

## MINUTES: Committee Meeting Spring Term 1

**Date:** 10<sup>th</sup> January 2025

**Time:** 2pm

**Location:** LFA & WhatsApp call

### Attendees:

- Erica Nelson, Chair (EN)
- Emma Lukey, Secretary (EL)
- Kat Coffey (KC)
- Poorvi Muncke, Treasurer (PM) (WhatsApp group call)
- Kerilee Pearse (KP) (WhatsApp group call)
- Xuan Kroeger, Communications Officer (XK) (WhatsApp group call)

### Apologies:

- Karolina Curry, Sponsorship Manager (KaC)
- Fay Cameron (FC)

### Items:

Ref	Item	Point
<b>1.</b>	<b>Events</b>	
1.1	Online Safety Part 2 Coffee morning (24 <sup>th</sup> January)	<ul style="list-style-type: none"> <li>● FC now unable to attend. EN and EL to go ahead with the coffee morning. Advertising to go out.</li> </ul>
1.2	Magic Show (7 <sup>th</sup> March)	<ul style="list-style-type: none"> <li>● Agreed tickets to be sold before half term, first slot 3.30pm and second around 5.30pm.</li> <li>● Sell refreshments but need to check with Mr T if allowed to sell sweet treats due to school's healthy eating policy</li> <li>● Magician to invoice us for the 50:50 split <b>ACTION: KaC to check contract</b></li> </ul>
1.3	Any other events	<ul style="list-style-type: none"> <li>● Discussion around inflatables afternoon in the sports hall on the last day of term before the Easter Holidays (Friday 4<sup>th</sup> April) <b>ACTION: KP to check availability with JJ's &amp; PTA to check with Mr T at next meeting if sports hall is available that afternoon</b></li> <li>● Agreed if can't do inflatables afternoon to do a movie night in the dining hall instead. Potentially do it over 2 separate weeks as didn't work so well last time in the balcony hall.</li> </ul>
<b>2.</b>	<b>Finance</b>	
2.1	Purchases	<ul style="list-style-type: none"> <li>● EN has taken photos of the rugs and will be added to the newsletter today.</li> </ul>

		<ul style="list-style-type: none"> <li>Flags: Agreed we would reimburse the school £180</li> <li>Payment has been sent for the benches</li> </ul>
2.2	Any other proposed purchases	<ul style="list-style-type: none"> <li><b>ACTION: PM to double check when payment is needed for the curriculum donation</b></li> <li>Money raised for Y6 was discussed</li> </ul>
2.3	Gift Aid Update	<ul style="list-style-type: none"> <li>Not discussed</li> </ul>
<b>3.</b>	<b>Governance</b>	
3.1	Completion of Annual Report	<ul style="list-style-type: none"> <li><b>ACTION: EN &amp; KP to review</b></li> </ul>
<b>4.</b>	<b>Communications</b>	
4.1	PTA communications (PM)	<ul style="list-style-type: none"> <li>How we advertise events was discussed to avoid spamming the class WhatsApp groups. Potential to have an admin broadcast channel (PTA phone with a PTA WhatsApp account to advertise events and parents/carers can ask questions to)</li> <li>Agreed not to do any more raffles as it doesn't make enough money</li> </ul>
<b>5.</b>	<b>Next meeting with school</b>	
5.1	Proposed agenda items:	<ul style="list-style-type: none"> <li>Upcoming events</li> <li>Balcony Hall for JAG on 7<sup>th</sup> March to accommodate magic show in the dining hall</li> <li>Availability of sports hall for Inflatables afternoon on 4<sup>th</sup> April</li> <li>Composting toilets</li> </ul>
<b>6.</b>	<b>AOB</b>	
6.1	JAG availability	<ul style="list-style-type: none"> <li>JAG cater for 75 children, and 10 spaces are reserved for urgent care which they can be flexible on. PTA to advise parents to check availability online and if no luck, to call JAG to see if they can accommodate. <b>ACTION: PM to feed back to reception group</b></li> </ul>

**Meeting closed:** 2.40pm

**Next Meeting:** 28<sup>th</sup> February 2025