

## MINUTES: Committee Meeting Spring Term 2

**Date:** 23<sup>rd</sup> February 2024

**Time:** 2pm

**Location:** LFA & Zoom dial in

### Attendees:

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

### Apologies:

- Katie Bates, Bid Writer (KB)

### Items:

Ref	Item	Point
<b>1.</b>	<b>Events</b>	
1.1	Movie night Easter hunt/colour run	<ul style="list-style-type: none"> <li>● 198 tickets sold, expected to make £200 plus profit made from drinks stall etc</li> <li>● No change for easter since last discussed. Plan is to obtain a sponsor for this event potentially Tesco and obtain a monetary donation from them or a donation of easter eggs so it's cheaper for parents for their kids to attend. Cost to run per person is around £4-£5. <b>Action: Fundraising team to draw up a list of potential sponsors &amp; start seeking sponsorship</b></li> </ul>
1.2	Iftar celebration in March	<ul style="list-style-type: none"> <li>● No date received as yet. <b>Action: EN to follow up with Mr Wagstaff</b></li> </ul>
1.3	Other future events: summer fair, LFA 10 <sup>th</sup> anniversary events	<ul style="list-style-type: none"> <li>● Summer fair to be discussed at next meeting</li> <li>● Agreed we would do a virtual coffee meeting over zoom at lunch time and in person on Friday 15<sup>th</sup> March. <b>Action: FC to speak to the school regarding this &amp; propose date for virtual</b></li> <li>● <b>Action: KaC to talk to pub owner regarding working with LFA</b></li> <li>● New café open and scout hall could potentially be used for cheese and wine night, quiz night in the future</li> </ul>

<b>2.</b>	<b>Road Safety</b>	
2.1	Solutions to help prevent dangerous driving	<ul style="list-style-type: none"> <li>● Immediate concern is safety inside the car park and roads within close proximity of the school</li> <li>● The way to go would be a major comms campaign, road safety posters, an assembly for children on road safety and kids shaped bollards.</li> <li>● KC has reached out to Bromley council and there is a campaign of staff from TFL which come to schools to talk about road safety and this is also aimed at parents too</li> <li>● To be discussed with Mr T at next meeting</li> </ul>
2.2	School campaign (KaC)	<ul style="list-style-type: none"> <li>● KaC suggested we start a campaign with other schools, also a competition for children to create a road safety poster and expand to other schools. Obtain some sponsorship from local businesses. Would need to speak to council regarding the rules on putting up posters. Agreed this is something we can do but would need to focus on the immediate ask from Mr T first.</li> </ul>
<b>3.</b>	<b>Finance</b>	
3.1	Purchases: Benches, Sports Hall curtain	<ul style="list-style-type: none"> <li>● Benches: KP has sent through quote, agreed to share with Mr T then committee to vote</li> <li>● Sports Hall Curtain: next step to have a walk around with the project manager, Mr T &amp; Mr Warner to confirm measurements, fire safety requirements, where we want it etc. FC can't get quotes until we have an indication of sizing</li> </ul>
3.2	Any other proposed purchases	<ul style="list-style-type: none"> <li>● KC has purchased the stickers for a sticker system on the books in the library</li> <li>● EN had a conversation with Head of PTA at St Georges regarding the field, EN to update when have more info</li> <li>● Mus in facilities would like some outdoor storage, to store some items in the playground. KP suggested to put forward to Mr T &amp; to be added as an item at the meeting with Mr T</li> </ul>
3.3	Reporting	<ul style="list-style-type: none"> <li>● Not discussed</li> </ul>
<b>4.</b>	<b>Governance</b>	
4.1	Preparation and Submission of Annual Return with Charity Commission (deadline 31/5/24)	<ul style="list-style-type: none"> <li>● FC is working on this and as we are now over the threshold the PTA have to have an independent auditor who is Jonathan Evans. Currently on hold waiting to chat with Jonathan Evans.</li> </ul>
<b>5.</b>	<b>Communications</b>	
5.1	Website update	<ul style="list-style-type: none"> <li>● No update received. XK to add to meeting notes when an update received.</li> </ul>

6.	<b>Sponsorship Opportunities</b>	<ul style="list-style-type: none"> <li>● Look in to sponsorship for summer fair</li> <li>● Agreed to approach sponsorship for both cash and easter eggs for Easter</li> <li>● NW works for an Islamic charity</li> <li>● <b>Action: Sponsorship team to meet up separately</b></li> </ul>
7.	<b>Next meeting with school</b>	
7.1	Proposed agenda items:	<ul style="list-style-type: none"> <li>● Events</li> <li>● Road safety</li> <li>● Shelter area – lost roofing, need to check school are fixing</li> <li>● Outdoor storage</li> </ul>
8.	<b>AOB</b>	
8.1	Christmas tree and Christmas card campaign	<ul style="list-style-type: none"> <li>● Very thorough handover notes received from Verity</li> <li>● <b>Action: XK to post on class list to obtain a volunteer for this</b></li> <li>● Suggestion from KP to find a supplier that we can upload kids designs from home</li> </ul>
8.2	Circus event	<ul style="list-style-type: none"> <li>● St Georges are having a circus event on 16<sup>th</sup> April and have asked LFA to join them as they have 600 tickets. Agreed we would join. <b>Action: KP to confirm with ST Georges PTA LFA will be joining</b></li> </ul>
8.3	Last Quarter transaction	<ul style="list-style-type: none"> <li>● FC unable to reconcile a transaction of £60 on PTA credit card from last quarter. <b>Action: FC to send out details on this</b></li> </ul>
8.4	Remote dial in	<ul style="list-style-type: none"> <li>● Zoom not working so well. EN suggested what's app call. <b>Action: EL to look in to using teams</b></li> </ul>

**Meeting closed:** 2.55pm

**Next Meeting:** Friday 19<sup>th</sup> April 2024, Poll for time