

**St Patrick's School PFA finance meeting**

**Thursday 29<sup>th</sup> September 2016, 7pm**

**MINUTES**

Present:

Vanessa Hewitt (Chair & Chair of Governors), Nick Benzie, Preeti Bhondia, Barbara O'Donoghue, Lucy Wilson, Jacquie Foote, Helen Skellett and Fiona Chandley (minutes)

Apologies:

Claire Hardwidge & Kelly Hutton

Vanessa arranged this meeting to discuss the PFA finance policy with regards to cash being collected and counted, following an error in the counting of money after family fun night in July.

Fiona read out an email she had received from one of the school governors which states that:

1. Cash received is to be collected, counted and recorded by two individuals.
2. Cash is counted in a secure environment and held in a secure place until it is possible to bank it.
3. Deductions must not be made from cash received (ie you don't pay anyone from cash you've just raised).

After discussion, the PFA decided to adopt the above policies. It was agreed that a new PFA Event Cash Record form (attached) would be used for all PFA floats from now on. On this sheet you can record your opening and closing balances, as well as any expenditures. It was also agreed that the PFA would project expenditure for upcoming events and would ask the treasurer for the cash in advance of buying anything, so as the PFA members do not have to use their own money.

It was further agreed that:

- cheque books to be kept on the premises, together with receipts for expenditure
- Fiona to ask Lynn Tyson to add the accounts to the school PFA website page
- Fiona & Jacquie to look at the cost of buying a safe for the PFA to keep in the PFA cupboard, this way we are accountable for our own money and will not have to ask the office staff to look after our floats when we run events
- Preeti agreed to look into the possibility of the PFA having a credit card and report back at our next meeting on 13<sup>th</sup> October 2016
- PFA members to attend Stay & Play sessions in Foundation Stage, as well as any Open Mornings / Afternoons and try to encourage parents to join the PFA, help at events, etc.
- Preeti to email Fiona and Jacquie with details of how to access the PFA accounts on Dropbox

It was discussed that we need to update the Constitution of the PFA, Nick passed around the constitution notes from another school which we could potentially use to help draw up new ones for

our school. Fiona and Jacquie to draw up a new Constitution prior to our next meeting, where we can propose that our new Constitution is agreed upon. We also need to look into the differences between a PTA and a PFA and decide which is best for our school. Chequebooks etc would need changing if we change our name.

Fiona to send a letter out to all parents to inform them of the next PFA meeting on 13<sup>th</sup> October and invite new members to attend. Also advertise that we urgently need a Secretary and Treasurer to join and send a very short job description for each post.

Lastly we discussed that the PFA did, at some point, buy a new noticeboard as well as some Bear words which were all going to be put up in the infants playground. Fiona to follow up with Iain Etches if he knows where these are.

The meeting concluded at 8pm.