

## MINUTES: Committee Meeting Summer Term 1

**Date:** 19<sup>th</sup> April 2024

**Time:** 2pm

**Location:** LFA & Zoom dial in

### Attendees:

- Erica Nelson, Chair (EN)
- Emma Lukey, Secretary (EL)
- Kerilee Pearse, Events Director (KP) (Zoom dial in)
- Fay Cameron, Treasurer (FC) (Zoom dial in)

### Apologies:

- Katie Bates, Bid Writer (KB)
- Kat Coffey, Event support (KC)
- Xuan Kroeger, Communications Officer (XK)
- Karolina Curry, Sponsorship Manager (KaC)
- Natasha Wigley, Grants & Fundraising (NW)

### Items:

Ref	Item	Point
<b>1.</b>	<b>Events</b>	
1.1	Postponed Colour run	<ul style="list-style-type: none"> <li>● All agreed date for the postponed colour run will be the last day of school on Thursday 25<sup>th</sup> July</li> <li>● Can sell tickets to others who want to come for £5 as there will be no prize</li> </ul>
1.2	Coffee Morning - Internet and Device Safety	<ul style="list-style-type: none"> <li>● FC has lined up Mr Hopkins and Chesca Rogers (Y3 parent)</li> <li>● Missing someone to come in and give advice on the tools parents can use to make use of the internet and devices safer. EN suggested to use resources from the newsletter and QR code.</li> <li>● <b>Action: FC to ask Chesca to lead and agree a date</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 will either be Friday 28<sup>th</sup> June after school or Saturday 29<sup>th</sup> June. Preference is for Friday afternoon on the basis it's going to be cost effective.</li> <li>● Action: KP to check with inflatables provider if it's financially viable to do on Friday afternoon instead of Saturday</li> <li>● Afternoon of bouncy castle etc and food with no stalls selling stuff</li> <li>● Action: KP to liaise with KaC regarding sponsorship</li> <li>● 10<sup>th</sup> Anniversary – check with Mr T if we can celebrate via</li> </ul>

		putting plaques on benches etc
1.4	Sponsorship Opportunities	<ul style="list-style-type: none"> <li>● Not discussed</li> </ul>
<b>2.</b>	<b>Road Safety</b>	
2.1	Next steps (Comprehensive Communications campaign, poster competition, additional wardens)	<ul style="list-style-type: none"> <li>● FC advised Mr T is going to review the submissions next week, and bring along the proposed short list to our meeting with him</li> <li>● EN has contacted the police and has been advised to ask the school regarding use of their liaison officer. To be discussed at the meeting with Mr T</li> </ul>
<b>3.</b>	<b>Finance</b>	
3.1	Purchases: Updates for Benches, shed for facilities, Sports hall curtain	<ul style="list-style-type: none"> <li>● Money has been signed off for banners</li> <li>● Shed for facilities</li> <li>● Sports hall curtain – no change waiting for Project manager</li> <li>● Benches – Mr T to come back to KP after he has measured the space</li> </ul>
3.2	Any other proposed purchases	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>4.</b>	<b>Governance</b>	
4.1	Submission of Annual Return with Charity Commission (deadline 31/5/24)	<ul style="list-style-type: none"> <li>● FC and EL meeting on Monday 22/04 to submit</li> <li>● Internal Financial Controls annual review <b>Action: EL to check with Prang</b></li> </ul>
<b>5.</b>	<b>Communications</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>6.</b>	<b>Next meeting with school</b>	
6.1	Proposed agenda items:	<ul style="list-style-type: none"> <li>● Events</li> <li>● Road safety next steps</li> <li>● Proposed Purchases – outdoor storage for facilities, benches</li> <li>● JAG – terms change</li> <li>● Recruitment for PTA members</li> </ul>
<b>7.</b>	<b>AOB</b>	
7.1	JAG terms change	<ul style="list-style-type: none"> <li>● Plan is for a co-ordinated response. <b>To be discussed with Mr T</b></li> </ul>
7.2	Stikins offer for new starters	<ul style="list-style-type: none"> <li>● All new starters get 5 free labels. Problem is with the data protection opt in/out. If we can make it work, it's an easy win for everyone involved and a quick way to get all new parents on class list.</li> </ul>

**Meeting closed:** 2.50pm

**Next Meeting:** Friday 7<sup>th</sup> June 2024, Poll for time