**PTA**

**Meeting Minutes**

**Monday 14th May 2018**

**Attendees**: Adam Jory (Chair)

Richard Miller (Treasurer)

Bryony Prior (Secretary)

Toria Hall (Publicity Officer)

Mrs. Edwards

Debbie Sharp

Sally Ember

Carly Simmons

Anne Dodson

Claire Swatton

David Curruthers

Juliet Gamblen

Juliet Jenkins

Julie Miller

Rosie Gutriech

Judi Prue

Justine Marshall

Neil Marshall

Judith Chasseguet

Mr English

Lou Mansfield

Jo Sumpter

Kasia Todd

Annika Moran

Laura Carr

Helen McLellan

*(please accept my apologies if any names have been missed off this list - it was a busy meeting!)*

1. **Review and sign off of minutes from PTA meeting 16.4.18**

* ACTION from 16/4/18: PTA website to be reviewed for compliance to new data protection laws
* AJ and TH have reviewed PTA website and confirmed it is now GDPR compliant
* ACTION from 16/4/18: RM to give full financial breakdown of PTA account at next PTA meet
* Breakdown has been provided to DS and committee members in advance
* ACTION from 16/4/18: Process for claiming expenses to be documented
* Expenses sign off process and claim timeframes to be agreed this meeting and then document for sign off at next PTA meeting

1. **PTA Finance Review**

RM summarized current PTA accounts position:

Balance = £12,525

Cash in hand = 2,070

Known Liabilities = 3,687 (£3,658 of which is unclaimed expenses incurred by JG)

Current commitments = £1,000 for new PTA shed and £3,500 for laptops for teachers

PTA have agreed in past to keep approx. £3k in the bank at any one time so approx. £3.5k is available for distribution

* It was agreed that the spreadsheet detailing event expenditure and profit which is routinely shown at PTA meetings should also be sent out by email following the meeting
* DS expressed concern re expenses owed to JG and asked for wider approval from present meeting attendees before sign off of expense payout granted
* After discussion about why expenses were not claimed in a timely manner and agreement that the issue should have been dealt with more openly it was agreed that expenses should now be paid in full
* It was agreed by the group that going forward expenses should be claimed within 30 days of expense being incurred and any expenses not claimed by the end of the financial year would be written off.
* It was agreed that approval from the PTA committee should be sought for planned expenditure over £100
* If event organisers do not wish to incur expenses themselves the PTA can either purchase the items required directly or another committee member can volunteer
* Mrs. Edwards will present the schools wish list at the next PTA meeting

ACTION: RM to arrange payment of JG historical expenses

ACTON: Event expenditure and profit breakdowns to be emailed to all committee members plus EE and DS on monthly basis

ACTION: BP to document agreed expense claim process for distribution to new committee members

Next PTA meeting 11th June 7.30pm Fox and Hounds