

AGENDA: PTA Committee & School Meeting Autumn Term 2

Date: 15th November 2024

Time: 2.25pm

Location: Mr Tirrell's Office, LFA

Attendees:

- Michael Tirrell, Head of School (MT)
- Erica Nelson, Chair (EN)
- Emma Lukey, Secretary (EL)
- Fay Cameron, Treasurer (FC)
- Karolina Curry, Sponsorship Manager (KaC) Whats app group call dial in
- Poorvi Muncke, Treasurer (PM) Whats app group call dial in
- Kerilee Pearse (KP) Whats app group call dial in
- Xuan Kroeger, Communications Officer (XK)
- Kat Coffey (KC)

Items:

Ref	Agenda Point	Notes
1.	Events	
1.1	Christmas fair	<ul style="list-style-type: none"> • Planning is underway for 8th December. Plan is to use all the space last year in wet weather. In dry weather, use the dining hall and the playground. 12 stalls as well as activities with a climbing wall. Lots of parents involved this year. ACTION: For any arrangements needed by the school, email Mr T to forward on to the relevant person/teams to action • Car park gate was an issue last year. ACTION: KaC to email Mr T to forward on to IT so that it stays open for a certain period of time
1.2	Christmas Tree Delivery – collection dates and access	<ul style="list-style-type: none"> • Trees can only be delivered on Friday 29th November. Collection is arranged for Saturday 30th November. Mr T has asked for them to be delivered between 1&3pm and can be stored in the playground overnight.
1.3	Other events – magic show 7 th March	<ul style="list-style-type: none"> • All booked. Agreed to put date in the newsletter.
2.	Purchases	

2.1	Friendship Benches and picnic tables – order at same time?	<ul style="list-style-type: none"> PTA to purchase and put in writing (for insurance purposes) to the school that we are donating them ACTION: KP to send supplier name to Mr T so see if it is on their approved supplier list. If not on the list, school to recommend a supplier. ACTION: KP to copy the treasurer email address
2.2	Rugs – which rugs to purchase	<ul style="list-style-type: none"> KC asked for a supplier on class list however there aren't any. KC has found a supplier and PTA to purchase.
3. Teacher gifts		
3.1	Teacher gifts – donation towards Christmas party	<ul style="list-style-type: none"> Mr T did a survey and there was an overwhelming support for donations towards a staff Christmas party. Last year was the most inclusive party as all staff came. ACTION: Mr T to liaise with EN who is going to organise the collection
4. AOB		
4.1	School council charity adoption	<ul style="list-style-type: none"> The school council would like to adopt a charity for the year which they will choose and the vast majority would like a human charity. PTA to expect requests from the school council to raise money during events.
4.2	School council request for playground equipment	<ul style="list-style-type: none"> School council are going to write to the PTA to request for some funds for what they would like Potential to create a challenge for them such as match funding, organise an event or take on the second-hand uniform sales
4.3	Receipt of funds	<ul style="list-style-type: none"> Treasurers have not received as yet, FC to send a chaser to Marcelo. Mr T speaking to him on Monday and will check.
4.4	HMRC Gift Aid	<ul style="list-style-type: none"> PTA have registered with HMRC Gift Aid. FC and PM to look at the schedule and spreadsheet.
4.5	Online safety part 2 Coffee Morning	<ul style="list-style-type: none"> Chesca can do 24th January 2025

Meeting closed: 2:55pm

Next Meeting: 15th November 2024