

La Fontaine Academy PTA

Minutes of Meeting – 1st July 2020 at 19.30

1. Attendees:

Nura Briscoe, PTA Co-Chair

Melissa Isaacs, PTA Co-Chair

Tanya Stevens, PTA Deputy Chair

Sharon Newbury, PTA Treasurer

Carey Lyeseight, PTA Events and Community Lead

Federica Viva, PTA Secretary

2. Apologies

n/a

3. JDs / Responsibilities

JDs for each role are in place. Nura proposed that each PTA committee member reviews their respective JD to ensure there is clarity on what each role's responsibilities are, adding a list of all tasks for the "job" and possibly building on communication responsibilities too (also see item 7)

Action1a : Tanya to send a copy of the latest JDs to the PTA Members.

Action1b : Each PTA committee member to review their JDs and propose amendments as necessary.

4. Finances

The Accounts have been deposited into the Charity Commission in May.

There are currently about £30k in the bank.

The PTA has paid for equipment for Early Years, books, mastery maths and some sports equipment (purchased directly by the School).

The PTA has currently committed £20k towards the playground, however this amount will not be sufficient to fully equip the playground.

Since the school required a tender process, three suppliers were invited to visit the school and provide a quote.

Laura Tully helped coordinating with the suppliers.

Action2: Nura to follow up with Mlle Mme Mitchell to confirm if STEP has dedicated resources to apply for grants or other funding and to speak to Laura Tully to understand what the latest situation was with the tender / suppliers.

5. Events – how to go forward with the current restrictions

Future events will have to be reconsidered in light of COVID

Discussion to be had with Mlle Mitchell to understand what type of events could still be held.

PTA to brainstorm and possibly canvas views from parents on new ways of fundraising (possibly as part of the AGM? – see item 6)

6. Communication

A communication schedule should be set up to ensure:

- Regular communication goes out to parents
- PTA committee members can diarise their commitments and plan accordingly

The PTA agreed that PTA communications should go out half termly.

The preferred communication channel should be Parentmail to ensure PTA comms reach all parents (not all parents have access to Classlist / Facebook / Whatsapp).

PTA discussed whether the PTA Newsletter should be in a separate document or included in the school newsletter.

General consensus was to include it in the school weekly newsletter, possibly in a prominent spot such as first page and with a different formatting to the regular school newsletter, so that it can stand out. The newsletter should be brief (1 page).

Another point discussed was the need to assign responsibilities for producing PTA communication.

Nura and Melissa offered to coordinate the collation of information, with inputs coming from all committee members as required.

In terms of content of the half termly PTA update, it was agreed this should include information on the money raised and what it was spent on.

Melissa mentioned that she had started drafting a newsletter (this was to be issued before the Easter break but was put on hold due to COVID). The newsletter included an introduction from each PTA committee members.

This document could be circulated upon school reopening in September.

The PTA members agreed that a short interim message could be issued before the end of the summer term, just to touch base with parents and summarise what the PTA had purchased this school year and what remaining funds were.

Tanya pointed out that the regular AGM would not take place this school year, however the PTA should look at planning it for September (zoom could be considered too).

As part of the AGM, the PTA would present a Year End Review Report.
This is usually prepared by Tanya and Sharon.
Tanya proposed that this document is prepared anyway.

Another document usually shared with the new Reception parents is the PTA induction pack.
This document could possibly be uploaded to the PTA website and a Parentmail message / email sent to new parents to inform them of the document

Action 3: Nura to speak to Mlle Mitchell to a) confirm if the PTA newsletter can be incorporated in the school newsletter b) agree half termly meeting calendar with her to discuss school requirements, in advance of PTA comms c) confirm newsletter dates for PTA updates (half termly) d) discuss scheduling of the PTA AGM (confirm with Mlle Mitchell if this can happen at school or rather via Zoom)

Action 4: Nura / Melissa to draft the interim message to be issued with the last school newsletter (TBC with Mlle Mitchell)

Action 5: Tanya / Sharon to draft the Year End Report and Induction documents and circulate for review to committee

7. AOB

Prior to the school closing due to COVID, the PTA belongings were being moved to the new PTA room / storage space. Some items were still in the "old" storage space.

Action 6: Nura to confirm with Mlle Mitchell what the final PTA space will be and where PTA belongings are currently stored.

Action 7: Nura to get in touch with Ewa for an update on the playground marking competition.

8. Date of next meeting

TBC, prior to meeting with Mme Mitchell.

Meeting concluded at 20.40