

#### **Minutes of the LVS PTFA COMMITTEE**

# 7pm Monday 24<sup>th</sup> April 2023

### LVS Ascot - Conference Room

Name

# Committee

Name	Trustee	Present
Amanda Hamilton Martin	V	P
(Chair)	ĭ	P
Jen von Strohe	V	Р
(Vice Chair)	uir)	P
Zoe Stewart	V	^
(Treasurer)	Y	А
Sophie Holt	V	Р
(Secretary)	Y	P

Additional Members in attendance:	12	
(Due to GDPR this data is stored separately).		

N.B. Committee Meeting		
<b>Quorum</b> A quorum at a		
committee meeting is 50 per		
cent, rounded up to the nearest		
whole number, of the total	2	
number of committee members.		
This applies where there are		
three or more committee		
members in post.		
Quorate	Υ	

Trustee

Present

P = Present A = Apologies N = No contact

	Meeting Minutes	Action By
1	<ul> <li>Welcome: The meeting started at 7:05pm and was chaired by Amanda Hamilton-Martin</li> <li>Apologies were received from Zoe Stewart and 10 further PTFA members.</li> <li>Amanda gave a synopsis of the Spring Term events. All were successful and the Fair and Egg Hunt were very much enjoyed by school.</li> </ul>	
2	Minutes of Previous Meeting: Minutes Approved.  Actions carried forward: None.	

3	Treasurer's Report	
	Report attached.	
	Spring Fair raised £1416	
	<ul> <li>Second Hand Uniform (Need to add a communication to add to the Welcome pack (admissions team). Also agree a good collection date to take in old uniform (before half term) (Also last exam date for Year 11 &amp; 12).</li> </ul>	
	<ul> <li>Matched Funding Requests – ACTION: Need to raise the profile of matched funding.</li> </ul>	JvS
	Bank Mandates are changes.	
	<ul> <li>Financial Reconciliation – need to remind bidders that we need invoices.</li> </ul>	
	£5608 Total Fundraised so far!	
4	Secretary's Report	
	<ul> <li>Constitution has been accepted by the Charities Commission.</li> </ul>	
	<ul> <li>Our name has now changed to LVS Ascot PTFA</li> </ul>	
	<ul> <li>New logo too as our Royal Patronage is changing too.</li> </ul>	
	<ul> <li>School being very supportive of assisting a new website section, new PTFA logos.</li> </ul>	CII
	ACTION: Need to purchase a new domain as current out of date now and about to	SH
	expire.	
5	Events	
	Spring Town Boson	
	Spring Term – Recap  Lost Property – Was eye opening how much stuff there was! May 15% was collected.	
	PTFA don't feel its their role to organise the event. Volunteers may well offer support.	
	1777 don't reer to their role to organise the event. Volunteers may well oner support.	
	Junior School Disco – Huge % attendance of the IJS (only 13 children didn't attend). Huge	
	Success.	
	<b>Spring Fair</b> – A great success and although it was tough to recruit volunteers, everyone came	
	together. International Food fair was a big success and welcome feature!	
	Huge thanks to the teachers for their support.	
	A huge thanks to everyone in the community for all their help with the events.	
		JvS
	Summer Term – Ball	
	Cut off Ticket Sales Friday 5 <sup>th</sup> May. <b>ACTION</b> Needs a communication out.	
	Need to get final tickets sold so we can start on Food planning with the Hotel.  Auction House – The company creates a brochure for us, MC on the night.	
	Encouraging all the PTA members to share and ask fellow parents to consider joining.	
	The Castle Hotel are providing the DJ for free.	
	Professional Photographer – with the aim to get content for the web launch.	
	Signature Drinks – we will get a kick bac for every one sold	
	Raffle Tickets – purchase tickets in advance (anyone can buy).	
	Sponsorship options – need to put together.	
	Parking & Directions info to go out with Dietary Requirements.	
	Rooms – you can call and quote LVS ASCOT to get a discounted rate. Action – check with	
	Callum.	JvS
	Availability on the day – They set up 1.5hours before – so we need to drop printed material	
	and physical raffle prizes off earlier in the day.	
	Alvine has a spare Hamper	
	Future Events – Colour Run – move to September and work with Sports Department.	JvS
	<b>Communication Tools:</b> Whatsapp is key. Redirecting people to the PTFA to then be added. Add in a new link to the Whatsapp group on the new website PTFA page.	

6	AOB	
	Dates for following meetings;	
	23 <sup>rd</sup> May – Cancel	
	13 <sup>th</sup> June – 7pm – 9pm – Open meeting to plan future events	
	18 <sup>th</sup> September AGM and Full committee meeting 7-9pm	
	Uniform donations:	
	Suggested that we start communicating about collection dates for uniform. Also consider	
	sales in advance of new term and including information in Admission packs.	
	ACTION: Date of final GCSE to be communicated to PTFA by LC.	LC
	<b>ACTION:</b> Plan communications from that – check process for including admissions with LS.	ZS/JvS/L S
	Shed:	
	Blenheim House PTFA Shed – Marquee construction to see whats complete and what needs	
	to be skipped.	Cmttee
	Old Style Sports Kit:	
	Cupboard full of it in Sports ancillary area	
	<b>ACTION:</b> Once exams – need to check what's in there and what's badged. Contact Laura	
	Collins	ZS/SH
	Funded Items	
	Photographs and Video content of Funded Items – L Collins has taken action to chase up	
	photos in school.	LC
	Quiz Night	
	Suggested Quiz Night – 22 <sup>nd</sup> Friday in September – 4-6pm New parent event. Quiz night to	Cmttee
	follow? (need to send out on 4 <sup>th</sup> July via Admissions). Drop note to Catering to ask about	
	deal.	
	Meeting Closed at: 20:26	

### **Next Dates:**

**Open Meeting:** 7pm 13<sup>th</sup> June 2023

Full Committee Meeting & AGM: 7pm Monday 18<sup>th</sup> September 2023