

MINUTES for PTA AGM on Friday 25th November 2022 @ 8.45 in the Dining Hall

Welcome and thank you all for coming. In order to conform to our charter and maintain our charity status we have to proceed according to a certain outline so please forgive us the uncharacteristic formality today.

Attendees:

PTA Committee (current):

- Fay Cameron (current and proposed Co-chair)
- Federica Viva (current Treasurer)
- Carey Lyseight (current Events Director)

Proposed committee:

- Xuan Kroeger (proposed Communications Officer)
- Prang Kew (proposed Treasurer)
- Erica Nelson (proposed Events Director)
- Kerilee Pearse (proposed Deputy Events Director)
- Holly Olympidis (proposed Secretary)

PTA members: 23 in attendance in total (including current and proposed committee).

Apologies: Réjane Collard-Walker (Co-Chair)

Quorum: A quorum was reached as more than twice the number of members were in attendance than the number of committee members in office at the start of the meeting.

Key decisions required:

- Approval of the annual report
- Vote in the new trustees / committee members

PTA Committee report

The La Fontaine Parents and Teachers Association (LFA PTA) is a registered charity (1159492) run entirely by volunteers.

Our main objectives are to:

- Deliver a range of cultural and community building activities that enhance the wellbeing of our children
- Work with parents and the school to identify fundraising priorities
- Organise a variety of fundraising activities to raise money to support all children attending LFA

There are currently 4 elected members:

- Fay Cameron (Co-Chair)
- Réjane Collard-Walker (Co-Chair)
- Federica Viva (Treasurer)
- Carey Lyseight (Events Director)

Our Structure and Election of committee members

Committee members are elected at the AGM to serve for the year running through to the next AGM. Your AGM is when new committee members are elected and current committee members are reappointed.

Carey Lyseight and Federica Viva are all stepping down therefore we are looking to elect at least 2 new Trustees. In addition, given the size of the school and the community would like to identify an additional two new trustees to join the team.

Réjane is planning to remain as a trustee but has requested to step back from operational activity associated with the committee.

Becoming an elected member means that you will have oversight of the PTA and will partake in decision making when it comes to donating funds to the school, this will involve meeting with Mr Tirrell and meeting with the other members of the Committee. We meet once every half term on the second Friday of the half term. This can be in person or over Zoom and we are very flexible about timings. This year will also be inviting members of the Student Council to the beginning of the meeting. This will be an opportunity for the pupils to provide feedback on recent events and also give them important meeting and leadership skills.

We have split responsibilities out via the roles we have taken on the committee in the past but we would like to look at how we can delegate roles out among the elected and also non-elected members.

Below is a summary of the current roles as well as the roles we are proposing and are looking to appoint going forward with the trustee roles highlighted:

Current roles:

- **Chair (trustee):** The types of activities that the Chair would typically cover are to maintain dialogue between the PTA and the school, lead meetings, set agendas for meetings, manage donation decisions and complete key governance activities.
- **Deputy Chair (trustee):** Our previous Deputy Chair would maintain the relationships with external parties, such as Parentkind and the Charities Commission and providing support to the chair where required.

Note: Fay and Rejane currently share the chair role, which has allowed them to balance the demands of the role along with their caring and work commitments.

- **Secretary (trustee):** The secretary role will be responsible for documenting meetings (agenda and minutes), maintaining core document repositories (Google drives), publishing key documents on the PTA website such as the report and maintaining the password sheet. In addition the secretary role will maintain important subscriptions such as Parentkind.
- **Treasurer (trustee):** The Treasurer has a slightly more defined role as they will have to manage the accounts, produce the annual account, manage the HMRC relationship, prepare the floats for events and approve the purchases.
- **Events Director:** Carey has been our Events Director so has taken an oversight role on arranging and organising school events throughout the school calendar. This involves agreeing the event calendar, liaising with the school to agree which facilities can be used, designing ticketing / pricing, liaising with volunteers and local businesses and co-ordinating the activities on the day. As the school has grown, we believe now is the time to set up events committees for each upcoming event that will take responsibility for the organisation of these. We haven't had enough volunteers in the past but hope this is something we can have going forward and we will cover future events a little later on.

Proposed additional roles:

- **Communications Officer:** This is a new role that we are proposing for this year. Our key communication tool is Classlist, which needs annual maintenance. In addition, we would like to regularly contribute to the schools weekly newsletter (Les Nouvelles) and manage the nomination of class reps. We also have a PTA website that we use to sell tickets to events that requires maintenance and this role needs to regularly liaise with the Events Director to support the marketing and communication of events.
- **Events deputy:** The organisation and co-ordination of events is very demanding and therefore we believe this requires a deputy. This role will support the Events Director. The division of work can be either by event (i.e. with the deputy leading on some events) or to divide up specific activities by event (e.g. responsibility for food and drink). We suggest this is agreed once the role is filled.

The optimal number of trustees is between 4 and 5.

All these responsibilities could be shared among a small group of people. As we are a team of volunteers and everyone is balancing their commitments as a trustee and parent (as well as work in some cases), we are pragmatic and flexible about how the responsibilities are shared.

We have had a number of people who have volunteered to become our new Trustees and committee members:

- Xuan Kroeger - Communications Office
- Prang Kew - Treasurer (trustee)
- Erica Nelson - Events Director
- Kerilee Pearse - Deputy Events Director
- Holly Olympidis - Secretary (trustee)

The volunteer will now each say who they are and the role they are interested in.

We will hold the election at the end of the meeting so you can ask questions and consider if you would also like to be considered as a Trustee.

Appointment of an independent examiner

Our independent examiner, Alexia Moore, ACCA, has left the school so we are looking to find a new independent examiner for the accounts for next year. Once our annual income exceeds £25,000, the Charities Commission has a requirement for annual accounts independently reviewed. This year Daniel Cameron, CA, has completed the review however as he is married to Co-Chair, we don't believe this sustainable as it doesn't provide sufficient level of independence. As our income was less than £25,000 this year, this is not a formal requirement, and the review was completed as this is best practice. However, this is a temporary solution and we are really keen to find a new parent to take over this role so we do not have to use funds raised to cover this role. This isn't an elected role.

If there are any qualified accountants who are interested in volunteering for this role, please can you contact any of the existing trustees or email chair.lfa.pta@gmail.com.

Summary Report

Looking back on the 12 months since the last report, a lot has changed within the school, but also in how we live our lives. The first half of the year was still heavily affected by Covid and managing the risk to the school and the families who attend the school. As a result the PTA was quite restricted in the events we could. The second half of the year saw us emerge from the restrictions, but this posed different challenges as the PTA worked to restart activities. In this report we will summarise the following:

- 1) **Activities:** The core fundraising activities that were undertaken
- 2) **Finances:** Provide an overview of income and key expenditure items
- 3) **Communication:** Summarise our core communication channels and our plans for them
- 4) **Look ahead:** High level summary of the year ahead and big projects for 2022/3

1. Activities

We have been restricted in the past few years in raising money and this year was no exception. In the 2021/2022 academic year we raised money through the following:

- Sale of Christmas cards
- Halloween Party
- Christmas trees sale
- An online raffle
- Own clothes day
- Curry night
- Popcorn, ice-cream and cake sale (Year 6 leavers)

Some key events had to be cancelled due to rising Covid cases, such as the Christmas fair and serving drinks and mince pies at the Christmas performances. We also had some challenges getting volunteers to man some events (drinks at the music performances). Finally the summer fair which was planned for July had to be postponed due to the heat wave, so this went ahead in September so will be covered in next years report.

In addition to fundraising events, the PTA also restarted the coffee mornings, which has been a vital forum to rebuilding this important community. Another activity that has started this year is the “loved books” collection. This year we managed to collect over 750+ used books from families. In addition, we received 250 books from a local book charity. Having collected 1000+ books, these were sorted, repaired and made available to the teachers to restock the reading corners in each classroom.

2. Finances

Below is the summary financial report for 2021/22. Please note the financial year runs until 31st July 2022.

CATEGORY	ACTIVITY DESCRIPTION		INCOME	EXPENDITURE	NET
EVENTS - ANNUAL	Halloween	£	1,596.00	£ 478.01	1117.99
	Xmas	£	781.20	£ -	781.20
	Easter	£	-	£ -	0.00
	Disco	£	-	£ -	0.00
	Quiz & curry	£	193.50	£ 126.65	66.85
	Cheese & Wine	£	406.00	£ 341.19	64.81
	Sports Day	£	-	£ -	0.00
	Cancelled >>> Bastille Day Summer fair	£	-	£ 41.00	-41.00
EVENTS - REGULAR	Popcorn	£	429.64	£ 11.86	417.78
	Jolly Jam Jars >>> Dress up day	£	82.00	£ 0.02	81.98
	Ice cream	£	288.90	£ 122.19	166.71
	Uniform	£	861.10	£ 9.12	851.98
EVENTS - VILLAGE	Camping	£	-	£ -	0.00
MONTHLY GIVING	Go Cardless	£	3,230.00	£ 80.28	3149.72
	CAF Direct giving	£	415.00	£ -	415.00
	DD	£	480.00	£ -	480.00
	Benevity	£	219.25	£ -	219.25
	Charities Trust	£	1,230.00	£ -	1230.00
	GAYE	£	-	£ -	0.00
ONE OFF DONATIONS/SPONSORSHIP	One off donations/Sponsorship	£	651.00	£ -	651.00
	Sponsorship	£	-	£ -	0.00
	Benevity	£	-	£ -	0.00
	Corporate matched funding	£	2,191.16	£ -	2191.16
CASHBACK SCHEMES	EasyFundraising	£	24.80	£ -	24.80
	Amazon Smile	£	322.00	£ -	322.00
	Stikins	£	-	£ -	0.00
FUNDRAISING MERCHANDISE	Xmas Cards	£	388.00	£ -	388.00
	Xmas trees	£	1,847.26	£ 1,140.73	706.53
PTA SPENDING	PTA consumables (non event specific)	£	-	£ -	0.00
	PTA equipment	£	-	£ 226.87	-226.87
	Subscriptions	£	-	£ 191.45	-191.45
	Commission/Fees	£	1.47	£ 96.00	-94.53
	Community events	£	-	£ -	0.00
LFA SPENDING	Books	£	-	£ -	0.00
	Classroom kit	£	-	£ 2,000.00	-2000.00
	Sports Equipment	£	-	£ -	0.00
	Maths	£	-	£ -	0.00
	Musical instruments	£	-	£ -	0.00
	School reading books	£	-	£ -	0.00
	Playground equipment	£	-	£ 15,000.00	-15000.00
	Y6 Leavers	£	-	£ 1,484.74	-1484.74
	Other LFA expenditure	£	8.50	£ 132.25	-123.75
RESTRICTED FUNDS	Sports Equipment	£	-	£ -	0.00
	Maths	£	-	£ -	0.00
	School reading books	£	-	£ -	0.00
	Y6 Leavers	£	978.55	£ 979.13	-0.58
	Classroom kit	£	-	£ -	0.00
		£	-	£ -	0.00
	TOTAL YTD	£	16,625.33	£ 22,461.49 -£	5,836.16
	CASH & BANK AT 31 JULY 2021			£	26,762.84
ADJUSTMENTS:	Summer Fair 22/23 Expenses paid at 31 July 22			-£	20.00
	Summer Fair 22/23 Income received at 31 July 22			£	95.00
	Expenses as at 31 July 2022 paid after Year End			£	411.44
	Position at 31 July 2022 (Cash and Bank)			£	21,413.12

2a. Fundraising

Fundraising from events was restricted over 2019/ 2020 and 2020/21 but you can see that the biggest share of our income comes from other sources.

Event /Fund Raising	2019/2020 Net Income	%	2020/21 Net Income	%	2021/22 Net Income	%
Winter Fair	£2,101	11%	-	-	-	-
Monthly Giving /Direct donations*	£12,248	66%	£7,905	64%	£8,336	63%
Halloween Party	£2,477	13%	-	-	1117.99	8%
Second- Hand Uniform	£64	0%	£803	7%	£852	6%
Christmas Raffle	-	-	£1,385	11%	£781	6%
Christmas Tree Sales	£299	2%	£746	6%	£707	5%
Popcorn / Ice cream sale	-	-	-	-	£584	4%
Christmas Cards	£553	3%	£377	3%	£388	3%
Cashback Schemes**	£260	1%	£360	3%	£347	3%
Dress up Day (Jolly Jam Jars in 21/22)	-	-	£492	4%	£82	1%
Quiz & Curry	-	-	£218	2%	£67	1%
Cheese & Wine	£457	2%	-	-	£65	0%
Summer Fair	-	-	-	-	-£41	0%
Total Funds Raised	£18,459	100%	£12,286	100%	£13,286	100%

Corporate Match Funding (above included in Direct donations) can make a huge impact on our finances. Match Funding is essentially the facility by which companies can support charitable organisations and good causes that their employees are involved with. This is usually done by matching some or all of the money that an employee has raised for, or donated to, a charity but can also include donating resources or services, particularly if a company has expertise in a relevant field. It is a really important source of fundraising as it means that the hard work associated with raising money is recognised by an employer and also that the employee's time and effort is worth more than what they may have expected.

The main way in which match funding is achieved for our school is through a parent contributing their time to a school event, whether it be operating a stall at a fair or helping to organise an event, often by joining that event's committee. That parent can then boost the funds that they have raised either by their company's existing process for match funding or by their company setting up their match funding procedure. As a charity, LFA PTA is able to boost our fundraising through match funding, with this source of funds increasingly making a bigger difference in helping the school offer the best possible environment for our children.

Regular giving is also a vital source of funding for the PTA. We utilize GoCardless as well as CAF Monthly giving as our regular giving platforms where parents and carers can make one-off or monthly donations in support of the PTA.

As well as one off donations we would also encourage everyone to sign up to the following cashback schemes: including Easyfundraising and Amazon Smile. You personally don't donate the money but if you shop online through these websites, the companies will donate a small percentage of your total spending to the PTA, free money to the school! Anyone can sign up so you can ask relatives and friends if they don't already use these services for other charities to sign up and help raise funds for the LFA PTA.

2b. Spending

In 2020, the PTA made a significant donation towards some improvements in the playground. These were completed in 2021. This year the PTA another significant donation (£15,000) towards further improvements. These included:

- 1) Build of a Trim Trail
- 2) Laying of artificial grass
- 3) Build of a shaded area to provide some much-needed shade in the playground

In addition to the donatio towards the playground, we made a £2,000 contribution towards the curriculum budgets. Over the summer we also £2,000 towards the purchase of Ukeleles and £1,500 towards the purchase of gym mats however this was after the end of the financial year (31st July) and therefore will feature in next years report.

Finally, as we have done every year, we were able to donate £1,500 to our year 6 leavers events which we have pledged to match for our year 6 leavers going forward.

Expenditure Item	2020-21	2021/22
Books	£1,111	£0
Classroom kit	£199	£2,000
Sports Equipment	£130	£0
Maths		£0
Musical instruments	£1,304	£0
School reading books		£0
Playground equipment	£14,667	£15,000
Y6 Leavers	£1,518	£1,485
Other LFA expenditure	£0	£124
Total LFA Spending	£18,929	£16,608

2c. Future Spending

The last few years, all our fundraising activities have been directed towards raising funds for the new playground at school. Now the playground has been completed and funds are available to the school for the items that we have already mentioned we are looking towards the next project.

Consulting with the school, we have decided the next project that we would like to focus fundraising on the transformation of the sports hall into a space that can be enjoyed by all and could also be hired out to raise even further funds for the school. There is a lot of work required to get to this point, particularly as the building is currently lacking some basic amenities (there is no running water to the shower and toilet block. Furthermore, the insulation and electrics need some work to make this a usable space. To complete these initial works, the school will be looking to raise in the region of £50,000. This is obviously a significant sum, and so we will be working with the school to raise this through multiple avenues and likely over multiple years.

In previous years we have always provided donations for books and ongoing class supplies. Going forward, we will be making donations to the curriculum budgets. In addition, the school has set up a teachers 'wish list'; this provides the PTA and parents with a list of supplies required by the teachers that can be purchased these for them directly and give to the school.

3. Future Events

As previously mentioned, we are looking to form small organising committee for all future events. These committee can consist of any parents or carers at the school and will arrange and organise each event, liaising with the Events Director to ensure all aspects are covered.

We have the Christmas Fair that we have started organising. We created a Classlist group for anyone that would like to be involved and will arrange a meeting with the members of the organising committee to discuss the event and responsibilities.

In previous years, events we have organised have included, school discos, quiz and curry nights, mums' nights out, Easter egg hunts, Bastille Day events and our summer fair. We would love to hear what events you would like to have put on, for parents as well as children for the remainder of this academic year so we look at dates and start preparations well in advance of these.

Erica Nelson, proposed Events Director, provided an overview of events and encouraged members to join the LinkedIn Group "*La Fontaine Academy professional connections*". Anyone able to volunteer for upcoming events is invited to join the Event Planning group on Classlist.

4. Communication

Classlist is our primary communication tool. We understand that the application is not perfect but it is a highlight effective tool that allows the PTA to communicate directly with the full school community, but also allows parents to communicate with each other. We encourage all parents to register so as not to miss out on events and notifications.

We are currently finalising the administration processes to ensure Classlist stays up to date – with a particular focus on how to manage all the changes that need to happen between academic years. This is tricky as have to respect people's personal data, but we believe we have a solution that we will be working through with the school over the coming months.

Other important communication channels are Parent Mail and Class WhatsApp groups. Parent Mail is the schools email system, and we work with the school to notify parents of upcoming events, as not all parents are on Classlist. Furthermore we sometimes as the Class Reps for each class to also promote activities or ask for volunteers for events.

We are currently working with one of the Parent Governors to agree a communication strategy that sets out all the communication channels across the school, PTA and Governor community.

Parent Governor Charlie Baddeley provided an overview of the issues surrounding the different communications platforms (Classlist, Parentmail, What's App), GDPR considerations, etc.

5. Thank you

Finally we wanted to thank everyone that has volunteered their time to help us over the past few years. In particular Erica Nelson and Kat Coffey who have taken over the running of the second-hand uniform sales from Stacey Beveridge; Verity Bayley who has arranged the Christmas Card fundraiser for us over the past few years; Sze Wei and Dina who have run the Christmas Tree Sale and are handing over to Leanne Gilespie.

We also wanted to give a special thanks for Carey Lyesight and Federica Viva who are both stepping down from their trustee roles this year. They have both worked tirelessly to manage the events and fundraising of the team. This involves late nights, lots of organisation and huge personal sacrifice. They will be sorely missed on the team but have left us with a really strong legacy.

6. Any other business

This gives members who are present an opportunity to raise matters that haven't been covered by the agenda.

Gift Aid

Moira Collins (PTA member) asked if the PTA are claiming Gift Aid against donations. Federica Viva advised this hasn't been done due to time and resource constraints but PTA would like to do this if someone is able to provide support and guidance in processing it. It is possible Gift Aid can be back claimed for previous years as well. PTA committee will discuss further with Moira.

VAT registration

Federica Viva advised the PTA are not currently VAT registered, again due to time and resource constraints among existing volunteers. If someone has experience with VAT registration please do let the committee know if you are able to provide support. Grace Trieu (PTA member) has recently begun dealing with VAT returns and may be able to provide support. PTA committee will discuss further, although intend to prioritise Gift Aid claims first.

Event comms

A PTA member raised that it was not clear to new parents whether school events, such as the Festive Market, are open to the wider community. For example, other Primary Schools have banners advertising their events. Erica Nelson confirmed the Festive Market is open to the wider community, however as LFA is a newer school we do not have the same resources that longer established schools do. The events team will produce a PDF flyer advertising the stalls available at the Festive Market, which will be circulated among parents/carers, and they will be invited to circulate among the wider community.

It was also raised that events related communications have been missed, such as the call for donations for the raffle. This ties in with Item 4, above.

7. Decisions taken

- i) PTA Committee Report approved.**

ii) New trustees & committee members voted in:

Name	Position	Votes	Outcome
Fay Cameron	Co-Chair & Trustee	23	Elected by unanimous vote
Rejane Collard-Walker	Co-Chair & Trustee	23	Elected by unanimous vote
Xuan Kroeger	Communications Officer	23	Elected by unanimous vote
Prang Kew	Treasurer & Trustee	23	Elected by unanimous vote
Erica Nelson	Events Director	23	Elected by unanimous vote
Kerilee Pearse	Deputy Events Director	23	Elected by unanimous vote
Holly Olympidis	Secretary & Trustee	23	Elected by unanimous vote

Meeting closed: 10:15