

MINUTES: Committee Meeting Spring Term 2

Date: 28th February 2025

Time: 7.30pm

Location: The Oak, Widmore Road, Bromley

Attendees:

- Erica Nelson, Chair (EN)
- Emma Lukey, Secretary (EL)
- Poorvi Muncke, Treasurer (PM)
- Karolina Curry, Sponsorship Manager (KaC)
- Kerilee Pearse (KP)
- Fay Cameron (FC)

Apologies:

- Kat Coffey (KC)
- Xuan Kroeger, Communications Officer (XK)

Items:

Ref	Item	Point
1.	Events	
1.1	Magic Show (7 th March) Volunteering during magic show	<ul style="list-style-type: none"> ● Magician is arriving at 1.30pm. PTA agreed to sell popcorn and fruit pots and to mark the 3.30pm show as sold out as we have reached capacity. Action: KP to make the fruit pots There are some parents whom have only purchased 1 ticket. Action: KP to add their email addresses and KaC to email them advising all children need a parent/carer present ● PTA agreed to sell drinks we have left over from previous events, Action: KaC to do a stock take for drinks on Wednesday 5th ● Magician is providing one magic kit, PTA agreed we would raffle this along with jolly jars on an ice cream Friday
1.2	Inflatables afternoon	<ul style="list-style-type: none"> ● Possible cake stall and Action: KP to create a poster and advertise this event after the Magic show
1.3	Sponsorship Opportunities for summer fair	<ul style="list-style-type: none"> ● EN spoke to the Branch Director at Ewe Move and their proposal is to provide & put up boards for the fair, contribute a prize for the raffle and a stall with activities for the kids. PTA discussed possible colour run weather dependent. Alternatively, if weather is looking poor, inflatables plus stalls and an ice cream van. The ice cream vendor from last year is keen to come back again this year.

2.	Finance	
2.1	Purchases – Composting toilets proposal for Bickley Primary	<ul style="list-style-type: none"> ● Action: PM to check with MR T if it's St Georges school or Bickley primary. Action: EN to put together the proposal
2.2	Any other proposed purchases	<ul style="list-style-type: none"> ● None discussed
2.3	Gift Aid Update	<ul style="list-style-type: none"> ● FC has registered with HMRC. Previous treasurer Prang had completed the declarations and FC to create a folder for these and upload the OCS file for the past 4 years by July this year. Then we will receive money from the Government. ● Just giving was also discussed and to potentially invest in a report which will cost £15 per month
3.	Governance	
3.1	Completion of Annual Report	<ul style="list-style-type: none"> ● No change ACTION: EN & KP to review
4.	Communications	
4.1	Website	<ul style="list-style-type: none"> ● PM's husband has offered to help with a new website. Action: PM to chat to XK about this
5.	Next meeting with school	
5.1	Proposed agenda items:	<ul style="list-style-type: none"> ● Upcoming events – Inflatables and Summer fair ● Primary maths challenge (request from Y5 parent)
6.	AOB	
6.1	Online Safety event for parents and Y6 children together after school	<ul style="list-style-type: none"> ● A new mum in Y4 is keen to help organise. Action: EN to ask this parent to pick this up with Mr T
6.2	Tesco stronger starts	<ul style="list-style-type: none"> ● PTA agreed we would ask the parent who suggested this to take this up and come back to us if there are any issues. Action: PM to ask the parent
6.3	Terracycle	<ul style="list-style-type: none"> ● Recycling scheme - This doesn't earn much money for the effort and time that goes in to it
6.4	Fundraising update	<ul style="list-style-type: none"> ● KaC suggested the PTA provide a fundraising update after the magic show.

Meeting closed: 9pm

Next Meeting: 25th April 2025

La Fontaine Academy PTA registered charity (1159492)