

LFA PTA Event Planning Meeting

Minutes

Date	Thursday 14 th July 2014
Duration	< 1h
Attendees	Fiona, Lauren, Laura, Stacey, Amell

During this meeting we have been discussing about the 1st events of the academic year 2016-2016 as agreed during the Summer Party Lessons Learnt Meeting (cf. <http://www.ptalafontaine.org.uk/wp-content/uploads/2016/07/LFA-PTA-Summer-Fete-Learnt-Lessons.pdf>)

Coming events can be found @ <http://www.ptalafontaine.org.uk/coming-events-2/>

Welcome to new families Event

1. Planned for Friday 30 September evening
2. Exact time **TBC**
3. It is for parents only – no children
4. Paying event only to cover the cost (this is not a fund raising event)
5. Price between £5 and £10 all-inclusive except the alcohol **TBC**
6. We are expecting around 120 – 150 people
7. This is too many people to be held within the school
8. Venue **TBC** - We need to find a convenient venue in Bromley South (a church as it is around £20 - £30 / hour?)
9. **ACTION Lauren** – could you please ask on Facebook if someone recommends a venue?
10. Nibbles food to keep the cost down, e.g. wine and cheese
11. Drink Licence need to be organised
12. Hold a mini presentation about PTA and importance of donations
13. Tower Eiffel display to demonstrate target for funding
14. Potential clash with Mac Millan Coffee Morning <http://www.coffee.macmillan.org.uk/home.aspx>
15. Note: Amell away from 18 to 29 September

Halloween Disco Event

1. Planned for Friday 21 October
2. Exact time **TBC**
3. It is for parents and children
4. This is a fund raising event
5. Price **TBC**
6. Price should be all inclusive as last year people complaint about having to pay on the entry and also for each stalls
7. We are expecting around **TBC** people
8. This is too many people to be held within the school
9. Venue **TBC** – cannot be held within the school – what about Bishop of Justice school
10. **ACTION Amell** – Ask Sebastian for the venue
11. Food **TBC**
12. Drink Licence need to be organised ??? **TBC**
13. Last year people complain about this event being too expensive, too loud, too dark. We need to take this into account for the next one.

