

LFA PTA Committee Meeting on 24/02/2017 at the school.

Present: Amell, Tanya, Sharon, Fiona, Lucy, Laura, Oz.

- 1 Sharon Newbury elected as Treasurer and elected member of the PTA. Thanks to Sharon for taking over this important role.
- 2 Currently PTA financial accounts are in the capable hands of Tara Bashir, CIMA (Chartered Institute of Management Accountants). Tara is a highly experienced accountant and was, among other positions, Head of Finance for 2 large national charities, Dyslexia Action and Bloodwise – so we are very fortunate to have her professional support. Furthermore Tara is kindly doing this for us free of charge. The Finance Committee (which comprises the 4 elected members of the PTA namely the Chair (Amell), Deputy Chair (Tanya), Secretary (Fiona) and new Treasurer (Sharon)), are working closely with Tara. Tara is preparing a detailed bank reconciliation and accounts and we will have proper working and up to date accounts in a couple of weeks. We will then submit our end of year accounts for July 2015 as our financial year end is July 31st.
- 3 When everything is finalised Tara will then hand over Excel spreadsheets for our ongoing use. Importantly, she is also advising us on professional processes and good financial practices. Sharon is taking on the role of Treasurer. As part of our new process, we will also have an accountant and we are delighted to announce that Alexia (year 2 mum) who is an accountant has agreed to take on this role. She will do a monthly financial review and bank reconciliation, as well as our annual accounts, VAT returns, statutory requirements and give other ongoing advice as required.
- 4 Cheese and Wine event – Ozlem has everything in hand, including volunteers. Vincent is preparing the Dads' choir to perform. Oz has also kindly donated 2 bottles of Champagne for the Heads & Tails game. It was agreed we would ask for a donation for this game with all funds going to buy the Easter flowers for the teachers. Sharon to provide a float for the event. Only 10 people have registered so far so Class Reps to do a big push to get bookings.
- 5 Priscilla to confirm the licence is in place and Tanya to complete the risk register.
- 6 Easter Egg Hunt and Tea to include Gamer augmented reality? Michelle, Stacey Bedford and Emma-Jane have agreed to co-ordinate the event but more help needed please!! Tanya to provide the Risk register.
- 7 It was agreed to move the Quiz night to Friday 9th June. Lucy Mooney will be the co-ordinator and will contact Eric Spicer to prepare the quiz questions.
- 8 The PTA would like to give a gift at end of spring term to our well-deserving teachers, office staff and all the LFA team. As a suggestion of a gift, Lucy Mooney costed for approximately 20 small spring posies of flowers for each teacher/teaching assistant and office staff - 20 x seasonal bouquets (one style with a few hyacinths, daffs, filler and foliage; the other with tulips, anemones, filler and foliage), wrapped in sparkly tissue paper for £230 for everything, so £11.50 each bouquet (normal cost £16). Fiona to get a list of all teaching and admin staff.
- 9 Water and Life Biosphere mural mosaic update link to be included in newsletter.
- 10 Popcorn Friday update - £336 raised over 4 sessions – popcorn will restart next Friday. To be promoted via Classlist. Feedback also says that everyone loved the Xmas music!
- 11 PTA will buy a membership at Costco.
- 12 Lauren – 2nd hand clothes – maybe bring to the Cheese and Wine?
- 13 Summer fete – estate agency boards. Fiona to email Kathryn Sinclair and Sinclair Hammelton estate agency to sponsor the boards.