

## MINUTES: Committee Meeting Autumn Term 1

**Date:** 10<sup>th</sup> September 2024

**Time:** 1pm

**Location:** Zoom dial in

### Attendees:

- Erica Nelson, Chair (EN)
- Emma Lukey, Secretary (EL)
- Kerilee Pearse, Events Director (KP)
- Fay Cameron, Treasurer (FC)
- Karolina Curry, Sponsorship Manager (KaC)
- Kat Coffey, Event support (KC)
- Poorvi Muncke (PM)

### Apologies:

- Katie Bates, Bid Writer (KB)
- Xuan Kroeger, Communications Officer (XK)

### Items:

Ref	Item	Point
	<b>Introduction to Poorvi</b>	<ul style="list-style-type: none"> <li>● PM not present at the time but FC shared PM very keen to do the role and is a qualified accountant. EN and FC met with her last Friday. FC to do handover when PM is voted in at AGM and given access to shared drives</li> </ul>
<b>1.</b>	<b>Events</b>	
1.1	Coffee morning	<ul style="list-style-type: none"> <li>● Really great session during the last coffee morning. Plans are to have two more focusing on social media and the darker side of the web. Advertise at the AGM that these coffee mornings will be coming up. <b>Action: FC to liaise with Chesca and Mr Hopkins for dates</b></li> </ul>
1.2	AGM & cake sale – 4 <sup>th</sup> October	<ul style="list-style-type: none"> <li>● <b>Action: FC to do the finance side of the report, EN to look at the other sections and KP to write up about events</b></li> <li>● It was discussed to use the AGM to get parents involved with events and obtain a group of 10. <b>Action: KaC to write a page on this</b></li> <li>● Plan is to do something more fun to motivate parents to get involved with events</li> </ul>
1.3	LFA 10 <sup>th</sup> Anniversary event	<ul style="list-style-type: none"> <li>● <b>ACTION: Agenda item for meeting with Mr T on Friday</b></li> </ul>

1.4	Sponsorship/Fundraising Opportunities: Asda campaign and Truepennys	<ul style="list-style-type: none"> <li>● KaC is organising a group of dads to cycle to Brighton this year and Bournemouth next year and the donations will be going to the PTA</li> <li>● Agreed to remind parents and teachers that our PTA is a registered charity and to consider donating to the PTA for charity events and marathons etc. <b>Action: KaC to create a page on this</b></li> <li>● Asda campaign: EN putting in newsletter</li> <li>● Truepennys: Long term relationship formed with Bickley primary school but open to suggestions with LFA. Idea is for a banner provided by an estate agent to sponsor 10<sup>th</sup> anniversary, PTA to check with Mr T at meeting on Friday</li> <li>● It was agreed we would offer sponsorship to Sinclair Hamilton first then offer to Truepennys</li> <li>● KP has drafted a message regarding raising money through monthly giving, if everyone donated £5 or £10 a month per family, we can use this money towards the school</li> </ul>
<b>2.</b>	<b>PTA Roles</b>	
2.1	Job Adverts for Treasurer and Events	<ul style="list-style-type: none"> <li>● Events Director is not necessarily needed as it's not a trustee role but it is preferred to have one or two to share the role to oversee all events. <b>Action: KP to create for Events Director</b></li> </ul>
<b>3.</b>	<b>Finance</b>	
	Accounts update	<ul style="list-style-type: none"> <li>● Just over £18k in bank account and we are just under the threshold of £25k revenue for the year 2023 to 2024 to be audited.</li> </ul>
3.1	Donation from PTA to school for curriculum	<ul style="list-style-type: none"> <li>● FC confirmed average run rate was £1,600 per month net of expenditure. We are well within our budget to give £12k and it was recommended we donate an initial £5,000, then £4,000 before Christmas and £3,000 before March as the school doesn't buy anything after the end of the tax year. <b>Action: PTA to discuss with Mr T at the meeting on Friday</b></li> </ul>
3.2	Purchases: Update for benches	<ul style="list-style-type: none"> <li>● <b>Action: PTA to check with Mr T at the meeting on Friday if this is still a priority</b></li> </ul>
3.3	Any other proposed purchases	<ul style="list-style-type: none"> <li>● Parent has raised use of rock start times tables app. <b>Action: Check with Mr T at meeting on Friday</b></li> </ul>
<b>4.</b>	<b>Governance</b>	
4.1	Autumn term AGM – 4 <sup>th</sup> October, need to give notice no later than this Friday 13 <sup>th</sup> September (21 days before)	<ul style="list-style-type: none"> <li>● <b>Action: EN to advertise AGM in the newsletter, class list and an event on parent mail on Friday 13th</b></li> </ul>

<b>5.</b>	<b>Communications</b>	
5.1	Class list – new starters approvals	<ul style="list-style-type: none"> <li>● XK managing class list and will be doing the updates week of 16<sup>th</sup> September. <b>Action: XK to remove Laura Tully</b></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>● LFA 10<sup>th</sup> Anniversary event</li> <li>● Donation from PTA for curriculum</li> <li>● Funding prioritisation</li> <li>● Rock star maths app</li> </ul>
<b>7.</b>	<b>AOB</b>	
7.1	PTA room and sports hall toilets/cupboard tidy up	<ul style="list-style-type: none"> <li>● Urgent health and safety requirement to move items next to electrical unit in the PTA cupboard. No items to be up against it going forward. <b>Action: EN and EL to move before meeting with Mr T on Friday</b></li> <li>● <b>Action: FC and EL to find time week of 16<sup>th</sup> September to tidy up sports hall toilets and PTA cupboard</b></li> </ul>

**Meeting closed:** 2pm

**Next Meeting:** 8<sup>th</sup> November 2024