

MINUTES: PTA Committee & School Meeting Spring Term 2

Date: 3rd Feb 2023

Time: 2pm

Location: LFA

Attendees:

- Fay Cameron, Co-Chair (FC)
- Holly Olympidis, Secretary (HO)
- Erica Nelson, Events Director (EN)
- Michael Tirrell, Head of School (MT)
- Prang Kew, Treasurer (PK) – via Zoom
- Kat Coffey (KC) – via Zoom

Apologies:

- Xuan Kroeger, Communications Officer (XK)
- Kerilee Pearse, Deputy Events Director (KP)

Items:

Ref	Item	Point
1	Events	
1.1	Feedback from students on wider charity support	N/A - School has other charity support days in the pipeline, no plans for events that require sharing PTA resources.
1.2	Easter Egg Hunt	<ul style="list-style-type: none"> • Event only likely to go ahead if we can secure help from more volunteers • Aiming to utilise early finish on Fri 31st March at 1:30 • Looking into Geocaching app based treasure hunt on the playground
1.3	Bastille Day/Summer Fair	<ul style="list-style-type: none"> • Confirmed for Fri 14th July, 2-5pm
1.4	Jumble sale	<ul style="list-style-type: none"> • Considering combining pre-loved and home made items sale with car boot sale - suggested fee £10/car donation. • Events team investigating licensing requirements with Bromley Borough Council and whether we can obtain a charity exemption. • Suggested for before May half term
1.5	Sports Day refreshments	<ul style="list-style-type: none"> • Planning to seek volunteers among parents attending their own child's sports day • Refreshments to be served before, after and during break from children's races
1.6	Coffee mornings	<ul style="list-style-type: none"> • 10th March - coffee morning 8:45-9:45 confirmed. Will be utilising to do a big events volunteers drive • 5th May - Suitable potential date for next coffee morning (nothing currently in school diary). HO will speak to Successful Mums to see if the date works for them to do a mini workshop. Won't be a

		massive fundraiser but can invite donations from attendees and will be a positive support for the community
2	Other Fundraising	
2.1	Successful Mums advertising in newsletter in return for a donation to the PTA.	<ul style="list-style-type: none"> School are very happy to put a page of advertising for Successful Mums in the newsletter (this is easier to manage than leaflets home in bookbags) and wouldn't need to charge a fee themselves to do this. HO will liaise with Successful Mums and pass advertising on for inclusion. HO will also confirm whether one off or advert runs for a few weeks.
2.2	Selling local artist print of the school	<ul style="list-style-type: none"> A Y3 parent has suggested getting a local artist to commission a print of the school in the surrounding area as a keepsake for children/families. That parent can write the copy to market it to parents. Suggested approx £3 kickback per print to PTA. School are happy to support and assist with distribution home via bookbags (as long as not too large or awkward to carry). FC and HO will also look into other personalised fundraising items such as tea towels personalised with whole class/year self portraits.
2.3	Stikins	<ul style="list-style-type: none"> Personalised name labels where PTA receive a % of sales. Stikins are offering 5 free samples to all current children (order now onwards) plus Sept starters (order April - June) Potential GDPR implications with school passing on names so PTA looking to design a form for parents to request samples of child's name/initial in format they agree to, with link to Stikins data protection policy School very happy to distribute samples via bookbags Info for new joiners wouldn't go out with first formal letter but can go out with email pack that contains bulk of the info
3	Facility improvements	
3.1	Sports Hall Update	<ul style="list-style-type: none"> Surveys completed but detailed quotes still awaited - MT still chasing. There is an issue with the damp proof course that the school may need to go back to Kier to deal with before works can take place. Currently awaiting a response as to whether this will impact proposed toilet works or just main section of sports hall. Logistics mean if work isn't booked in soon, it will likely have to wait until Summer holidays 2024. May look at focusing on other projects in the meantime. Discussed options to erect composting toilets (potentially with a sheltered/covered area to protect from sudden downpours) on the field and whether we prioritise that instead. It will mean the field can be used much more for play times and potentially leased out to sports groups. EN will investigate current costs for composting toilets. Will look to make a decision on whether we prioritise sports hall toilets or field toilets once all above info is back.

4	ABC Book Charity	
4.1	Update	<ul style="list-style-type: none"> Charity can't help with capital costs for a reading corner in the playground, can only help with support and ongoing books Keen for reading area to be located in the playground as very visual to whole community KC is investigating options such as decommissioned phone boxes or other buildings/shelters, and will discuss with MT before bringing options to PTA to discuss funding priorities
5	New Starters	
5.1	PTA materials for New Parent/Carer booklets	<ul style="list-style-type: none"> PTA details such as Summer Fair posters, etc, can go out with new starter pack which are usually emailed around June time
6	AOB	
6.1	Funding a defibrillator in school	<ul style="list-style-type: none"> School are on the list to receive a defibrillator from a charity already. Anticipate it will be stored securely in Reception foyer and accessible at all times when school is open (so can also be accessed in case of emergency during PTA events).

Action points:

Action Item	Owner(s)	Deadline	Status
Liaise with Successful Mums re advertising in school newsletter and mini workshop event on 5th May coffee morning	HO	29/4/23	In progress
Continue to chase refreshed quotes for Sports Hall works and situation with Kier and damp proof coursing.	MT	ASAP	In progress
Liaise with Y3 parent on local artist commission and selling prints as a fundraiser	HO		
Source options for personalised fundraisers (such as tea towels and tote bags)	FC & HO		
Design & circulate google form to collate list of names for Stikins samples	PK & HO		
Obtain pricing options/quotes for composting toilets for field	EN		
Collate ideas and pricing options for playground reading corner shell	KC		

Next Meeting: Friday 28th April, time TBC (note Y5&6 Parent/Carer classroom visits scheduled 2pm)

Meeting closed: 15:00