

La Fontaine Academy PTA

Minutes of Meeting – 17th November 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. Playground update

Covid has had an impact on supplier being able to attend school to provide a quote.

Action: Nura to speak to Mme Mitchell to get an update.

4. Finances

There are currently about £30k in the bank.

Through the recent “diversity/international day”, the PTA has raised £482.

There are also regular donations coming through via go-cardless monthly giving.

Sharon hasn't received any invoices from school to be able to refund the cost of recently agreed purchases.

Action: Sharon to chase school for invoices.

Since Sharon has changed address, the bank mandates need to be updated and signed off. Forms will be circulated in due course.

In addition two signatories are needed to approve request for a new bank card. Federica and Sharon will sign

Action: Sharon to circulate forms to sign

5. Events – Xmas Fundraising and beyond

Carey and Melissa discussed possible activities with Mr Tirrel.

Activities confirmed so far are:

- Xmas cards: parents have time till this Saturday to purchase artwork;
- Xmas trees: Sze-Wei and Dina are organising banners (to be funded by PTA) and plan is to have trees available for collection from school car park from 5 December;
- Name the Reindeer – kids to play this game in class and bring a £1 donation;
- Raffle – need to discuss further how to organise...maybe just a hamper for Xmas...but possibly involve parents earlier for an Easter raffle?
- Parents business promotions – to be discussed further, Carey to look into it
- Online (recorded) Christmas concert (this won't be to raise funds, free event organised by school).
- Wine and cheese zoom social – PTA Meet new reception families and rest of parents (see below re: communication).

After Xmas, possibly consider:

- Quiz Night
- Easter Raffle

6. Communication

It would be good to arrange a zoom meeting to introduce the PTA to new families and keep in touch with all parents.

Could take the shape of a wine and cheese zoom evening.

Action: Nura to speak to Mme Mitchell and Mr Tirrel to confirm date for this zoom social and possible use of school zoom account.

Note that the school Zoom account has a limit of 100 participants and school do not have budget to purchase a larger subscription.

Possibly PTA could fund that? Tanya could also double check if she can use her company account?

Tanya will prepare the PTA comms for this end of term, using the template provided by Mr Tirrel. The plan is to send out the comms before the zoom meeting.

Furthermore, Tanya and Sharon will prepare the end of year report, which is normally shared as part of the AGM.

The report will be uploaded on PTA website once ready and parents informed it's available.

Action: Tanya to draft the December half term PTA comms

Action: Tanya and Sharon to prepare the PTA end of year report.

7. AOB

n.a.

8. Date of next meeting

TBC

Meeting concluded at 21.30