

MINUTES: Committee Meeting Spring Term 1

Date: 6th Jan 2023

Time: 2-3pm

Location: LFA, Old Office

Attendees:

- Fay Cameron, Co-Chair (FC)
- Holly Olympidis, Secretary (HO)
- Prang Kew, Treasurer (PK)
- Erica Nelson, Events Director (EN)
- Kerilee Pearse, Events Deputy (KP) - Via Zoom: 2-2:30pm

Apologies:

- Xuan Kroeger, Communications Officer (XK)
- Kat Coffey (KC)

Items:

Ref	Item	Point
1.	Events	
1.1	Feedback from Winter Market	<ul style="list-style-type: none"> - Feedback is generally positive. - Issue with heating drinks for mulled wine so 1x additional hot water urn ordered (£30 - approved). - Wristbands and tokens worked effectively to address issue with not enough change for all stalls. - Financials awaited when income from Raffall received. <p>Suggestions for future events:</p> <ul style="list-style-type: none"> - Plan fewer stalls/activities so less last minute planning. - Fewer food options (hot dogs and pizza sold well but burgers less popular) - Less milk required for hot chocolate sales (20 L purchased, lots left over). - Ensure only hire inflatables that will be most popular and cost effective (inflatable axe throwing and basketball were not as popular and same interest can be met with existing sports equipment). Air mountain popular and long queues (reconsider logistics and times for each session as 10 mins intervals can be a long time for young children to wait). Obstacle course (unclimbable ladder or similar) is a good idea as it reduces queues with children moving through frequently. Avoid inflatables on the playground in future due to holes and other risks.
1.2	Review Student Council feedback	<ul style="list-style-type: none"> - Could look into a Smoothie Bike as part of another event like "Popcorn Friday" or Summer Fair.

		<ul style="list-style-type: none"> - Easter egg hunt has been tricky to organise in previous years due to ensuring correct number of eggs and types to meet dietary needs. Could set up like more of a scavenger hunt where children seek letters in different places to spell out a word and when they find the word they collect their egg. Can organise with advance ticket purchases with option to notify dietary requirements. - Suggestion of stall selling children's pre-loved items and handmade items could be developed into a Children's Business Fair when children are responsible for planning and developing their stall. Either at next big event or as a stand alone event after school.
1.3	Forward Calendar	
1.3.1	PTA fundraising drive at start of upcoming Parent/Carer classroom visits	<p>15 mins available with parents in the hall at start of parent/carers visits to promote PTA and signing up to monthly giving. Can project Xuan's video and project QR link/distribute flyers to sign up. May need to update QR codes.</p> <p>Dates are:</p> <ul style="list-style-type: none"> - 20/1/23 - Yrs 5 & 6 - Erica & Holly - 27/1/23 - Yrs 3 & 4 - Kerilee & Xuan - 3/2/23 - Yrs 1 & 2 - Erica, Prang & Holly - 10/2/23 - Reception - Fay
1.3.2	PTA providing refreshments at upcoming school events	-
1.3.3	Upcoming coffee morning	Less need for formal coffee mornings in the main hall now community reengaging. Main benefit was uniform sales, which we can continue and perhaps have a small coffee area available in the old office. Could offer at different times (ie before pick up, rather than after drop off) to be as inclusive as possible. Agreed to drop the main coffee morning to once per term (next half term).
1.3.4	Any upcoming events?	See 1.2 regarding possible Easter event.
1.4	Events planning	<ul style="list-style-type: none"> - Sports Day - awaiting date. - Summer Fair - Preference generally to hold the main summer event in July rather than Sept. Looking at Fri 14th/Sat 15th/Sun 16th July, if it doesn't clash with camping. Interest in a possible Bastille Day event - Bastille Day falls on Fri 14th, depends on core volunteer availability/preference.
1.5	Risk Assessments	Ensure we review this in good time ahead of big events.
1.6	First Aiders	Will start to collate a list of qualified first aiders based on who volunteers/responds to requests for each event.

2.	Finances	
2.1	Current funds - Can we donate £12,000 towards Sports Hall works?	Still awaiting updated quotes from M. Tirrell. Current funds in region of £22,000 (up from £16,000 in 2019) so a donation in the region of £12,000 will still leave a healthy working capital.
2.2	Gift Aid	<p>We need to satisfy 3 points in order to claim gift aid:</p> <ol style="list-style-type: none"> 1. Registered charity - confirmed. 2. Donors must sign form to confirm we can claim 3. Signed authorisations must be GDPR compliant - this is where we need to investigate to ensure we will be GDPR compliant. (See Action Points). <p>We will only look to make gift aid claims on Monthly Giving first, as one off donations are harder to track and need to investigate position in relation to donations for uniform, etc.</p>
2.3	Other financial matters	Would like to purchase 3 additional Sum Up machines for use at events. £18 each. Those in attendance agreed but PK will message committee group to ensure those not present also agree.
3.	Governance	
3.1	Preparation and submission of Annual Return with Charity Commission	Deadline is 31/5/23 but don't want to leave until last minute in case we need to obtain any further info. PK will speak to Fede and HO will investigate what's required with Charity Commission.
3.2	Any other outstanding handover tasks	It would be useful to develop detailed Job Descriptions for each of the Officer Roles, to assist with handovers further down the line. Not urgent, but something to keep in mind as we undertake tasks to create a list. HO may be able to locate JDs from a previous school PTA to use as a template to build from.
4.	Communications	
4.1	Comms Strategy	XK needs to reschedule meeting re comms with Charlie Baddeley and will then update further.
4.2	Website	Tatiana has volunteered to help with this.
5.	AOB	
5.1	ABC book charity update	KC to update in committee group separately.
5.2	Any items to discuss with M. Tirrell next week?	<ul style="list-style-type: none"> - Request update on detailed quotes for Sports Hall works - Request confirmation of gym mat purchases - When will summer term orientation dates for September's new

		Reception starters be released and can we ask the Office to email details of pre-loved uniform sales to them?
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Action points:

Action Item	Owner(s)	Deadline	Status
Chase Raffall for online raffle proceeds	PK	ASAP	In Progress
Update QR codes to streamline link to Monthly Giving page	XK	19/1/23	Complete
EN & HO to promote PTA & monthly giving at start of Y5 & Y6 parent/carer classroom visits	EN & HO	20/1/23	Complete
KP & XK to promote PTA & monthly giving at start of Y4 & Y3 parent/carer classroom visits	KP & XK	27/1/23	Complete
EN, PK & HO to promote PTA & monthly giving at start of Y1 & Y2 parent/carer classroom visits	EN, PK, HO	3/2/23	Complete
FC to promote PTA & monthly giving at start of Reception parent/carer classroom visits	FC	10/2/23	Complete
EN to liaise with core event volunteers and Laura Tully (camping) to establish best date for main summer event	EN	24/2/23	Complete
HO to discuss GDPR compliance in relation to gift aid with Moira	HO	ASAP	Complete
FC to discuss GDPR compliance in relation to gift aid with Rejane	FC	ASAP	
PK to investigate GDPR compliance in relation to gift aid with Parentkind and in Parentkind FB advice group	PK	ASAP	
PK to discuss preparation and submission of Annual Return with Fede	PK	24/2/23	
HO to investigate Annual Return requirements with Charity Commission	HO	24/2/23	

Meeting closed: 15:00

Next Meeting: Friday 24th Feb, 2pm