**MESPA Committee Meeting**

**20th October 2022**

**19:00 – 20:00**

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| **Attendees** |
| Waseem Zakir (Chair) |
| Ian Aitken |
| Jonathan Newton |
| Olena Hulakova (Treasurer) |
| Sabeen Ali (Secretary) |
| Carolyn Simpson (Events Co-ordinator) |
| Toshiko Tani |
| **Apologies**: |
| Mohammed Mahmalat (Vice Chair) |

**Welcome**

Apologies and attendance (see above)

**Introduction:**

Introduction to new committee members – Toshiko Tani

The Chair explained the function of the committee and the role of MESPA.

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| **Agenda Item: Approval of Minutes from prior meeting** | |
| 1. | Previous Meeting minutes were agreed by all as read.   * No amendments were made |

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| **Agenda Item: MESPA Website & Constitution** | |
| 2. | Chair gave an update on the website and commented it was a brilliant piece of work led by Olena.  SA asked who was currently managing the MESPA website: confirmed by WZ that he will be responsible for copy and content and OH will be responsible for the design and managing the technical side of the website (web development).  It was confirmed that there is a link to the MESPA website from the mains school website.  Going forwards we will need a volunteer to look after the website to be discussed in future meetings.  OH, confirmed that all the old content on school website will need to be removed and we will require ICT support from the school as the school website is Trust held.  JN to follow up with school admin/ICT support on this.  Link to old website: [Maiden Erlegh School - Maiden Erlegh School Parents Association](https://www.maidenerleghschool.co.uk/page/?title=Maiden+Erlegh+School+Parents+Association&pid=105)  SA suggested that we need to add in further content.  WZ: suggested that minutes should be uploaded to the website for visibility and transparency and the association’s Constitution.  WZ: advised that minutes will be reformatted.  All agreed in favour.  TT asked about the Constitution and if it was based on best practice template.  JN confirmed Constitution has not been reviewed for several years.  Discussed having a privacy policy in place for information on parents’ donations to assure parents that information only used for this organisation.  To make it clear on the website MESPA’s link to the Charity Commission.  All agreed to the above.  Flowers were presented to OH as a thank you for all her hard work in setting up the website. All members thanked her for her contribution. |

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| **Agenda Item: Other Funding Alternatives & Promotion of donations** | |
| 3. | Amazon Smile  OH, discussed MESPA using Amazon Smile as another source of funding in addition to EasyFundRaising.com and the School Lottery.  This will then be advertised on the website, Twitter, and Facebook year groups.  Match Funding:  Discussed between members on match funding and to see if this would be a viable option of raising funds.  IA: Proposed that we promote MESPA donations every term to be more visible and WZ suggested that we promote MESPA on 14th December at School production and 15th December at Year 7/8 Awards Ceremony.  All members agreed that sources of MESPA funding should be more publicised by the school via Head teacher’s update termly or at the bottom of each News blast letter as a reminder to parents. |

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| **Agenda Item: Treasurers Report by Olena Hulakova** | |
| 4. | All information has been submitted to the Charities Commission for 2020/21 and 2021/20222.  We have £5k in profit in 2021/22  Gift aid donations: £2.711  easy fund raising: £420  School lottery: £1,447  Charity funds: £135  Balance to date: £15,000 in Lloyds Account and £4,000 in Barclays account  Lloyds Bank account name has now been changed to Maiden Erlegh School Parents’ Association  OH, raised a priority issue of two letters that are yet to be signed off by the Headteacher as they have to go from the school.  Letter 1: Requesting Maiden Erlegh Trust to transfer remaining funds from Barclays to Lloyd’s account.  Letter 2: To close the Barclays account.  Once closed it will be easier to inform parents of the change in bank details on current active donations.    Signatory issue: OH, advised members that a third signatory is needed to sign off cheques and authorise funds. All agreed that it is best that JN is third signatory as more accessible.  JN is to confirm with the Trust if he can be a signatory on the account and OH to then set this up. |

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| **Agenda Item: Funding Requests by School Departments** | |
| 5. | There was only one funding request presented.  JH informed committee that Ms Bateman had asked for funds for refreshments for Years 7&8 Award ceremony on 15th December for students and their families to showcase their project work.  Members asked were funds required for payment of refreshments or to provide refreshments and serve? JN confirmed he will clarify with Ms Bateman and update all via email.  IA, CS & WZ confirmed that if required they will be able to serve refreshments on that date. |

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| **Agenda Item: Painting Weekend** | |
| 6. | Painting weekend will be held on 12th & 13th November.  Plan is to paint dining room 1 as agreed with Jason Elliott – Facilities Manager  WZ will request the school to publicise painting weekend via email  Volunteers will be asked via a Poll  WZ will manage painting admin.  Painting weekend to be advertised on all MESPA social media and individual Facebook school year groups set up.  All agreed that photos to be taken before and after for school website. |

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| **Any other Business** |
| Discussed if to have online meetings via Teams going forwards but all members felt face to face for the next few meetings in case, we have new members wanting to join.  If on Twitter Chair reminded all to like and retweet posts for more coverage.  For information:  Facebook school year group members]  Year 7: Toshiko & Carolyn  Year 8: to confirm  Year 9: Carolyn  Year 10: Olena & Sabeen  Year 11: to confirm  Year 12: Sabeen  Year 13: to confirm |

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| **Date of next MESPA Meeting**  ***TBC nearer the time*** |

**Action Log**

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| **No.** | **Action Raised** | **Responsibility** |
|  | * Send out to parents’ information on painting weekend for 12/13th November * Painting weekend pictures to be taken before and after for MESPA website | WZ  OH/WZ |
|  | * Two bank letters to be signed by Headteacher for transfer of remaining funds and to close account. | JN to follow up with Paul Gibson |
|  | * More information is required on funding request for Drums from Music Department * Vote by members via email on Drum funds request | JN  All |
|  | * Amazon Smile to be set up * Send out material via social media sites for Amazon Smile and Facebook school year groups | OH  All |
|  | * To clarify with Ms Bateman the refreshment requirements for Year7/Year 8 Awards Evening on 15th December. Are MESPA to pay for refreshments and to serve? | JN to update MESPA by email |
|  | * Chair to send copy of Constitution to TT * Review of the association’s Constitution – to be brought to the next meeting | WZ / TT |
|  | * OH, to create a privacy policy onto the MESPA website | TT |
|  | * Generate a list of match funding companies * Send out list via school admin to all parents | TT |
|  | * Look into support to help with removal of content from old MESPA website | JN |
|  | * To confirm why printed donations forms were stopped in Year 7 Welcome Information packs and to reinstate. | JN |
|  | * More information is required for School Signage request by Headteacher in order for committee to review and agree at next meeting. | JN to follow up with Paul Gibson |