



MESPA COMMITTEE

1 May 2025 at 6.30pm

Attendees

Peter Ainsworth (Chair)

Mohamed Mahmalat (Vice Chair)

Olena Hulakova (Treasurer)

Sabeen Ali

Carolyn Simpson (Secretary)

Jeremy Flynn (School)

Houda Abdulwahab Dangana

Apologies:

Fareed Primus

Ian Aitken

Jessica Rollason

Agenda Item: Welcome and Introduction

1. Welcome to Mr Flynn, head of PE at Maiden Erlegh school.

Agenda Item: Previous meeting minutes and actions arising

2.

Sabeen has checked with the geography department and said that have already bought the year 12 textbooks they previously requested funding for, so their funding request was removed.

Carolyn has emailed Mr Jump and received a reply from him on 28 January, regarding the £5000 previously given to the school on 5th October 2023, after their request for funding for a planned new library. In the email he confirmed the money is still with the school and ringfenced for the library project which is part of a wider development planned over the next 12 months. He requested to keep the money and asked if this request can be discussed at the next MESPA meeting. It was decided by the committee members to request the money to come back to MESPA and the school can ask for it again in future when plans are finalised and it will be used in a timely manner.

Carolyn to become third signatory at the bank – not started, to remain an outstanding action.

Carolyn has written a letter asking for parent donations with a direct debit form attached with the intention to send to all parents either a paper copy or electronically. Peter printed enough to be handed out in his daughter's tutor group but the tutor would not hand out requesting instead that all heads of year are consulted first. Mr Jump had previously agreed the letter can go out.

Peter has checked with the bank and it will accept direct debit forms from donors.

Ongoing for all to continue to raise profile of MESPA and how to donate on social media groups.



Agenda Item: Chairmans Report

3.	Nothing further to add to the above.
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Agenda Item: Treasurers Report by Olena Hulakova

4.	Olena reported there has been a total of £1829 income to MESPA since 1 September 2024. This is made up of: £215 from Easy Fundraising £620 from the School Lottery £994 from donations including Gift Aid The MESPA bank account sits at £20,389 Olena still trying to get the Gift Aid tax back from HMRC, she will change the form for next time.
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Agenda Item: Funding Requests by School Departments

5.	Only funding requests in at the moment are both from Jez Flynn (Head of PE Department): Benches with a rail to hang coats and bags on for PE changing rooms which he has researched and will cost in the region of £7.5k. Committee voted and 6 votes in total agreed unanimously to approve this funding request. The changing rooms require painting first so it was agreed that a painting team of parent volunteers would be organised for it to be done one weekend before the end of term. Fareed was not at the meeting, Peter will arrange and Jez will decide on the colour of the paint which the school will buy. Second request is for 10 HP Chromebook (or similar) for Kings Trust students. These would be for their sole use and at the moment they don't have laptops to work from. The committee has had no luck in being able to source these second hand so a vote was taken and 6 members unanimously voted to approve the funding request. Mohamed offered to buy these from Currys where he can secure a discount with reimbursal from MESPA. Cost about £169 each for a 14" screen.
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Painting Weekend

6.	See above
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Any other business

7.	Olena offered to go to the school to take photos of MESPA funded items for the MESPA website. Sabeen reminded the committee that we have a Twitter account which is free to use but no-one is running it. Carolyn will ask the new members who have expressed an interest in joining MESPA if they would take it on. Still do not have a representative from the school on the committee. Carolyn will email Mr Jump.
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Date of next MESPA Committee Meeting

TBA nearer the time, could have a Teams meeting in early September to organise having a slot at the parent presentation evenings in September.

Action Log

No.	Action Raised	Responsibility
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1.	Email Mr Jump requesting library money to be reimbursed to MESPA	Carolyn
2.	Arrange with school for letter to go out to all pupils asking parents to set up direct debit to MESPA	Peter
3.	Arrange painting weekend of school changing room(s)	Peter
4.	Become third signatory at the bank	Carolyn and
5.	Try to find a volunteer to run MESPA's X account	Carolyn
6.	Chase all Gift Aid owing from HMRC	Olena
7.	Purchase 10 x laptops, as requested by Jez Flynn	Mohamed
8.	Ask Mr Jump for a MESPA school representative	Carolyn