

AGENDA: PTA Committee & School Meeting Summer Term 2

Date: 14th June 2024

Time: 2-3pm

Location: Mr Tirrell's Office, LFA

Attendees:

- Michael Tirrell, Head of School (MT)
- Claire Isbecque, Deputy Head Teacher (CI)
- Erica Nelson, Chair (EN)
- Emma Lukey, Secretary (EL)
- Kerilee Pearse, Events Director (KP)
- Kat Coffey, Events Support (KC)
- Karolina Curry, Sponsorship Manager (KaC)
- Fay Cameron, Treasurer (FC)
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Apologies:

- Xuan Kroeger, Communications Officer (XK)

Items:

Ref	Agenda Point	Notes
1.	Events	
1.1	Upcoming events	<ul style="list-style-type: none"> ● Sinclair Hamilton estate agents are sponsoring our summer fair. They are planning to attend on the day depending on availability and will do a raffle, money to the school. 30 boards are going to be put up outside parents/carers houses to promote the fair. Potential for them to sponsor us going forward. Mr T supports proposed sponsorship packages for local businesses. Need to keep promoting tickets as haven't sold many so far. School to talk to teachers to gain interest from kids to attend.
1.2	10 th Anniversary event	<ul style="list-style-type: none"> ● Sarah in the office does balloon arches, planning some for the first day back in September. Adult event (possibly LFA quiz with a couple of speeches) to be planned for when the main hall stage lighting and curtains are complete. Potential Thursday or Friday evening during the first term.

1.3	Events calendar for next school year	<ul style="list-style-type: none"> ● ACTION: MT to provide next school year calendar before the end of term
2.	Proposed Purchases	
2.1	Portaloos on field	<ul style="list-style-type: none"> ● PTA proposed for sports day and summer fair. Can also be used during PE lessons on the field. MT agreed to go ahead. EN suggested a permanent structure with composting toilets for around £15k
2.2	Sports equipment upgrade	<ul style="list-style-type: none"> ● Nikki from gymnastics spoke to KC regarding more mats needed. PE team haven't mentioned they require more mats. ACTION: MT to check with PE team
2.3	Spending priorities	<ul style="list-style-type: none"> ● School budget is very tight for next school year and will need to make some savings to make up for staffing. MT has asked PTA to donate a lump sum towards curriculum spending around £12k from September. PTA has suggested we do this per term instead of all in one go. ACTION: FC to do a forecast on likely revenue next year (based on previous years) to determine what the PTA can allocate to a donation for curriculum. ● KaC has offered to take the group school photos and the money generated from selling these photos (around £5 each) goes to the school. ACTION: KaC to send example photos to MT ● PTA gave a number of suggestions to raise funds and it was agreed we would pledge a certain amount of funds to art week, promote monthly giving, cake sales etc ● A new Events director/team is needed as KP is stepping down
3.	AOB	

3.1	AGM to be held Friday 4 th October	<ul style="list-style-type: none">• Agreed we would hold this separate to the social media coffee morning. Potentially combine with a cake sale.
3.2	Skip and fridge disposal	<ul style="list-style-type: none">• In progress. KC has contacted some companies and have received some quotes for around £100 a fridge. KC to provide photos to obtain a more accurate quote. Too expensive to go through Bromley Borough council recycling centres (around £300 each to dispose of a fridge).

Meeting closed: 2:55pm

Next Meeting: September TBC