



# La Fontaine

ACADEMY

**PARENTS & TEACHERS' ASSOCIATION**

[www.ptalafontaine.org.uk](http://www.ptalafontaine.org.uk)



*Our Annual General Meeting (AGM) is a yearly meeting for all parents and staff (who are all automatically members of the Parent Teacher Association) to decide who will represent them, and learn more about what they do. Elections for the committee will take place and the year's events are reported on. It's an opportunity for the committee to show that it's accountable for the decisions taken and that the committee members have acted in the best interests of the association.*

# **AGENDA for PTA AGM on Friday 30<sup>th</sup> June**

## **After drop-off in the school hall**

**Welcome and thank you all for coming**

### **Apologies**

- 🗣️ Names of any committee members that can't attend and have sent apologies.

### **Election of committee members and officers**

- 🗣️ Committee members are elected at the AGM to serve for the year running through to the next AGM. Your AGM is when new committee members are elected and current committee members are reappointed.

### **Minutes of the last AGM**

- 🗣️ Minutes of the last AGM attached for approved.

### **Matters arising**

- 🗣️ To allow for any further information arising from the last AGM to be reported back.

### **PTA Full Report**

- 🗣️ Details below

### **Any other business**

- 🗣️ This gives members who are present an opportunity to raise matters that haven't been covered by the agenda.

### **Close of business**

## PTA's report

The LFA PTA is a registered charity (1159492) run entirely by volunteers. Our main objectives are to:

- Work with parents and the school to identify fundraising priorities;
- Organise a variety of fundraising events to raise money to support all children attending LFA;
- Deliver a range of cultural and community building activities that enhance the wellbeing of our children.

There are 4 elected members. Please refer to the PTA website for further details [www.ptalafontaine.org.uk/whos-who](http://www.ptalafontaine.org.uk/whos-who).

Please note that we are seeking at least one more core committee member (to be registered with the charity commission), please approach us for further information.

## Finance and fundraising

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This year we took positive steps to develop our finance structure and processes to keep pace with the growth of the school and PTA. Detailed bank reconciliation, end-of-year accounts guidance, guidelines and best practices have been produced with the input of a highly experienced accountant, Tara Bashir, CIMA (Chartered Institute of Management Accountants), Head of Finance for 2 large national charities, Dyslexia Action and Bloodwise.

### Financial report

<b>BANK ACCOUNT</b>	
Account balance 1st August 2016	£ 3,094.95
Income to 29/6/17	£ 17,309.58
Expenditure to 29/6/17	£ 18,281.04
Current Account balance	£ 2,123.49

<b>CASH ON HAND</b>	
Floats - Summer fair, Ice cream Friday, Wristbands	£ 680.00
Uniform sales	£ 31.00
Raffle ticket sales	£ 240.00
Wristband sales	£ 352.50

### Investments

This year we have made some exciting purchases for the school, as well as some needed infrastructure investments.

<b>PTA EQUIPMENT</b>	£ 3,359.50
Secure cash bags and tags	£ 191.12
Crates for shed	£ 495.08
Popcorn maker	£ 909.09
2 gazebos	£ 1,364.11
Ice cream freezer	£ 374.40
Cash collection buckets	£ 25.70

SPORTS KIT	£ 2,828.99
Bibs, netball post, springboard, wedges, tunnel, stones	£ 1,632.60
Sports Kit, fleeces, hoodies	£ 669.92
Play tunnel, river stones	£ 119.88
Trophies for marathon run 2017	£ 241.34
Embroidered kit	£ 165.25

LFA	£ 3,059.02
Books/wishlists/workshops steelpans & problem solving	£ 3,035.00
School Council badges	£ 24.02

STAGE AND MURAL PROJECT	£ 862.02
Timber	£ 743.45
Screws	£ 118.57

## Committees

A **Finance Committee** formed of elected PTA members (Amell, Fiona, Sharon and Tanya) has been put in place and is meeting once a month to provide financial oversight and authorise investments that have been prioritised by the LFA school and parent community.

Moreover, a **Grants and Fundraising Committee** has newly been created. It comprises all members of the Finance Committee as well as:

- 🔔 On the grants side, **Caroline and Laura** are considering possible applications. Please talk to them if you are aware of some grants opportunities. Or if you would like to help filing an application (it is a long and tedious process).
- 🔔 On the fundraising side, **Ed and Erica** are working very hard with the school to understand where are the priorities and decide how funds will be spent.  
*Erica has been appointed as the single point of contact from parents' side, please do speak to her for any suggestions and opportunities.*

We already have some exciting developments:

- 🔔 We will be launching a new fundraising platform, **MyDonate**, from September. This will provide better transparency around our fundraising goals and investments, and will allow parents to sign up to give monthly as well as make one-off donations for bigger ticket items.
- 🔔 We have secured a £400 sponsoring from **Coady Philips** for the summer fete
- 🔔 Some videos explaining why fundraising is key have been produced – please check them out PTA website [www.ptalafontaine.org.uk/donate](http://www.ptalafontaine.org.uk/donate).

## Appointment of an independent examiner

The committee have appointed **Alexia Moore, ACCA** to examine the association's accounts for the next year. Alexia is a parent with accountancy and book keeping experience. Alexia is not a committee member but serves as our external accountant & advisor.

## Communication

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We've now moved from multiple communication channels to Classlist where privacy and security is assured. This is now our primary communication tool and the roll out has been a true success with more than 210 members (for less than 240 children).

Finding families to share school runs, sharing birthday invites, and more importantly, class representatives' operations are now done very easily through this platform.

We understand that the application is not perfect and we are working with Classlist on improving it. Please do pass your comments and suggestions as they will be taken on consideration whenever possible.

We encourage both parents to register to not missed out on for instance mum's or dad's night out.

**In addition to Classlist, we will continue to send updates through the LFA weekly newsletter and will provide further information on how to stay involved on our PTA Website.**

## Class Representatives

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We had 2 class reps per class and they have done a fantastic work. Samantha Davis has been liaising between them and the PTA. We take the opportunity of this meeting to thank them very sincerely.

Please note that the coming year, they will be using solely Classlist as a way of communicating with the parents and carers. Make sure you are signed in.

## Walking Bus

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We are working with Bromley Council to investigate potential plans for safe, reliable walking bus routes for the coming academic year.

If you would like to help lead the walking bus, or would like your child to participate, please register your interest with the PTA, as understanding the scale of the need will help us in the planning stages.

In the meantime, we do encourage all forms of school run sharing to decrease the number of car journeys made each day, ease congestion around the school, and make the best use of very limited parking places. Please note that Classlist provides a simple forum to contact and coordinate with other parents who live near you and would like to share lifts.

## Community building

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On the top of PTA events, some additional initiatives have been launched as a further way to support and grow the La Fontaine community:

- 🔔 **La Fontaine Academy professional connections** LinkedIn Group – please join if not already done. This helps us to make use of any talents or skills in our community for the benefit of the school, and to increase connections between working parents.
- 🔔 **Advertising families' businesses** - we promote parents' and carers' businesses by publishing them in the newsletter and on the PTA's website [www.ptalafontaine.org.uk/offers](http://www.ptalafontaine.org.uk/offers).

We've also had some parents providing **fitness circuit** and **stretch sessions** after drop-off. We highly encourage these initiatives and hopefully we will be able to provide of them next year.

## Events / Helpers

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Organised events have grown in quantity and quality. The decision to appoint one coordinator, or a handful of coordinators for larger events had led to more joined up, effective events.

We recommend prioritising a 'learnt lessons' session after major PTA events so we can continuously improve the planning and running. (We had a useful post mortem after the 2016 summer fete).

**Sadly, we are often not able to mobilise enough helpers, which puts too much stress on the parents and carers involved.**

**It is paramount that for 2017/18 we get more parents involved.**

Events are not possible without wider parent participation. Please refer PTA website for other ways to support the school [www.ptalafontaine.org.uk](http://www.ptalafontaine.org.uk).

### Event committee

To be able to cope with the growing number of children (circa 300 next year), we need to implement an **Event Committee** to ensure every event is planned and run properly and smoothly.

**We are seeking several people to join this Event Committee group.**

The aim is for this committee to help coordinate our main annual events. This does not mean the committee will run all aspects of each event, but they will be a critical link to support event volunteers with needed licenses, pricing, floorplans, risk registers, etc. It is our hope this division of responsibility will prove more efficient, effective and supportive for all parties.

### Thank you for amazing events

This is the opportunity to remind all the fun our children and us had throughout the year and thank all the people that have made this possible by their help, donation or encouragements.

## Highlights of the past PTA year

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Please excuse us if we've missed a name from this list – we really do appreciate all the help you give us to support our lovely school.

- 👤 New parents Welcome Evening - Michelle, Fiona, Ozlem and Martin
- 👤 Halloween – Stacey, Drew, Jade and team
- 👤 Wine and Cheese Night- Ozlem, Martin and Didem
- 👤 Mums Night out- Fiona, Ozlem and Didem
- 👤 Christmas Fair – Hshen, Sharon and Danielle and team
- 👤 Ice Cream Fridays – Michelle and Seanna
- 👤 Popcorn Fridays – Priscilla

- 📌 Uniform sales – Selime, Lauren
- 📌 Easter- Stacey, Drew, Jade
- 📌 Salsa Night – Hshen, Sharon, Shanti, Rene, Paul and team
- 📌 Camping Trip – Laura Tully and Fiona
- 📌 Mural- The LFA children, Makiko, Amell, Ozlem, Tori and other parent helpers
- 📌 Sports Day –Ozlem, Tori, and team

We have a special merci for **Hshen** and are very sad to see her and her family leaving La Fontaine. We wish them all the best in their new adventures.

### Key dates for 2017/18

PTA has put together a provisional agenda to give you a head start and consider supporting the school, at least for one event or two.

Please note that the dates listed below are subject to change and several further events will be added.

This diary is also available @ [www.ptalafontaine.org.uk/coming-events-2](http://www.ptalafontaine.org.uk/coming-events-2).

Friday	29	September	Welcome evening for new families
Friday	20	October	Halloween disco
Friday	24	November	Mums' night out
Friday	1	December	Dads' night out
Saturday	9	December	Christmas fair
Wednesday	7	March	Cheese and wine social evening at the school
Friday	16	March	Annual Science Fair
Thursday	29	March	Easter egg hunt and tea party
Monday	23	April	St. Georges Day
Saturday	21	April	Annual school gardening day
Sunday	20	May	Sunday ramble
Wednesday	7	June	Quiz & curry night
Friday	23	June	Annual overnight camping for La Fontaine Families
Friday	29	June	AGM
Saturday	30	June	Summer Fete
Friday	13	July	Bastille Day party



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