

MINUTES: Committee Meeting Summer Term 2

Date: 9th June 2023

Time: 14:00-15:00

Location: La Fontaine Academy, Old Office

Or zoom: <https://us06web.zoom.us/j/88142520373?pwd=L05FO3lYZDJHem9LL2NnQW9FeiZldz09>

Attendees:

- Fay Cameron, Co-Chair (FC)
- Prang Kew, Treasurer (PK) - via zoom
- Holly Olympidis, Secretary (HO)
- Erica Nelson, Events Director (EN) - via zoom
- Kerilee Pearse, Events Deputy (KP) - via zoom

Apologies:

- Xuan Kroeger, Communications Officer (XK)

Items:

| Ref | Item | Point |
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| 1. | Events | |
| 1.1 | Jumble Sale | <ul style="list-style-type: none"> ● Currently 20 bookings; remaining open as still space for any last min bookings in car park slots. ● Currently zero volunteers signed up on Classlist. Everyone to send reminders to Year/Class whats app groups. ● PTA are running a PTA donations stall, pre-loved uniform stall and drinks stall (no teas or coffees). Carey running drinks stall. ● Fay bringing drinks currently in stored garage. ● Fire Engine expected to arrive at midday, call out depending |
| 1.2 | Bastille Day/Summer Event | <ul style="list-style-type: none"> ● Time will be 3-6pm. Will announce after Jumble Sale event ● Plan to hire 1 inflatable - may only be suitable for age 7+ or may alternate jumping sessions between younger kids and older kids. ● Delice may also be able to attend, depending on how Jumble sale event goes. ● KP liaising with a potential Carribean food takeaway supply, food would be pre-order. |
| 1.3 | Any other events | <ul style="list-style-type: none"> ● No coffee mornings this term. ● Possible coffee morning to engage new Reception parents on |

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| | | <p>first day/week (check Reception starting schedule with MT).</p> <ul style="list-style-type: none"> ● AGM coffee morning (see below) ● Proposed coffee morning on Internet Safety - potentially second half autumn term. Michel Temmerman may be able to present/inform. Could also invite school to present. Perhaps Community Police team as well? |
| 2. | Finance | |
| 2.1 | <p>PayPal:</p> <ul style="list-style-type: none"> - Update on PayPal release of funds - Update on alternatives | <ul style="list-style-type: none"> ● Funds expected in approx next 2 weeks. PK Liaising. ● Sum Up is best alternative to PayPal. Functionality comparable with Stripe or Square. PTA already has an account, committee/volunteers have the app, money reaches PTA in the same way. Sum Up allows for pre-event ticketing. We would be able to create a QR code linking to payment to allow for receiving payments on multiple stalls at events and reduce queues at Sum Up machines. |
| 2.2 | <p>Gift Aid:</p> <ul style="list-style-type: none"> - Update on GiftAid forms from existing donors - Update on CAF foundation giving | <ul style="list-style-type: none"> ● Around 37 donors still need to sign Gift Aid declaration. PK sharing list with committee - EN will draft email to go out. Note some are retrospective donees. ● CAF foundation giving: PK needs trustees Full Names, Addresses and DOBs to send to CAF donate verification team, so they can verify our identity in order to process Gift Aid claims. |
| 2.3 | Any proposed purchases | <ul style="list-style-type: none"> ● No proposed purchases |
| 3. | Governance | |
| 3.1 | Suggested approx dates for Autumn term AGM | <ul style="list-style-type: none"> ● Proposed to tie in with the loosely scheduled coffee morning for 3rd week of new school year, Fri 22nd Sept. ● Start advertising and recruiting for vacancies now. <p><i>● [Post meeting note: HO checked procedure for calling AGM. We need to give 21 clear days written Notice, including stating date, time, location and overview of Agenda. Latest date for getting Notice out will be 31/8/23. We need to give written Notice to every member; given not everyone is on Classlist, we will also need to ensure Notice is placed in school newsletter and ideally ask school to email out as well. We also need to agree proposed agenda - same as last year? We therefore need to either put Notice out this term or shift date of AGM back at least 2 weeks to ensure Notice given at least 21 clear days in advance. Fri 6 Oct may be a better date. HO will discuss with Committee]</i></p> |
| 3.2 | Internal Financial Controls annual review - self assessment checklist | <ul style="list-style-type: none"> ● PK has carried out annual review and HO has commented. ● We still have an issue with finding an independent auditor for this year. Unclear whether we will exceed the income |

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| | | <p>threshold. No response to previous requests on Classlist.</p> <ul style="list-style-type: none"> ● FC had contact from one person a year ago; no response to messages since but will follow up. ● EN will boost request post on Link'd In. ● KP will ask in office but will likely only find a volunteer with a connection to the school. ● We need to do another volunteer drive for an ACCA volunteer (ask XK?). ● HO will enquire with Fede. <p><i>[Post meeting note 1: Fede's experience is internal audit, not external. She's not accredited to formally audit or sign off accounts. She's happy to review if we're below formal audit threshold but won't be able to put her name to them for a formal sign off.]</i></p> <p><i>[Post meeting note 2: Fede has suggested we put request on classlist simply saying we're looking for an accountant, are there any accountants within the school community? Without specifying what it's for. Then if someone gets in touch we can explain why.]</i></p> |
| 3.3 | Prang continuing as treasurer once no longer a member | <ul style="list-style-type: none"> ● PK will automatically cease to be Treasurer when C is no longer on the role for school. We can co-opt her back in as Treasurer (by agreement of the committee) until next AGM. HO will diarise vote for 1/9/23. |
| 3.4 | Rejane to sign Trustee Declaration Form | <ul style="list-style-type: none"> ● HO to follow up with RCW |
| 4. | Communications | |
| 4.1 | <p>Comms updates:</p> <p>.1. Letter re comms going out to Reception parents;</p> <p>.2. Date of first coffee morning in Sept & best ways to engage new parents (PTA on hand first day with pack of tissues? Chat and hug? Coffee morning?);</p> <p>.3. XK doing Job Descriptions (Sponsorship Manager) Class Rep JD (clarify selection process and responsibilities); note volunteers page on website;</p> <p>.4. New Reception parents classlist approvals or FB group?</p> | <ul style="list-style-type: none"> ● FC very happy with letter and written in 1st person but would be nice to sign off from the whole team. ● Coffee morning for new Reception parents on first day of term is a good idea as often Reception children are only in for a few hours so parents are more likely to have taken the day off work/feel it's not worth going home. We need to establish starters schedule/timings with MT. ● Everyone happy with new JD's. ● Classlist better to encourage sign up and consistent platform for ongoing use. Agreed best to ask Reception parents to apply to join by a specific date and ensure committee have time to approve requests against school office list before Summer holidays. Then re-check against starters list at start Sept. HO spoke with Laura T who confirmed she would advise this approach. ● No need to start a new FB group for new Reception parents. ● Laura T can delete FB group if we tell her we want her to. May be best to ask opinions in group as to whether people wish to keep it. Sometimes useful to keep the "chatter" (items for sale, etc) off Classlist. |

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| | .5. Other Comms | <ul style="list-style-type: none"> ● EN has spoken with James Stilwell. Don't believe they are offering additional sponsorship for events. Only 1 person has taken up referral offer so far. Offer may need to be communicated more regularly/widely. Consider whether XK can put section on updated flyers "Ways you can help the PTA/School" with links to all endorsements (including EasyFundraising, Stikins, CWF, etc... although note CWF referral goes directly to school, not PTA). |
| 4.2 | Website update | <ul style="list-style-type: none"> ● RCW due to meet with XK and Tatiana re website next week. |
| 5. | Next meeting with school | |
| 5.1 | Proposed agenda items: | <ul style="list-style-type: none"> ● Events ● Reading Den update ● Date/time for new Reception parents' Stay & Play ● Engaging new Reception parents: New Reception staggered start dates/times schedule to co-ordinate a coffee morning to tie in with New Parent drop off on first day. ● Subsequent coffee morning in Autumn term 2 on internet safety ● Class Reps JD (as hybrid role with PTA and school leadership) ● Procedure for selection of Class Reps (suggested: 1. current reps to send msg in What's App group asking for volunteers. 2. If no volunteers, school office to send out email asking for volunteers. 3. Do we want to encourage multiple reps or who's responsible for selection procedure - school or PTA?) |
| 6. | AOB | |
| 6.1 | Stikins | <ul style="list-style-type: none"> ● PK has created Google Form to capture data - ready to go. ● Names need to be submitted to Stikins by end June. ● Get Google Form on Classlist and ask Class reps to circulate, plus ask office to send out. ● EN will print leaflet to display with pre-loved uniform stand at Jumble sale. |
| 6.2 | School/local area print fundraiser | <ul style="list-style-type: none"> ● HO has been liaising with the parent who suggested it. The artist hadn't responded when last spoke. HO will follow up again with parent. Unlikely to happen this term now. |
| 6.3 | Portaloos on field | <ul style="list-style-type: none"> ● Cleaning agreed with facilities. ● School unable to get sign off to order, PTA need to deal with ordering and payment directly. ● MT has confirming Portaloos are a go-go. ● EN will order. |

Action points:

| Action Item | Owner(s) | Deadline | Status |
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| Draft copy for the email to go out to regular donors requesting completion of Gift Aid form | EN | ASAP | Open |
| Email donors (BCC?) with Gift Aid Form | PK | ASAP | Open |
| FC, RCW, HO to send PK Full names, addresses, DOBs to start using CAF Donate platform | PK | ASAP | Open |
| Issue written Notice for AGM | HO | TBC | Open |
| FC to follow up with accountant who made contact last year, re audited accounts | FC | ASAP | Open |
| Post to classlist for an accountant/ask reps to ask in whats app groups | HO | ASAP | Open |
| Boost Link'd In post for accountant | EN | ASAP | Open |
| HO to follow up with RCW re signing Trustee Declaration Form | HO | ASAP | Open |
| Circulate JD's/requests for volunteers on PTA website, Classlist, ask Class Reps to share in What's app groups | XK | ASAP | Open |
| Update "How you can help your PTA" flyers and include CWF mortgage referral scheme (small print: referral direct to school). | XK | ASAP | Open |
| PK to share Stikins data capture Google Form on Classlist/ask reps to circulate in parent What's App groups and ask school office to send out. | PK | ASAP | Open |
| Order/arrange delivery of Portaloos for field | EN | ASAP | Open |
| HO to follow up with Y3 parent re school/local area print fundraising initiative. | HO | ASAP | Open |

Meeting closed: 3:00pm

Next Meeting: Friday 8th Sept, Poll for time