

**Friends of Hatcham Hatcham PTA Committee Meeting
26th April 2022**

Attending:

Clare, Ben, Liz, Candy, Naomi (minutes), Karen (via zoom)
Apologies: Ingrid, Catherine, Fidelis, Cyril, Sam

Agenda:

1. Review of last term

- Clare/Karen met with teacher Patricia Santome to arrange a get-together 5th May
- Refreshments at Spring concert
- Quiz
- Bought equipment form Dof E
- Progress on online banking and closing HSBC account
- Progress on supporting students into Oxbridge scheme
- Magazine subscriptions for school

Quiz feedback – Naomi wondered if it was a bit too highbrow in questions – could do with a round that had silly either/or questions that needed no prior knowledge eg cheese or Viking name! Candy agreed it could have had a bit more fun eg picture round

AP: Revisit the format of quiz for next time

Clare interviewed Katie Scott, new head teacher with David Welsh (head of primary) – she was very impressed with her experience, insights and knowledge of Haberdashers. Clare's specific question was – do you have any specific examples of how parents/carers have been involved to improve school as a whole?

2. 5th May Drop-in (8.45 – 10am)

Patricia Santome – modern languages teacher, EAL support and outreach at school – reaching out to families who wouldn't traditionally come to school for help and help parents build connections together. She would like to chat to parents/staff - Where have you come from/different from school experience at home/how adjusted to UK school?

Clare, Karen, Liz and Naomi can do refreshments

AP: Clare to pick up tea/coffee

AP: all to bring cafetières

AP: Liz/Naomi to bring food eg muffins, Baklava

3. 14th May

Sports Field – bring and share picnic – only 2 weeks and no capacity.

Hold it in **September** instead – get it into the induction booklet

AP: Liz to look at last year's insert and liaise with school about timings

4. Banking

We have internet banking – but we need to apply for a card to pay people online! Ben has chased up branch to get this. But he has a cheque book so can pay expenses.
Ben has sent paperwork off to shut the HSBC bank account.

Ben has registered charity with Gift Aid so HMRC are validating charity status. Once we have this:

- a) anyone donating via Go Fund me – tick tax payer and get gift aid - we will have to go back via that to look at who has donated – we can retrospectively claim 4 years
- b) any small donations up to value £2000 in a year we can say we didn't collect gift aid form but can claim gift aid eg Young Carers

AP: Ben will check Amazon Smile/Easyfundraising to see if we can claim Gift Aid on this

Charity commission Annual Return deadline is May – Ben will do this

Clare created a financial control policy – we have set up a Whatsapp group to authorise expenses to have 2/3 of us – Ben, Naomi, Clare (see Appendix).

Discussion about paying volunteers – policy going forward is that we don't pay parents to do things.

AP: Clare update the website with this policy

5. Uniform and Uniformly

Sale in May – people will then donate more things in Summer which we can sell at induction day

AP: Karen will go into school on Friday to see what has been donated.

Candy saw a box in the reception area and a trolley of leftovers from last sale in September.

Potential uniform sale date – Friday 20th May 4.30pm

AP: Karen will let us know what needs washing and we can divvy out between us

AP: Karen will email Kwame, Tricia and Theo Shenbanjo as to where/when it can be held (need to get there at 3.30 to set up)

AP: Put final call out on the WhatsApp groups for donations

AP: Liz will follow up with Mr Rowling as to when Year 11s will be able to donate uniform, books etc

Uniformerly – it is now possible to run an online shop – they can host it. For the moment keep as it is with face-to-face and people can use Uniformerly adhoc themselves.

6. Magazine/library

Clare has set up subscription to: The Week Junior (Jerningham site), Science and Nature (both sites) National Geographic Kids (both sites) and Teen Breathe (Jerningham site)

Ben has The Economist he can donate to Pepys Site, another parents had National Geographic to donate too.

Book sale at Telegraph Hill this weekend.

AP: Ben check if any suitable books left over that can be donated to school.

7. Dyson Courtyard

Candy – we have given them a lot of information but heard nothing from school.

Might be things up in the air with new head having been appointed

Candy has some visuals

AP: Candy will send screenshots of potential plan

8. Update on sound/PA In the Heights

Catherine and Ingrid sent updates before the meeting:

FoHC has £2500 to give to Music department to spend on sound/In the Heights

Ingrid emailed Alex Dottridge and cc'd in the parents who have volunteered to come and look at the sound system and make recommendations/help source equipment. Alex said he would pick it up after the Easter holidays.

AP: Ingrid will continue to chase and will update committee

9. Forum with Interim Head Rob Thomas

Clare messaged him and he is keen to do a forum – Naomi asked whether he could pull out the themes of parents survey

AP: Clare will follow up with Trisher and Rob for a forum date and suggest covering the survey

AOB:

Liz – any parents running Marathon and Friends could be the charity? Gift Aid can be claimed on this. Ben is doing Royal Parks – can do this

Clare had an email from Mr Human – peripatetic piano teacher at school to see if we can fund maintenance of 12 pianos - Karen raised issue is this something school should fund, aren't we a music specialist school?

PostScript – Clare has proposed FOHC pay for £300 for very specific repairs on condition that school pays £1000 to tune them – it appears there has been a significant period of neglect where they have only been tuned occasionally. Mr Human proposed a piano recital to raise funds which FoHC could support.

Clare will respond to Mr Human with the proposed offer

In the Heights/Sports Day may have a clash – school website says In the Heights is 11th-13th July but no date for sports day

AP: Naomi will contact school to find out whether there is a clash

Year 11 Prom - Liz has been contacted to say that there are not enough funds to hold it but could we support this? Clare suggested £2-300 for this

AP: Liz will email Mr Rowling to see what they need.

Clare contacted Ms Chodhury to say FoHC will subsidise Year 13 hoodies – last year we donated £300.

APPENDIX

Friends of Hatcham College Financial Control and Expense Policy

Version 1 – March 2022

Introduction

This policy sets out the principles for Financial Control and Expenses within Friends of Hatcham College ('the PTA'). It is relevant to all within the association and is endorsed by the committee of Friends of Hatcham College. It will be reviewed annually, prior to the AGM, to ensure that it remains appropriate to the Organisation and its volunteers' needs.

Applicability

This policy is applicable to all Trustees and Committee Members who are legally responsible for the running of the association and for all Members of the Association who are entitled to be reimbursed for out-of-pocket expenses which they legitimately incur whilst supporting the delivery of the charity's objects.

Bank Account Management

- The Bank mandate requires one signature from a pool of three to four signatories
- Any payments made through online banking or via Direct Debit should be authorised by one other signatory, using the designated WhatsApp group. The authorisations should be exported and saved by the Treasurer on a termly basis, and filed with all other financial documentation.
- The Treasurer will operate the bank account.

Use of Bank Cards

- Any Bank card issued is the property of the PTA and should be returned to the committee if the card holder is no longer an elected committee member.
- Bank cards should only be issued and used by the authorised bank signatories named on the card.
- Any purchases made using the PTA bank card require a receipt to be handed to the Treasurer for correlation with the bank statement
- All purchases must be agreed by the committee prior to purchase

Online Banking

- Any online banking details issued are to be stored safely and only known to the person they have been issued to.
- If online banking details have been issued to an individual it is for their use only and not to be shared.
- If online banking details have been issued for the association rather than individuals then these should only be known to the current bank signatories that have authority to act on behalf of the association.
- Dual authorisation is required meaning one person creates the transaction and another signatory authorises the transaction via the designated WhatsApp group process. The committee should have agreed to any payments or transfers in advance.
- If a person with online bank details leaves the committee they should be removed as a bank signatory and the bank notified to remove their online access.

Expenses

All Trustees of the PTA may be reimbursed for reasonable expenses incurred whilst carrying out their duties as a Trustee or member with Friends of Hatcham College. All expenses must be approved by two members of the committee of whom neither may be the claimant.

Reasonable expenses can include refreshments, equipment for the purpose of an event, printing costs etc. Receipts must be provided and retained (paper or electronic copies) for all expenses of any amount. All claims for reimbursement must be made within 30 days of the date of expense.

Purchases

Members of the Association are entitled to be reimbursed for purchases made for the Association. Purchases must be pre-approved by the Treasurer or Chair and have already been agreed by the committee as an agreed spending of funds.

Any member who has not received pre-approval for a purchase is not guaranteed reimbursement. Receipts must be provided for all purchases.

All claims for reimbursement must be made within 30 days of the date of purchase.

Waiving Expenses (Donating Expenses as Gifts in Kind)

Members who generously waive their expenses or purchases as ‘donations’ to the Charity inadvertently create some difficulties. If reimbursement of expenses and purchases are not claimed they cannot be entered in to the accounts to show both the true running costs of the Charity and the generosity of its supporters through cash-donations. If the amount of waived expenses and purchases are entered into the Charity Accounts the Charity may not claim Gift Aid on these amounts as ‘Gifts In Kind’ are excluded from Gift Aid.

Changes to the policy

The Committee reserve the right to change its Expense Policy to maintain consistency with current best practice and the needs of the Charity.

Explanatory Notes:

- Telephone Calls - No reimbursement will be made for telephone calls that have incurred no actual cost as they were covered by a contract which included an allocation of ‘free’ calls.
- Travel Expenses - Public transport should be used where possible, and if travel is by private vehicle then a mileage allowance will be paid as agreed by the committee in line with guidance provided by HMRC, providing the vehicle used has a valid certificate of Insurance, a valid MOT certificate and road tax (if required).
- Mileage will be calculated from the normal place of Charity work (Hatcham College).
- Parking costs incurred when on Charity business away from the normal place of Charity work will be reimbursed.

Signed by:

Clare Sharpen Chair	John Benjamin Robb Treasurer
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