



MESPA COMMITTEE

16 January 2025 at 6.30pm

Attendees
Peter Ainsworth (Chair)
Mohamed Mahmalat (Vice Chair)
Olena Hulakova (Treasurer)
Thushan Dewasurendra
Carolyn Simpson (Secretary)
Stephan Gerschewski
Houda Abdulwahab Dangana
Apologies:
Mr Jump (President)
Ben Garner
Fareed Primus
Sabeen Ali
Ian Aitken
Jessica Rollason

Agenda Item: Welcome and Introduction

1.	Welcome to new members, each member was introduced and the workings of MESPA explained.
----	---

Agenda Item: Previous meeting minutes and actions arising

2.	Mohamed has not been successful in sourcing any computers for the school from his employer. Mohamed proposed as Vice Chair (still outstanding from AGM), voted and agreed by 3 members, so was reappointed.
----	---

Agenda Item: Chairmans Report

3.	Peter has had a meeting with Mr Jump who agreed to send a letter written by us to all parents, asking for parent donations for MESPA.
----	---

Agenda Item: Treasurers Report by Olena Hulakova



4.	<p>Olena reported there has been a total of £1190 income to MESPA since 1 September 2024. This is made up of:</p> <p>£110 from Easy Fundraising</p> <p>£390 from the School Lottery</p> <p>£690 from donations including Gift Aid</p> <p>She has paid £72 for website hosting and lottery licence.</p> <p>The MESPA bank account sits at £19,800</p> <p>Ideally we would have a third signatory for our bank account. Carolyn will be this.</p>
----	---

Agenda Item: Funding Requests by School Departments

5.	<p>Regarding the funding request for changing room benches and computers previously presented by Mr Flynn we are still waiting for a costing so we cannot vote on this. Carolyn will contact Mr Flynn about this. Also suggested if the computers be sourced from Amazon's second hand site.</p> <p>Another existing funding request is that from Mr Hutchinson/Miss Kelly of the geography department for 1 classroom whiteboard and 5 text books for year 12 which cost £46 each and totals £230. This request has still not been voted on. Carolyn to contact them to see if they still need them and if so, possibly vote online about approving this.</p> <p>Carolyn mentioned that on 5th October 2023 £5000 was given to the school, after a request was agreed upon, to purchase books for the school library. However the library is still not started. It was discussed that maybe this money could be used in the interim for another funding request instead. Carolyn will write to the school asking if this £5000 can be either returned to us or used for something else requested and approved by MESPA.</p>
----	---

Painting Weekend

6.	Nothing to update
----	-------------------

Any other business

7.	<p>Discussed ways to try to increase funds through parent donations. Carolyn will write a letter to go out to parents to advertise MESPA and try to increase number of parents donating monthly. Discussed sending out direct debit versus standing order arrangement forms with the letter and whether our bank will set up direct debits on our behalf with the bank account that we have. Also the Gift Aid form needs to go out with the letter too. Peter will check with the bank about setting up direct debits.</p>
----	---

Date of next MESPA Committee Meeting

Thursday 1st May 2025 at 6.30pm.

Action Log

No.	Action Raised	Responsibility
1.	Email Mr Flynn for detailed costings to furnish one and two PE changing rooms with new benches	Carolyn
2.	Email geography department about year 12 geography textbooks and whiteboard request	Carolyn



3.	Email finance dept. of the school asking if money already given for school library can be either returned or used for other items.	Carolyn
4.	Become third signatory at the bank	Carolyn and Clare
5.	Write a letter to all parents to advertise MESPA and ask for regular donations	Carolyn
6.	Check with bank if will accept direct debit forms from doners.	Peter
7.	Advertise MESPA meetings and ways to donate to MESPA to other parents on social media groups	All