

# PTA Annual General Meeting

Friday 8<sup>th</sup> June 2018

After drop-off in the school hall

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

### 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

- Current committee members next AGM.
  - **Chair** Amell Amatino – stepping down
  - **Deputy Chair** Tanya Stevens
  - **Secretary** - empty – position previously held by Fiona Ross  
*that we thank for all her outstanding contribution to our school*
  - **Treasurer** Sharon Newbury
- Members to be elected at the AGM to serve for the year running through
  - Chair position open. Election of the candidate **Eric Asare**.
  - Secretary position empty. Election of the candidate **David Briscoe**.  
Regrettably, David will be unable to attend the AGM due to pre-existing work engagements. He is however, very much looking forward to joining the PTA team and helping in every way he can.

### 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 our children.

## Finance Report

The finance structure and processes implemented last year have proven efficient. We thank our treasurer Sharon Newbury for her constant effort to keep the books up-to-date, to respond the LFA's request s diligently. and all the paper work, including Annual Return to HRMC.

We extend our thank you to Tanya Stevens for her steady support for all the required paperwork processing and to our independent accountant examiner, Alexia Moore ACCA.

CATEGORY	ACTIVITY DESCRIPTION	INCOME	EXPENDITURE	NET
EVENTS - ANNUAL	Halloween	2969	1204	1764
	Xmas	3769	1519	2250
	Easter	0	86	-86
EVENTS - REGULAR	Popcorn	938	211	727
	Cheese and wine	1434	710	724
	Uniform	198	0	198
MONTHLY GIVING	Go Cardless	1059	11	1048
	MyDonate	962	4	958
	DD/Benevity/Charities Trust	1099	0	1099
ONE OFF DONATIONS/SPONSORSHIP	One off donations/sponsorship	940	455	485
CASHBACK SCHEMES	EasyFundraising	645	0	645
	Stikins	141	0	141
FLOATS IN	Floats	1050	1150	-100
FUNDRAISING MERCHANDISE	Magnets	150	0	150
	Xmas Cards	703	575	128
	Xmas trees	487	322	165
PTA SPENDING	PTA consumables (non event specific)	0	110	-110
	PTA equipment	0	27	-27
	Subscriptions/Fees	0	217	-217
	School party	324	400	-76
LFA SPENDING	Books	0	3413	-3413
	Classroom kit	0	2572	-2572
	Sports Equipment	1005	631	374
	Other LFA expenditure	0	964	-964
<b>TOTAL YTD</b>		<b>£ 17,871.57</b>	<b>£ 14,579.29</b>	<b>£ 3,292.28</b>

## School's funding

We respond to ad-hoc requests / donations for the school such as sport equipment's, water fountain in the playground or the purchase of 100+ bilingual and French books.

Moreover, we have put in place a regular financial support to the school structured as follows:

✓ **Class Provisions**

£100 per class per term has been pledged by the PTA to directly support each class' learning. Mme Crittenden reviews the upcoming term with each teacher and together they formulate a wishlist. (total £3000 this year)

✓ **Whole school provisions**

£500 per term has been pledged by the PTA to support school resources. (total £1500 this year)

## Class Representatives

Once again, we have 2 class reps per class for most of the classes.

We take the opportunity of this meeting to thank them very sincerely for their hard work and dedication. It all has been so much appreciated.

Full list of community and class representatives can be found @ <https://parent.classlist.com/#/school/details>

## PTA structure and committees

We structured the PTA into committee for spreading our efforts more efficiently.

- **Finance Committee** formed of elected PTA members to provide financial oversight and authorise investments that have been prioritised by the LFA school and parent community.
- **Grants and Fundraising Committee** comprises all members of the Finance Committee as well as Caroline, Laura, Erica and Ed. Please contact them if you know of some grants opportunities or if you would like to get involved.
- **Event Committee** to coordinate and organise our main annual events. It supervised by Carey, Ozlem, Jean-Claude ...etc. It has more than 20 members however it requires more helpers to keep up with all these events in a growing school. 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.
- **Project Committee** – this newly formed committee has for purpose to support and mentor small and large projects initiated for the well-being of our children, to support the school and to reinforce our community La Fontaine Village. Please just join the corresponding group in Classlist if you want to be involved. Potential projects are:
  - Field improvement / equipment
  - Sport hall
  - Music classes
  - French tuition
  - Farm
  - Solar panels
  - Library / bookshop
  - Boulangerie – patisserie – café ...etc.

## Donations

We have now **MyDonate** up and running thanks to the Fundraising Committee. It is a commission-free application that enables one-off or monthly donation to the PTA via direct debit for an amount of your choice.

<https://mydonate.bt.com/donation/v4/chooseAmount.html?charity=189691&currentMonth=5>

## Communication & Community Groups

The secured online application Classlist is now fully operational with 276 members for 275 pupils.

It is widely used for school runs, sending birthday invites, lost properties and more importantly, class representatives' operations are now done very easily through this platform.

Now, Classlist offers groups' creation facilities. They can be used by any parents and carers to gather around any common interest.

PTA, and in particular the Project Committee, are extending the usage of Classlist for running community projects and initiatives such as:

- **Coffee Shop** <https://parent.classlist.com/#/groups/view/5877805577404416>
- **The Farm** <https://parent.classlist.com/#/groups/view/5743667037863936>

You can join / quit these groups at any moment.

You can also create closed groups that can be joined only upon invitation.

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

\* \* \* \* \*