

Minutes of the Tiffin Parent Association (TPA) Meeting

Location	Judge Lecture Theatre, Tiffin School
Date / Time	5 th December at 6.30pm

ATTENDEES:

Name	Class	Role
Mr Williams		Head Teacher
Ramesh Kurunathan	8OS	Incoming Chair
Sandeep Singh	10	Co-Chair
Natalia Stadnyk	11/7 DO	Treasurer
Helen Cooper	12MT	Communications
Aisling McGuire	9KK	Company Secretary
Stephen Jeyaseelan	7CT	Communications / Website
Doug Pritchard	12	FOTM
Vicky Lovever	7DO	Class representative
Yashwinee Katkera	7CT	Class representative
Natasha Hatton	7DO	Class representative

APOLOGISES:

Name	Class	Role
Kerri-Lynn Hauck	10/9 KK	Co-Chair
Dawn Dale	12	Uniform Manager

AGENDA:

1. Welcome
2. Co-Chair's report
3. Header Teachers presentation
4. Treasurer's Report
5. Acceptance of accounts and minutes
6. Friends of Tiffin Music (FoTM)
7. Tiffin Parents Rugby Association (TIPRA)
8. Vacancies, Communications and upcoming events
9. Election of officers
10. AOB

MINUTES:

Agenda item 1: Welcome

The meeting convened with all attendees welcomed.

It was noted that both Co-Chairs are stepping down and Ramesh Kurunathan will take over the role of chair and will become a Trustee of the TPA. This will be registered with the charity commission in due course and Sandeep Singh and Kerri-Lynn Hauck will be removed.

Agenda item 2: Co Chair's report

An overview of the year was provided by Sandeep Singh. It was noted that multiple events were held raising a record amount for the TPA. The most significant fund events were the London Ride 100 and the uniform sales.

Agenda item 3: Head Teachers presentation

Mr Williams provided an overview of the work that is being undertaken in developing a vision of what Tiffin will look like in 2030 (the year in which the school will be 150 years old). Mr Williams is undertaking a consultation process with governors, SLT, staff, students and parents over the course of this year in building this vision.

Key elements to this vision will be connectivity, community and communication. Mr Williams emphasised the importance of bringing the whole school together and ask the TPA to consider funding two screens that would be used in the sports hall as a visual tool in engaging students. This could also be used for concerts, productions and so forth (ie multi-purpose use). The cost is estimated to be in the region of £30k.

Mrs Satnyyk raised the point about using the funds raised to enhance the sports facilities within Tiffin as she understood a new MUGA sports pitch was being considered. Mr Williams outlined that the spend on the MUGA sports pitch is significant and they had a generous donation from an Alumni member which could be use towards that project.

It was raised by Doug Pritchard that a specific project such as the purchase of screens enables parents to clearly to see the impact fund raising has on their school which can get a little lost if donating to a much larger project. The above required further consideration and it was agreed to meet separately on the matter.

Agenda item 4: Treasurer's report

The Treasurer outlined that the year end is the 31 August 2023 and that £30.2k of cash was held in the bank on that date.

The total income for the year ended 31 August 2023 was £26.7k comprising largely of the London Ride (c. £10.4k), uniform sale (c. £9.6k), Tiffin in the Garden (c.£1.1k) and Easy fund raising/Amazon Smile (c.£1.9k). The TPA donated £5,9k to the school which was used to purchase Cricket Equipment.

It was noted that our income exceeds the threshold of £25k and therefore an independent verification of the accounts is required. It was agreed if we could reach out to the parent Tiffin community to see if we could find someone to complete the review.

In relation to Easy Fund raising, it was noted by Stephen Jey that a small video would be more effective to enable parents understand how this fund raising method works and how easy it is to sign up

Agenda item 5: Acceptance of accounts and minutes

The minutes of the meeting 17th November 2022 were approved. A couple of actions point from the action log have been carried forward this year.

The incoming-Chair motioned to approve the accounts for the 31 August 2023 subject to independent verification. This was seconded by Aisling McGuire.

Agenda item 6: Friend of Tiffin Music (FoTM)

Doug Pritchard provided an overview of the activities of FoTM. It was noted that while many state schools are cutting funding on Music, Tiffin have the largest number of A level students thanks in part to the excellent work that Mr O'Malley undertakes.

FoTMA undertake a number of fund raising events and also have membership. They fund new musical equipment and lessons for year 7.

Doug Pritchard highlighted the important of communication across the parent bodies. It was agreed it would be helpful for the TPA/FoTM to have an input into the Head teachers weekly newsletter. Mr Williams agreed to put the incoming chair in touch with Tiffin's communications manager.

It was also raised there was a lost opportunity in not engaging new parents that join in 6th form. A 6th form parent co-coordinator would be hugely beneficial.

Agenda item 7: Tiffin Parents Rugby Association (TIPRA)

Sandeep Singh provided an update of the various fund raising activities (such as their comedy night, etc) and their membership. They are looking at marketing to increase their profile.

Agenda item 8: Vacancies, Communications and upcoming events

Vacancies:

Uniform Manager and Sales co-ordinator. These positions will be circulated to the Tiffin parent community.

Upcoming events:

The year 7 class representative were asked to consider a fund-raising event to be held in February/March 2024.

Agenda item 9: Election of officers

TPA Chair: Sandeep Singh nominated Ramesh Kurunathan as Chair, this was seconded by Aisling McGuire.

Treasurer: Ramesh Kurunathan nominated the existing treasurer to continue in the office. This was seconded by Helen Cooper.

Company Secretary: Natalia Stadnyk nominated the existing Company Secretary to continue in the office. This was seconded by Ramesh Kurunathan.

Agenda item 10: AOB

None noted.

Action Log

No	Action	Responsibility	Due
1	Notify the charity commission of the new chair and the removal of the two Co-Chairs.	Ramesh Kurunathan	30 Jan 2024
2	Meet with Mr Williams to discuss projects (namely the screens and MUGA sports pitch) that require funding.	Ramesh Kurunathan	28 Feb 2024
3	Generate a video to raise awareness re: Easy fund raising	Stephen Jeyaseelan	ASAP
4	Need to secure the places for Ride 100. Follow up with the parent lead on this event.	Helen Cooper	ASAP
5	Need to appoint an independent reviewer of the accounts for the 31 August 2023.	Natalia Stadnyk Helen Cooper Aisling McGuire	ASAP
6	Access to the contact details of the new parents joining for 6 th form.	Helen Cooper	ASAP
7	Need a parent co-ordinator for 6th form.	Ramesh Kurunathan/ Helen Cooper	Ongoing
8	Year 7 run a fund-raising event on February/March 2024.	Year 7 Class reps	Feb/March 24
9	Tiffin in the Garden - Year 7 led event which will require planning in due course.	Year 7 Class Reps	Feb/March 24
10	The Treasurer introduce the incoming chair to a member of The Tiffin Girls Parent Association for idea sharing on fund raising events.	Natalia Stadnyk/ Ramesh Kurunathan	ASAP
11	Co-ordinate with the Tiffin's communication manager to enable input to the weekly new letter.	Helen Cooper/ Remesh Kurunathan	30 Jan 2024