PTFA Meeting Minutes

Location: The Cannon Inn

Date: 2nd July 2026 8pm

Attendees:

Georgia Trengove – Chair
Henry Odbert – Deputy Chair
Ant Tribble – Treasurer
Kelly Rogers – Secretary

For reference, Agenda points 1–4 were a review of current open actions on the Committee's Action Tracker.

Discussion	Action/Owner
1. Gift Aid Reclaim Ant updated the committee on progress with the Gift Aid reclaim process. Work is continuing to establish a manual process through the HMRC website. The aim remains to complete the process by the end of the calendar year and ensure clear guidance is documented as part of the Treasurer handover. ATalso noted that School Lottery details will need to be included within the financial handover documentation.	AT – Complete Gift Aid process and include guidance within handover notes.
2. Uniform Shed Resite Following discussion, members agreed to defer the project for the time being. Ant confirmed he would be happy to investigate a re-siting option should the committee wish to revisit the project in the future.	Deferred.
3. STEM Classroom Georgia updated the committee on the STEM Classroom project. A working	HO – Contact AP before 22 July working party.

party has been arranged for 22 July with a call out for volunteers to help clear the space and prep it for the next steps. Henry will contact AP regarding the proposed 3D printer before the nd of term. The committee confirmed that funding remains available to support the project in full, based on Ant Pope's current project scope. STEM Classroom funds will remain ringfenced in the accounts.	
4. Time Capsule / Sally's Cookbook Henry has previously shared a proposal for a school Time Capsule with the Committee. He now needs to share the draft plan with Ant Pope to establish whether the school wishes to proceed, with September as the preferred timescale for delivery. A tool safe was suggested as a suitable storage vault. 'Sally's Cookbook' was discussed briefly and agreed should remain on hold as a potential future project.	HO – Send time capsule proposal to AP.
5. Financial Procedures & Governance The committee reviewed progress against the financial governance actions agreed at the meeting on 20th May. It was agreed that improvements to transaction checking procedures, float forecasting and banking processes should all be incorporated into the Treasurer handover documentation. GT noted that physical cash counts should be adopted as a regular action and incorporated into policy, including a closing-out count at the end of the school year.	

HO reported a discrepancy following the cash count of the Summer Fete cash, involving two missing bags of 50p coins, which he believes is likely to be a spreadsheet error and will investigate further. Ant will collect and bank the Preschool cake sale proceeds, leaving a £50 float in the school office. Committee discussed banking arrangements for the incoming Treasurer following the closure of the Honiton Lloyds branch and noted that mobile banking facilities will be required. Lloyds have confirmed that multiple debit cards can be issued on the account. The safe code will be shared securely with committee members. Suggestion that this should be done via WhatsApp. The committee also discussed Charity Commission guidance on cash holding limits for insurance cover: £500 cash handling and £10,000 with safe for a short period	HO – Investigate cash discrepancy. AT – Bank Preschool income and leave £50 float. KR – Add cash holding limits to minutes – DONE.
6. Handover Documentation The committee reviewed the documentation required to support a smooth handover to the incoming committee. It was agreed that the following specific guidance should be prepared covering: – Charity Commission administration, Parentkind, School Lottery, Social Media, WhatsApp, event processes and suppliers. – Financial procedures and accounts	ALL – Complete handover documentation before AGM. GT AT

– School Calendar and Book Fair All also agreed that, going forward, better records should be kept for event planning assumptions – for example quantities of food stock purchased. Chair's and Treasurer's reports will be prepared before the summer holidays – AT shared that Marcus Veness had suggested these should be combined into one Trustees' Report, as which aligns with documentation requested by the Charity Commission.	KR KR – add to minutes for new Committee – done. GT – Speak to Parentkind to find out if the separate Treasurer and Chair Reports need to be amalgamated into one Annual Trustees' Report.
7. AGM The committee agreed to hold the AGM on Thursday 24 September at The Cannon Inn, commencing at 7.30pm. Subject to Charity Commission approval, the proposed constitutional changes will be included within the AGM agenda. With HO, AT and KR stepping down, GT shared the proposed new Committee, subject to election at the AGM: Georgia Trengove (Chair), Hannah Haines (Deputy Chair), Claire Harvey (Co-Treasurer), Kirby Whittock (Co-Treasurer), Donna Johnston (Secretary).	GT – Circulate AGM notice to the school community.
8. Bonfire Night Henry confirmed he is happy to be involved in managing this year's Bonfire Night event. Georgia will attend the forthcoming planning meeting on Tuesday 7th July to address the imbalance of workload currently and traditionally expected of the PTFA. The expectation is that this	GT – Report back following planning meeting.

will not be welcomed by the Parish Council, next steps to be defined after the meeting.	
9. Funding Requests KR confirmed there were no outstanding funding requests requiring approval.	N/A
10. Trustee Declaration Forms Trustee Declaration Forms were completed during the meeting.	KR – Upload declaration form to Teams and include a link in the handover documentation for the next Committee to complete.
10. PTA Events Renewal The committee agreed to renew the PTA Events subscription. It was noted that the Charity Commission submission has been completed successfully. Marcus recommended that future annual accounts should receive an independent second review. The proposed committee structure for 2026/27 was noted.	AT – Renew PTA Events.
11. AOB AT confirmed that Charity commission return has been uploaded and Marcus Veness signed off. Marcus recommended that, going forward, a second pair of eyes looks over the accounts each year.	AT to include in handover notes for incoming treasurer.