

MINUTES for PTA AGM on Friday 6th October 2023

@ 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.

PTA Committee (current):

- Fay Cameron (Co-Chair)
- Réjane Collard-Walker (Co-Chair)
- Prang Kew (Treasurer)
- Holly Olympidis (Secretary)
- Xuan Kroeger (Communications Officer)
- Erica Nelson (Events Director)
- Kerilee Pearse (Deputy Events Director)

Proposed committee:

- Erica Nelson (Chair)
- Fay Cameron (Treasurer)
- Emma Lukey (Secretary)
- Xuan Kroeger (Communications Officer)
- Kerilee Pearse (Events Director)
- Katie Bates (Bid Writer)

PTA members: 18 in attendance in total (including current and proposed committee).

Apologies: Réjane Collard-Walker (Co-Chair), Holly Olympidis (Secretary), Katie Bates (Bid Writer)

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

1. Who Are We?

PTA Committee (current):

- Fay Cameron (Co-Chair)
- Réjane Collard-Walker (Co-Chair)
- Prang Kew (Treasurer)
- Holly Olympidis (Secretary)

- Xuan Kroeger (Communications Officer)
- Erica Nelson (Events Director)
- Kerilee Pearse (Deputy Events Director)

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 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)
- Prang Kew (Treasurer)
- Holly Olympidis (Secretary)

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.

Prang Kew, Holly Olympidis and Rejane-Collard Walker are stepping down therefore we are looking to elect at least 3 new Trustees.

Réjane is planning to remain involved in the committee as she has been working on the website and would like to remain involved and leading on this piece of work.

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 we 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.

2. What Have We been up to?

We have been restricted in the past few years in raising money but this year has seen all the restrictions of the pandemic lifted, allowing us to run a wider range of fundraising activities as well as community-focused events. In the 2022/2023 academic year undertook the following fundraising and community events:

- Halloween Party
- Christmas Card Sale
- Christmas trees sale
- Christmas Market
- Easter Egg Hunt
- Jumble Sale
- Wine and Cheese Night
- Sports Day Drinks
- 2nd-Hand Uniform
- Summer Fair
- Pilates

In addition to fundraising events, the PTA held a number of coffee mornings, including one with a local external organisation called “Successful Mums”. This was a trial to test a format that included “content” alongside the traditional coffee morning format. We had a very positive response to the session with lots of new faces, high levels of engagement in the workshop and some great feedback after the event. We will be looking to hold more coffee mornings with some form of workshop in 2023/4.

Another activity that started last year, and has continued this year, is the “pre-loved” books collection. This year we managed to collect over 900 books from our parents, with support from some other charities (Sense, St Christopher’s Hospice and ABC). These books are used to top up the reading corners in the classrooms and reading spaces. In 2023/4, ABC have also offered to fill the new Reading Den (see section 2b)

Finally, we have continued with the 2nd hand uniform sale. This is not only an excellent means of fundraising, but also gives families a low-cost option for sourcing high quality uniform items in a period of rising costs. It also reduces landfill! Due to the switch over to the new navy uniform, this year we collected a large amount of the old grey uniform (which can no longer be worn after July 2023). This has been used to fill large, high quality bean bags, which the PTA have purchased. These have been used to improve the space in the sensory rooms.

3. How much did we raise

Event/Fund Raising	2020/21 Net Income	%	2021/22 Net Income	%	2022/23 Net Income	%
Winter Fair	£ -		£ -		£ 564	
Monthly Giving/Direct donations*	£ 7,905	64%	£ 8,336	63%	£ 9,574	50%
Halloween Party	£ -	0%	£ 1,118	8%	£ 2,342	12%
Second-Hand Uniform	£ 803	7%	£ 852	6%	£ 921	5%
Christmas Raffle	£ 1,385	11%	£ 781	6%	£ 866	5%
Christmas Tree Sale	£ 746	6%	£ 707	5%	£ 382	2%
Popcorn/Ice cream/Drink sale	£ -	0%	£ 584	4%	£ 301	2%
Christmas Cards	£ 377	3%	£ 388	3%	£ 414	2%
Cashback Schemes**	£ 360	3%	£ 347	3%	£ 638	3%
Dress up Day (Jolly Jame Jar 21/22)	£ 492	4%	£ 82	1%	£ -	0%
Quiz & Curry	£ 218	2%	£ 67	1%	£ -	0%
Cheese & Wine	£ -	0%	£ 65	0%	£ 67	0%
Easter Egg Hunt	£ -	0%	£ -	0%	£ 446	2%
Summer Fair	£ -	0%	-£ 41	0%	£ 1,405	7%
Sport Day	£ -	0%	£ -	0%	£ 1,375	7%
Jumble Sale	£ -	0%	£ -	0%	£ 428	2%
Total Fund Raised	£ 12,286	100%	£ 13,286	100%	£ 19,159	100%

Below are some key observations:

- Overall, we increased our overall fundraising in 2022/3 - this is huge credit to the events team who had an incredibly busy year last year
- Monthly giving and direct donations has consistently been our largest source of fundraising
- Some new events (Easter egg hunt and Jumble Sale) that made a valuable contribution to the funds raised

4. How is it being spent?

Expenditure item	2020/21	2021/22	2022/23
Books	£1,111		
Classroom kit	£199	£2,000	£0
Sports Equipment	£130		£1,500
Maths			
Musical Instruments	£1,304		£2,000
School reading books			£1,052
Playground Equipment	£14,667	£15,000	£1,500
Y6 Leavers	£1,518	£1,485	£1,494
Other LFA expenditure		£124	£334
Total LFA Spending	£18,929	£18,609	£7,880

In 2020/1 the PTA made a significant donation towards some improvements in the playground. These were completed in 2021 and last year made another significant donation (£15,000) towards further improvements which are all now complete.

At the start of 2022/3, our ambition was to support the school in the refurbishment of the Sports Hall. Unfortunately, due to challenges with the fabric of the building and complexity of the ownership of the buildings, it has not been possible to progress this project as quickly as we had hoped. Therefore, we took the decision (in conjunction with the school), to focus efforts on other projects.

Key Expenditure items for 2022/3 have been:

- £2,000 towards the purchase of Ukuleles
- £1,500 towards the purchase of gym mats
- £1,052 for the deposit for the Reading Den
- £40 - purchase of x2 bean bags
- £1,500 for new sports equipment for playtime

In addition, we funded the rental of some port-a-loos on the school field for the summer term. This was to assess the benefit of developing the sports field as a potential future fundraising project.

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.

5. What have we got planned next?

Some events that are already in the planning include a Halloween Party on 29th October, Christmas Fair on 10th December and a Cyber awareness coffee morning on 24th November TBC.

Potential Projects to Fund this year are:

- Completion of reading den (funding approved and launch date planned for 20th October)
- Reception playground improvements
- Improvement options for sports hall (e.g. sound curtain)
- Additional musical instruments
- Whole school excursion

All subject to further discussion and prioritisation with the school leadership team.

Sports Field

We are looking at developing the field, adding some sun shelters, benches and making it more usable at lunch times. We are currently at the disadvantage of not having enough staff to supervise all the children. The school is currently seeking to recruit adult supervisors to assist with this. This role would be ideal for a grandparent.

6. Proposed committee:

- Erica Nelson (Chair)
- Fay Cameron (Treasurer)
- Emma Lukey (Secretary)
- Xuan Kroeger (Communications Officer)
- Kerilee Pearse (Events Director)
- Katie Bates (Bid Writer)
- Jonathan Evans (Independent Reviewer)

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/ committee member and parent (as well as work in some cases), so we are pragmatic and flexible about how the responsibilities are shared.

We have had two people who have volunteered to become our new Trustees and committee members:

- Emma Lukey - Secretary (trustee)
- Katie Bates - Bid Writer

Emma Lukey introduced herself, Katie Bates was not present.

We are seeking to appoint a new Treasurer as Prang Kew is stepping down, in the interim Fay Cameron will become Treasurer and Erica the Chair.

7. Your Support:

Monthly Giving

Regular giving is also a vital source of funding for the PTA. Up until now, we have used 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. However, this year we have been investigating the possibility of claiming gift aid. Collecting the data to support Gift Aid is quite onerous. Going forward we have decided to switch to the “Just Giving” platform, which will manage this for us. We are currently contacting all parents who currently give regularly, to ask that they switch over to our new Just Giving site, which will automatically collect the data we require to claim gift aid for us.

Volunteer to support events

We are looking to form a small organising committee for all future events. The 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.

Ideas for events

We issued a survey out in the newsletter on 15th September of which we have received 13 responses to. We would love to hear your thoughts on what future events you would like us to organise. As part of the survey, you can give feedback on previous events, volunteer to organise future events and share any ideas for types of events that we haven't considered in the past. There are lots of planning and safety considerations when organising the PTA events, however we will try and consider all suggestions!

Grants

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.

In previous years we have also encouraged parents to sign up to the 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! However, Amazon Smile has now ceased and so this has reduced as a source of income to us.

8. Thank you!

Finally, we wanted to thank everyone that has volunteered their time to help us over the past few years. In particular Verity Bayley who has arranged the Christmas Card fundraiser for us over the past few years; Leanne Gillespie who ran the Christmas Tree Sale, Kat Coffey for all her work on the pre-loved book collection and reading den and all the volunteers who have supported over the variety of events. We also wanted to say a huge thanks to individuals (and apologies we can't name everyone here....) who have supported specific events such as Chesca Rogers, Monika Kuklicz, Danielle Leeson, Jen Peters, to name but a few.

We also wanted to give a special thanks to Holly Olymipidis, Prang Kew and Réjane Collard-Walker who are all stepping down from their trustee roles this year. Their efforts have been hugely appreciated. They will be sorely missed on the team but have left us with a really strong legacy.

9. Any other business

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

Bromley Brighter Beginnings Charity

Jen Peters, a parent at LFA who volunteers for the Bromley Brighter Beginnings charity talked about what the charity does and the 'Christmas in a Bag' campaign. The charity is volunteer-led that provides essential child-related items to families in financial hardship living in the London Borough of Bromley. Each bag contains a festive jumper, books, toys, Christmas treats, toiletries, new pjs and a food voucher for Christmast lunch.

Parents & carers are encouraged to donate a shower gel or two and drop them off in the school playground where they will be collected at 8.30am every day from Monday 9th October until half term.

Parents & carers can also donate children's pre-loved festive jumpers (only in great condition), new/unopened games/toys and new/unworn children's hats, scarves and gloves.

10. Decisions taken

i) PTA Committee Report approved.

ii) New trustees & committee members voted in:

Name	Position	Votes	Outcome
Erica Nelson	Chair & Trustee	17	Elected by unanimous vote
Fay Cameron	Treasurer & Trustee	17	Elected by unanimous vote
Xuan Kroeger	Communications Officer	17	Elected by unanimous vote
Kerilee Pearse	Events Director	17	Elected by unanimous vote
Katie Bates	Bid Writer	17	Elected by unanimous vote
Emma Lukey	Secretary & Trustee	17	Elected by unanimous vote
Jonathan Evans	Independent Reviewer	17	Elected by unanimous vote

Meeting closed: 9:35am