who are not associated with the school and the loss of control of the charity due to non-parents becoming involved. PH explains that the potential for non-parent involvement through the friends route could be limited through ratios or total numbers written into the changed constitution.</p> <p>Following further discussion, the matter is put to a vote on moving ahead in principal with changes constitution this is accepted without objection with the matter expected to be put to a full vote in accordance with the principals of the current constitution once a text is clear. It is hoped this may be brought forward during the next meeting.</p>
4	<b><u>FUTURE EVENTS</u></b>
	<p>CR recognizes that future event planning is subject to the possibilities and constraints of the current Covid rules. In accordance with the rules applicable at the time the following events are suggested:</p> <p>Planning for a Cambourne site YR5-6 disco 11<sup>th</sup> May – in accordance with the rules this would be planned as an outdoor disco 3:45 – 4:45. This will leave time for the parents to evacuate the site and ensure a secure area can be created to hold this outdoor event. It may be subject to weather.</p> <p>YR 3-4 will have a disco on the 13<sup>th</sup> May. Following this event, a YR1-2 on the Monday 17<sup>th</sup> May in a similar outdoor location with Reception classes taking their turn on Thursday 20<sup>th</sup> May.</p> <p>NK suggests at Hardwick the sessions for yr3-4 and yr5-6 are combined. Hardwick will consider when to do similar to Cambourne.</p> <p>CR – A sunflower event will be run with donated seeds. It's a nice idea for kids to do is to provide kids with sunflower growing, plant, and</p>

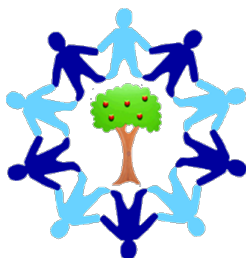


	<p>send in photos for people to join a competition at the end of summer. LJ asks if this could be made available to new starts in their welcome packs. CR agrees.</p> <p>CR – Ice lolly sales to return if possible. JH asks that it be made clear that there is careful implementation. June time or later. Donut sale potentially more difficult, so JH asks it be put to later in the year.</p> <p>Father's Day – PTA currently holding £206.79 of previously paid Father's Day money paid before lockdown in 2020. This year a Father's Day gift seems appropriate having missed the previous year. It was proposed previously to do table coasters. LJ states that the coasters could be designed and drawn in class. JH states that there are challenges around producing this. JH and NK agree older kids can do it at home.</p> <p>Sports day – CR informs as to whether sports day is going ahead and if so whether ice pops are required. JH confirms they will have a sports day event. The PTA will provide these.</p> <p>CR suggests, following the success previously, that there be another virtual balloon race. The person that runs it has found a legal way to avoid the need for a gambling license. This means a free entry can be made under the terms and conditions. There is general agreement that this should go ahead.</p> <p>CR solicits further fundraising ideas.</p> <p>EE states that Hardwick village is planning a post-Covid party. The Hardwick Parish Council is providing a budget for the event which will feature a live band and many local organizations. The school will be afforded a space with an expectation that the PTA can use this opportunity to earn some money with some classic favorites like face painting. The current plan is for 11<sup>th</sup> September.</p> <p>NK suggests the golden morning at Hardwick being used to develop a Hardwick treasure hunt could turn the best designed hunt into a Hardwick village treasure hunt and it could</p>
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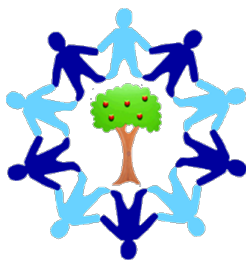




	<p>AG suggests a road to Tokyo similar to the road to Rio as last Olympics. Suggestion that it perhaps is done outside of school. AG suggests it could be done using STRAVA app to track home progress. There is discussion around the use of the App, the need for accounting precisely for distance traveled and how sponsorship might work, either single payment or per mile. If done as a sponsored walk outside of school there are many additional features that could be added such as photo competitions. Following discussion, it is agreed to go forward with the idea with money returning to PTA as the PTA missed out in the previous year of fundraising that normally alternates. Details will follow.</p>
	<p>CR proposes a lighter style school fete at Cambourne. The other Cambourne schools hold similar events and given the restrictions it may be difficult to organize much more. JH suggests it's going to be all or nothing in terms of control measures by the time it is possible to hold such an event. MH states it will be good to use as an attractor for the school as it is not well understood that there are 4 schools in Cambourne. MH insists on a bar. AG and ES suggest the kids do stalls. ES suggests the normal staff meeting be scrapped and teachers be strongly encouraged to stay and help their kids run a stall. This would be similar to what many of the Cambourne school achieve.</p> <p>At Hardwick a similar plan may be enacted and coordination with Cambourne may be required to ensure some of the more major games and attractions are available. EE and CR will work out details.</p> <p>JH explains there is a tentative plan for a street party during school hours on 21<sup>st</sup> July. This may require some input.</p>
5	<p><b><u>FUNDING REQUESTS</u></b></p>
	<p>Fund raising for specific school sites is raised. JW insists that Hardwick are more supportive of fundraising if the funds will be specifically targeted at Hardwick.</p> <p>CR states that fundraising is always done to raise funds for the PTA as a whole. Specific fundraising such as grant requests can targeted at a specific site, as can sponsorship donations for specific purposes. However, the PTA raises money for a general account and meets expenditures across both sites from that account, as well as meeting expenditures that are split across both sites and general charity expenditures like licenses. Raising money for a site-specific project is</p>



	<p>challenging for a number of reasons, especially when expenditures do not match income.</p> <p>A request is made for funding of bulbs in the flower beds outside the school at Hardwick campus. This is turned down as it fails to meet the requirements for benefit. Members are suggested they seek donations of bulbs from hardware stores and garden centers.</p> <p>A request is reiterated for funding of paint at Hardwick campus for the purposes of outdoor painting in the playground. This is voted on and approved to a value of £200.</p>
<b><u>6</u></b>	<b><u>Any Other Business.</u></b>
	<p>LJ preparing to buy plants – committed expenditure Plants – for improvement of air quality and look inside classrooms - £550 JW suggests the budget is low, but may be able to source plants.</p> <p>CR says we need to be sensible with requests going forward. JH states that for all requests unless there are specific</p> <p>Graphic novels - were privately donated</p> <p>Next meeting 15<sup>th</sup> June at Hardwick</p> <p>CR asks that all requests will be in by 8<sup>th</sup> June.</p>

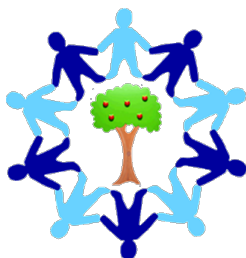


All issues having been discussed; the meeting was adjourned at 21:30.

The next meeting will be 15<sup>th</sup> June 2021 at Hardwick Campus

**Signed:**

<b><u>For and on behalf of the board</u></b>
<b><u>Charlotte Rayson</u></b>
<b><u>Secretary</u></b>
<b><u>Peter Hudson</u></b>



### **Addendum**

#### **Fundraising**

The PTA as a charitable organisation is bound by the rules set out in the various pieces of legislation such as the Charities Act 2011 and the Charities (Protection and Social Investment) Act 2016 as well as guidance such as the guidance from the Charities Commission, the Chartered Institute of Fundraising and the Fundraising Regulator. Included in the limitations of the PTA are limitations as defined by the charity's own constitution. Our constitution is based on the model constitution for PTAs set out by Parentkind, which is a charity that works as the largest network of PTAs in the country, the model constitution and any adaptation of the constitution is approved by the Charity Commission.

Our fundraising must be for the benefit of the children of the school and must be generally for the main account of the charity. The PTA is set up for the benefit of the school and not for the benefit of a single site. It is important that expenditures and money raised are approximately equal across both sites (On a pro-rata basis) in order that both the general cross site expenditures are fairly covered but also that fairness in expenditures are maintained for specific items. The PTA is not set up to cover general running of the school, such as staffing costs, or for labour and materials normally part of maintenance or capital expenditure. Where there are specific large long-term projects, the PTA will always look to find funding sources such as grants and company sponsorships to assist with this in order that there are not disparities in spending between locations.

In addition to the use of money, the PTA has use of volunteer time and is able to assist the school with the gift of time. Recent examples of this are the installation of the shipping container purchased to store outdoor equipment, works to clear and weed the grounds and the building of raised beds. These activities are typically carried out with donated materials paid for directly by volunteers.