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**Maharishi School Parent, Teacher and Friends Association**

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**Minutes of PTFA meeting**

**Meeting:** PTFA Set Up meeting  **Location:** 8 Hazel Lane

**Date:** 30th May 2024 **Time:** 08.30PM

**Attendees: LS** (Lisa Smith) Chair

**RH** (Rachel Hobson) Vice Chair

**KG** (Keith Garrity) Treasurer

**KM** (Kevin Mulhall) Caretaker

**In Attendance**

**TM** (Toby Mercer) Secretary (Virtual)

1. **Welcome**

1.1 LS welcomed everyone to the meeting to discuss the initial set up of the PTFA and initial paperwork needed.

**Topics:**

**2.0 Topics**

2.1 The PFTAConstitution was given to RH, KG, along with Code of conduct, conflict of interest, complaints, social media, equal opportunities, safeguarding, volunteering and finance policies. TM (collected 31st May 4.30PM)

2.2 The policies are going to be read and amended in order to be signed and agreed upon in the next meeting by LS, RH, KG and TM. Additional policies are then to be printed to be given out to all members of the PTFA and signed they agree to follow the policies.

**3.0** **Charity Status**

3.1 Charity status was discussed, all relevant information passed to KG to look into this and advise on the next meeting of the outcome.

3.2 Opening a bank account for the sole purpose of the PTFA is going to be looked into by KG.

3.3 KG raised he would like 2 signatories for the bank account. It was agreed KG would control the passwords and the bank account and the 2 signatories would be KG and LS.

**4.0 Secretary Charity Filing**

4.1 The charity filing was discussed and raised by KG as to who would be responsible for filing this and it was agreed that it was a role of the secretary, so TM agreed to file this when the time arises.

**5.0 Insurance Policy**

5.1 Copies of the insurance was given to KG to read over showing everything the PTFA are covered to do under the parentkind membership.

**6.0 Meeting Locations**

6.1 Meeting location being held at the dome was discussed and agreed by LS, RH, KG and TM that in order to make the most benefit out of raising funds until we have a discussion with the Dome regarding costs the meetings would be held elsewhere to avoid unnecessary charges. TM is going to have this and hopefully open doors to bring the Dome and the School together more on a even footing for both parties involved.

**7.0 Future Fundraising venue**

7.1 The Dome was also raised to have grounds that could be a possible area to use for Summer fayres and future indoor events by TM. This is something to explore further down the line.

**8.0 Summer Fayre**

8.1 The summer fayre was raised that instead of loaning the money to the PTFA it may be an idea to carry out the summer fayre under the school umbrella and the PTFA start fresh for September. Where the money raised at the fair goes back to will need to be agreed with the school.

8.2 We need to look at what items are available already for the summer fayre from previous years and events.

**9.0 Email Access**

9.1 The PTFA main email address is going to be solely managed by LS and emails distributed accordingly to other members as and when arises. LS, RH, KG and TM all have access to the mail email and the login details to parentkind membership.

9.2 PTFA members all have a PTFA email set up and will be distributed by LS at the next general meeting when discussing the summer fayre. Meeting to be arranged in the next week.

**10.0 Volunteering**

10.1 Social days decorating the high school was raised and KM would inform of what priorities were for these days one to be arranged within the next calendar month.

**General Business**

**11.0 Approval of minutes from previous PTFA Meeting**

11.1 No previous meetings minutes to be approve as this is the first official meeting held today. Minutes will be taken at all subsequent meetings.

**12. 0 Any other business**:

12.1 There was none

**13.0 Date of Next meeting:**

13.1 Thursday 6th June 2024, 8.30PM at 8 Hazel Lane.

Minutes taken by LS – Chair

Approved by RH – Vice Chair