

## Stretford Grammar School PTA.

### Minutes of the Meeting held on 15<sup>th</sup> May 2023.

**Present:** Saadia Ahmed – Chair (**SA**); Edd Berry – Treasurer (**EB**); Jane Deane – Secretary (**JD**); L Gardiner (LG); F Smith (FS); R BilalShaikh (RBS); J Raiswell (JR); J Egbeowbawaye (JE); W Egbeowbawaye (WE); R Mackie (RM). 10 members present.

**Apologies:** None received.

### Agenda

1.	Welcome and Introductions	ACTIONS
	SA welcomed everyone to the meeting and she and the Chair and Secretary introduced themselves.	
2.	PTA Constitution	
	The PTA is currently an unincorporated institution with Jo and Saadia being the two Trustees. By structuring the organisation this way there are certain potential liabilities placed on the Trustees. The proposal is that the PTA changes to being an Incorporated Institution. There would be no perceptible different to parents on the ground, but the Trustees would not have any potentially onerous responsibilities.	
	The proposal put to the meeting was for a new application to be made to the Charities Commission for a new organisation which would be incorporated and that the old organisation would run in parallel, concurrently and then when the new organisation was up and running, then the old one would be shut down and any funds transferred across.	
	This was put to the vote and carried unanimously by all 10 members.	
		SA to contact the Charities Commission.
3.	Update to the Bank Account	
	There are currently 2 signatories to the account Fran and Karen.	
	It was agreed by a unanimous vote that this should be changed in the future, but kept as is for the present to avoid complications and duplication.	
		EB to set up a new account when required.
4 & 5	Attendance of the PTA at the Open Evening on 29 <sup>th</sup> June for prospective new pupils; and the Induction evening on 6 <sup>th</sup> July for those pupils joining Year 7 in September.	

	Agreed to seek volunteers for these two events.	JD to send e mail to Emma Hayes at school.
	<b>The Open Evening</b> is a straight forward table in the Library and a copy of a flyer about the PTA and answer any questions. One or two people are enough and set up is 2 mins.	
	The Induction Evening has two requirements. First is someone to say a few words about the PTA. This could be either SA or possibly Fran subject to checking dates and availability.	SA to check
	The second area is the pre-loved uniform sale, which is very popular.	
	School has a clothes rail and the stock of uniform.	
	JD to ask Emma to request any surplus uniform for the sale and volunteers. Need ideally 2 “sellers” and 2 “folders”.	JD
	The e mail to parents should include information that uniform will be available to buy. School sets the pricing.	
<b>4a</b>	Discussion on the benefits of getting a card reader and agreed this was very helpful. EB to progress	EB
<b>b</b>	Flyer on easyfundrasing to be circulated via e mail. JR has one drafted.	JR
<b>6.</b>	<b>Fundraising Objectives</b>	
	Ask Mr Mullins what areas we could publicise that we are fund raising for.	JD
<b>7.</b>	<b>Next event</b>	
	Uniform sale in school on Saturday in the summer holidays. Liaise with Michelle Faulkner about date (as impacts on caretaking staff)	JD
	Other ideas – a grandparents event was suggested. Potentially a winter fair and possibly bags 2 school. For discussion at the AGM.	
<b>8.</b>	<b>Any other business</b>	
	No other business. Thanks to all for attending.	