

# Ysgol Bodfeurig PTA | MINUTES

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Meeting date | time **17/7/19** | **17:30** | Meeting location **Ysgol Bodfeurig**

Meeting called by Claire Lynch  
Type of meeting End of year

## Attendees

Mrs Lliwen Jones – Head	Osian Evans
Claire Lynch – Chair	Katy Woodington
Tamsin Slinn – Treasurer	Janine Bonnet
Richard Edwards – Minutes	Anna-Marie Fish
Jenny Bond	Lowri Mai Harrington
Sarah Gratton	Loulou Edwards
Emily Roberts	Chris Cooper-Jones
Bethan Percy	Elen Davies
Susan Owen	

## AGENDA TOPICS

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Time allotted | **1 hr** | Agenda topic **Elect Committee/ Set up PTA as charity**

1. Election of committee (will also be trustees of charity) - agreed by all present

Chair – Claire Lynch (proposed by Katy Woodington)  
Treasurer – Tamsin Slinn (Proposed by Janine Bonnet)  
Secretary-Lowri Harrington

Other members –  
Osian Evans will help with translations  
Every parent and teacher will be a member of PTA

A vice-chair will be sought to understudy and replace Claire Lynch after Ronan leaves YB

It was agreed that there will be at least one committee meeting per term, most likely to meet every half term, and aim to limit them to an hour. There will also be an AGM held at end of year where committee will be reviewed. Accounts will also be reviewed at AGM.

2. Charity Registration

It was agreed by the majority present to adopt the 'Parentkind' constitution model (as a PTA) for registration as a charity.

**Action:** Claire Lynch will sign relevant documentation with a witness, Tamsin Slin will send the application to HMRC. It is expected to take approximately 3-4 weeks to complete.

### 3. Other matters

All agreed to Janine Bonnet's proposal to set up a "Justgiving" page.

Gift aid is also available to us. Once Gift Aid is set up, Janine will set up a new page

A blog was proposed by Osian Evans to publish minutes, forms etc, needs to be bilingual.

**Action:** Janine Bonnet to set up Justgiving page, and to type up an end of year letter to all parents informing them of the Justgiving page and encourage parents to get involved in fundraising, come to meetings with fundraising ideas. Osian Evans to translate. Claire Lynch to send a basic sponsorship form to circulate with the letter.

Tamsin Slinn to look into the possibility of a blog or similar, to publish minutes/forms etc for the PTA

### 4. Next meeting

At the next committee meeting, ideas for fundraising can be discussed, sub-committees can be formed.

Date of next meeting agreed: Weds 25th September 17:30

**Action-** Lowri Harrington to advertise date/time of meeting, and to mention in advert for parents to bring any fundraising ideas to the PTA or if they are unable to attend, they can email the PTA with any ideas they may have.

Meeting closed at 18:30

Minutes prepared by: Lowri Harrington (PTA Secretary)