

MINUTES: Committee Meeting Summer Term 2

Date: 7th June 2024

Time: 2pm

Location: Zoom dial in

Attendees:

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

Apologies:

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

Items:

Ref	Item	Point
1.	Events	
1.1	Summer fair (Friday 5 th July)	<ul style="list-style-type: none"> ● Ads have gone out. JJ's are booked for 5 inflatables and we are hiring 3 professionals from them to supervise children on the inflatables. Also, an ice cream van and KC is organising a food stall. £20 each if local businesses want to do a stall but we're not actively seeking them. Volunteers needed for setup, tidy up and entry on the day. ● Agreed to do a separate tots zone aimed at pre-school age kids at reduced price of £3 with a different colour wrist band. ● ACTION: KC to do a drink stock take and wrist band stock take ● £1,300 spent so far, need to sell 185 tickets to break even. Plan is to also invite new reception parents and children ● ACTION: KP to let FC know how many sum ups and floats are needed for the upcoming events
1.2	Other future events: Colour run (Thursday 25 th July), LFA 10 th anniversary event	<ul style="list-style-type: none"> ● All tickets already purchased are being transferred to the new date. Tickets can still be purchased for £5. Volunteers needed. Plan is for kids to wear their white shirts to show up the colours and can use the t-shirts that are no good for selling. ● LFA 10th anniversary event to be discussed at next meeting with Mr T

1.3	Feedback from Coffee Morning - Internet and Device Safety	<ul style="list-style-type: none"> Went well and great feedback, questions and comments received. Provisionally agreed 20th September and 22nd November for the other two coffee mornings.
1.4	Sponsorship Opportunities	<ul style="list-style-type: none"> KaC hasn't been able to contact anyone. KP has contacted estate agencies but hasn't heard back. KaC suggested we chat to the Bickley primary PTA. NW has offered to help and suggested we post on class list to see if any parents/carers have their own business who want to get involved, however KP did this at Easter with no success. Agreed that we would call this advertisement rather than sponsorship. ACTION: KP to share with NW a list of businesses she has contacted already
2.	PTA Roles	
2.1	Job Adverts for Treasurer and Events	<ul style="list-style-type: none"> A new reception parent who is a chartered account is very keen to do the Treasurer role. FC suggested to have a co-treasurer role and has updated the job description which is ready to go. Jonathan Evans is going to be our independent auditor for next year too. No job description for the Events Director role. ACTION: KP to put one together Agreed to launch the job ads before the end of school term and close in September
3.	Finance	
3.1	Purchases: 1. Portaloos on field for last few weeks of term 2. Update for Benches	<ul style="list-style-type: none"> 1. EN organised the portaloos last year and obtained the contact from Laura Tully. Expected to be around £200/£300 ACTION: EN to do a poll in WhatsApp group for committee's approval ACTION: EN to speak with Mr T and Mus 2. Total cost for 6 picnic benches and 2 friendship benches will be around £2,500. ACTION: KP to do a vote in WhatsApp group
3.2	Any other proposed purchases	<ul style="list-style-type: none"> £29,000 in the bank account before half term. Payment of £12,000 for items for the main hall has been transferred to and received by the school. Mr T is going to publicise to the parents/carers what this money has been spent on. Around £17,000 now currently in the bank account and plan is to not go below £10,000 as a buffer Gymnastics club is starting to struggle to run the club as there aren't enough mats and have had to throw some away as they are not fit for purpose. FC has directed Nikki who runs the club to discuss with Mr T.
3.3	Year 6 money	<ul style="list-style-type: none"> Year 6 restricted funds pot is just over £2,600 of which PTA have given £1,500. Year 6 have raised £1,100 independently through corporate match funding, donut sales, popcorn sales etc. Hoodies have been purchased earlier in the year of

		around £1,000. Go ape has been booked and deposit paid of £176. Balance of around £900 will be due 2 weeks in advance which may change dependent on final numbers. Approvals expected to come through for those payments for EN/EL to approve. Around £200 available for the year 6 disco.
4.	Governance	
4.1	Autumn term AGM – approx dates (Constitution states AGM every consecutive year and not more than 15 months should pass – last year AGM was 6 th October. Need to give 21 clear days written notice	<ul style="list-style-type: none"> ● Agreed AGM will be held Friday 4th October and advertise in first newsletter in September
5.	Communications	
5.1	Update on PTA section of school website	<ul style="list-style-type: none"> ● Not discussed
6.	Next meeting with school	
6.1	Proposed agenda items:	<ul style="list-style-type: none"> ● Events ● Portaloos on field ● LFA 10th Anniversary event
7.	AOB	
7.1	Year 6 leavers event	<ul style="list-style-type: none"> ● NW is organising this event and would like to have any spare oversized t-shirts. Disco is being held on Friday 19th July in the dining hall at school. FC is attending at the end to check everything is being left in order and locked up correctly etc. Also, key thing is to liaise with Bridge to lock up.

Meeting closed: 2.50pm

Next Meeting: September TBC