

## **La Fontaine Academy PTA**

### **Minutes of Meeting – 24 January 2020 at 14.30**

#### **1. Attendees:**

Nura Briscoe, PTA Co-Chair

Tanya Stevens, PTA Deputy Chair

Sharon Newbury, PTA Treasurer

Federica Viva, PTA Secretary

Melissa Isaacs, proposed PTA Co-Chair

Carey Lyeseight, proposed PTA Events and Community Lead

#### **2. Apologies**

n/a

#### **3. Welcoming the new PTA Members**

Nura welcomed Carey and Melissa to the Committee. They have been active PTA members for a few years and have now decided to take on a formal role: Melissa has put herself forward as Co-Chair and the Committee has proposed to Carey to become a Trustee by creating a new position as Events and Community Lead.

For both to be formally appointed, a vote has to take place, with a quorum equal to double the number of Committee Members. Parents would have to vote if in favour of the appointment. The mechanism of the vote was discussed. Since the next scheduled AGM is in July and there is no Open meeting currently scheduled, an online vote was proposed. The vote would be collected via a survey.

***Action1 : Nura to write a script for the online vote communication and confirm with Mme Mitchell that the message can be shared via Parentmail. Online survey to be set up to collect votes.***

#### **4. Legal registration of PTA members**

Federica and Nura were formally voted as committee members by parents respectively in July and September. However this appointment has to be formally communicated to the Charity Commission.

The same will apply to Carey and Melissa once formally voted.

Forms for registration of the new trustees at the Charity Commission were filled out.

***Action2: Sharon to submit the forms to the Charity Commission***

#### **5. Update on CAF Bank signatories**

Currently only Tanya and Sharon are bank signatories. This puts a strain on payments if one of these two Trustees are away. Melissa and Federica have volunteered to be added as signatories

**Action3: Sharon to submit the forms to the Bank once appointment as trustees is formalised**

## 6. JDs

JDs were discussed.

**Action4: Tanya to draft a JD for the new Event and Community Lead role and circulate**

## 7. Finances

The Accounts have to be deposited into the Charity Commission by the end of May each year. Alexia, a Y5 parent and certified accountant, prepares and signs the accounts.

There are currently £30k in the bank. Some funds have already been committed (£2k books, £1.5k EYFS, £2k Mastery Maths, £500 playground equipment).

The PTA should also receive a Corporate Match funding of £2.5k from A. Amatino via Benevity.

The PTA has currently committed £8k towards the playground, however since there are funds available the committee feels this pledge should be increased.

The PTA will also launch dedicated fundraising for playground funds.

A tender process will have to be followed, three suppliers have already visited the school.

**Action5: Nura to confirm with Mme Mitchell if STEP has dedicated resources to apply for grants**

**Action6: Nura to follow up with Mme Mitchell re: sponsorships and renew message to parents re: engagement to fundraise.**

## 8. Events

Playground competition is ongoing. 45 designs were submitted and 13 shortlisted; the children will vote for their favourite design and the top three will be submitted to TPDAL.

**Action 7: Carey will bring the events calendar to the meeting with Mme Mitchell on Friday to discuss what has been included / what to add. Will need to discuss the Quiz and Curry night and Summer fete dates.**

## 9. Current Fundraising Projects

The Newsletter issued in mid December included a message re: Corporate Sponsorships Programme and Grant Applications, asking parents to get in touch if they thought they had skills to help with applications/ knew potential sponsors.

One parent (Swe-Wei) put her name forward to help with project management, but no other contacts were made.

The PTA discussed other ways to engage with parents to renew these messages, possibly a coffee morning.

### **10.Future Fundraising Projects**

See item 9. In addition, specific events will need to be organised to specifically raise funds for the playground.

### **11.Communication**

Coffee mornings are no longer in the school event diary. As per action 7, the PTA will ask Mme Mitchell to reinstate some of the coffee mornings as they are a good way to connect with parents.

Another idea would be having a screen to promote PTA initiatives. We would need to confirm where best to place it – also dependant on drop off - pick up procedures once the playground is operational.

The Classlist class reps group should also be used to push messages to all parents through the reps.

### **12.AOB**

The PTA will meet with Mme Mitchell on Friday, 31<sup>st</sup> January. She also proposed the next meeting dates to be as follows: Friday 20<sup>th</sup> March, Friday 15<sup>th</sup> May, Friday 12<sup>th</sup> June at 2pm

### **13.Date of next meeting**

TBC, prior to meeting with Mme Mitchell.

Meeting concluded at 15.30