

FRIENDS OF ST MARY'S SCHOOL - CORE MEMBERS MEETING

MINUTES

THURSDAY 18TH APRIL 2024

1. **Present:** Leanne Matthews (LM) Chair, Rhian McLeod (RM) Vice Chair, Sandra Clark (SC) Treasurer, Stacey Cox (SC) Vice Treasurer and Hannah Thomas (HT) Secretary.

Apologies: No Apologies to record.

2. CHARITY COMMISSION APPLICATION

RM updated everyone present with the current position of our Charity Commission application. She explained that although the document was extensive, she had been able to use information from Parentkind to ensure our application was completed fully and to the letter.

3. BANKING UPDATE

LM explained that she had set the wheels in motion to change the name on our bank account to reflect our new name (FOSMS). A letter along with our supporting documentation had been posted to the banking team as directed by NatWest. On receipt of our application to change the name on the account it should take a minimum of 10 days before we see any changes. LM explained that it may be spotted by Sandra in the first instance as she was the longest serving member on the mandate so it could come to her first. LM and SC Treasurer agree to keep everyone updated with the outcome.

4. DBS

RM explained that she had submitted her DBS paperwork before Easter but was awaiting the outcome. HT said that she had submitted her documentation but would need to pop back to the office with her driving licence for completeness. SC Treasurer also stated that she needed to take her driving licence to the office to accompany her application. All other applications had been done and were up to date. Once these new applications were back and approved, we would be free to proceed with our application. **ACTION – SC Treasurer and HT**

5. SAFEGUARDING

RM stated that she had received certification for the safeguarding training from LM and SC Treasurer and that she had also completed her Training. SC Vice Treasurer and HT have agreed to complete their training and forward their certificates to RM for inclusion in our CC application as soon as they could. **ACTION – SC Vice Treasurer and HT**

6. ACCOUNTS

SC Treasurer gave the following update on our current account.

In the Bank	£3546.77
Cash in Hand	£ 295.08 this includes our £50 float for events.
Total	£3841.85
Less cheque	(£ 70.00) cheque for leavers hoodies still to be cashed.
Total	£3771.85 – This is our financial position as at 18th April 2024.

SC Treasurer thanked RM for her wonderful new spreadsheets which fully allow us to fully achieve the accounting parameters set out by the Charity Commission. SC Treasurer stated that going forward populating the accounts would be so much simpler and she agreed to continue to use this format going forwards. SC Treasurer has also updated her Petty Cash spreadsheet to show the current cash in hand for

completeness. RM had also set up an income and expenditure spreadsheet so you can see our financial position at a glance.

7. ANY OTHER BUSINESS

SC Treasurer asked if RM could set up another page on the new spreadsheet that will enable us to see the cost of each event, so we had a visual record. Everyone agreed that this would be useful to look back on and be able to compare which events did better than others. RM agreed to add this into the spreadsheet.

ACTION – RM

RM agreed to look into the possibility of including the September spend in our figures as our accounting usually runs from September to September. Essentially the PTA was operating in a very accountable way before the official name change in October 2023. **ACTION – RM**

SC Treasurer agreed to share her updated spreadsheets with the core members to keep them abreast of the financial position on a regular basis. Members agreed this was a super idea. **ACTION - SC Treasurer**

LM ended the meeting by thanking all the core members for their time in completing the necessary documents and training required and their continued support of FOSMS. LM gave special thanks to RM for taking on the huge task of collating all the information required for a successful charity commission application. Both LM and RM agreed that we were in a great position, and once the few outstanding items were completed, we would be able to submit our Charity Commission application.