

MINUTES: Committee Meeting Spring Term 1

Date: 12th January 2024

Time: 2pm

Location: LFA & Zoom dial in

Attendees:

- Erica Nelson, Chair (EN)
- Emma Lukey, Secretary (EL)
- Kerilee Pearse, Events Director (KP)
- Kat Coffey, Event support (KC) (Zoom dial in)
- Xuan Kroeger, Communications Officer (XK) (Zoom dial in)
- Karolina Curry, Sponsorship Manager (KaC) (Zoom dial in)
- Katie Bates, Bid Writer (KB) (Zoom dial in)
- Natasha Wigley, Grants & Fundraising (NW) (Zoom dial in)

Apologies:

- Fay Cameron, Treasurer (FC)

Items:

Ref	Item	Point
1.	Events	
1.1	Feedback on Christmas Fair (KaC)	<ul style="list-style-type: none"> ● Event went well and was very successful ● Feedback from stalls was not great as they didn't sell much. A lot of overpriced items ● Going forward KaC suggested a folder with templates to run the event ● £700 made from the stalls ● For the next event it was suggested to pick a few stalls and invite them again ● It was agreed a contract to be put in place for stalls which specifically says no refunds, PTA do not take responsibility for foot flow or any responsibility if no profit is made and to ask lawyers in the parent community to review ● Issues with the car park gates as they were closed, lots of complaints received. Need to arrange with the school what to do about this, to be added to PTA meeting with Mr T ● To avoid ambiguity and to give transparency going forward, it was agreed to share with the parents/carers a high-level report (total takings, total expenses)
1.2	Donations before and after events	<ul style="list-style-type: none"> ● Instead of asking for donations before and after the event, it was agreed to continue to give the option for parents/carers

		to sign up for monthly giving and only to share the link to donate before/after events with parents/carers who specifically ask for it
1.3	Event dates for 2024-2025	<ul style="list-style-type: none"> To be discussed in the WhatsApp group chat
1.4	Other Future Events: movie night at school, Easter egg hunt/colour run summer fair	<ul style="list-style-type: none"> To be discussed in the WhatsApp group chat
2.	Finance	
2.1	Any Proposed Purchases	<ul style="list-style-type: none"> Haven't heard back about the proposed purchases such as the mud kitchen for reception play areas. PTA are awaiting specific costs from the school who were going to obtain from the supplier who gives the school a discount. ACTION: EN to speak to Mr T It was explained to all that the way we fund purchases for the school is that we agree with the school that it is within our charitable contract, then the PTA gives the school the money with the agreement that it should be used towards that item and the school buys it. High balance of around £30k in the bank account, it was agreed we need to start spending the money – ACTION: EN to speak to Mr T about this
2.2	Reporting	<ul style="list-style-type: none"> Not discussed
3.	Governance	
3.1	Charity Commission – super administrators	<ul style="list-style-type: none"> ACTION: EL to discuss with FC
4.	Communications	
4.1	Website update	<ul style="list-style-type: none"> No update ACTION: XK to pick up with FC & Rejane
5.	Sponsorship	
5.1	Sponsorship Opportunities	<ul style="list-style-type: none"> KaC suggested an online holiday club brochure where we offer 50 groups/clubs to sponsor and they give a £5 contribution to advertise themselves in the brochure. EN agreed we can investigate this but concern is that might be a lot of work KaC also suggested collaborating with the Lord Homesdale pub whereby parents go there and we get some money back. EN advised this should be kept separate to the school as this

		will be run as an event through the PTA which is a separate entity to the school. We can advertise through class list, what's app group etc
6.	Next meeting with school	
6.1	Proposed agenda items:	<ul style="list-style-type: none"> ● Events ● Opening of car park gates for events ● Spending priorities – benches, sports hall curtain, the field toilets, PTA school trip sponsorship
7.	AOB	
7.1	PTA school trip sponsorship	<ul style="list-style-type: none"> ● Idea is to hire some coaches and take the pupils to the seaside
7.2	Grants & fundraising	<ul style="list-style-type: none"> ● NW introduced herself ● ACTION: NW, KB & KaC to schedule their own meeting in advance of the PTA committee meetings
7.3	DBS check	<ul style="list-style-type: none"> ● EN advised everyone to get a DBS check as the school are tightening the rules of only those who have a DBS check are allowed onsite to attend the PTA meetings
7.4	Paypal fundraising pool for Christmas	<ul style="list-style-type: none"> ● Raised nearly £2,500 for the teaching staff to have a Christmas do. Want to do this again next year. Around £420 left over which EN agreed with Mr T that PTA would use the money to buy two amazon vouchers, one for Mr T for paying the £50 deposit and the other for the remaining amount so the school can buy something for the school or use for another night out. ACTION: EN to order vouchers.

Meeting closed: 2.45pm

Next Meeting: Friday 23rd February 2024, Poll for time