



**Minutes of the LVS PTFA COMMITTEE**

**7pm Monday 27<sup>th</sup> November 2023**

**LVS Ascot – Conference Room**

**Committee**

Name	Trust ee	Prese nt
Victoria Stott (Chair)	Y	Y
Zoe Stewart (Treasurer)	Y	Y
Dawn Parker (Secretary)	Y	Y
Lindi Smit (School Liaison Officer)	Y	Y

Additional Members in attendance:	8	
(Due to GDPR this data is stored separately).		

Name	Trust ee	Present
N.B. Committee Meeting Quorum A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post.	2	
Quorate	Y	

P = Present    A = Apologies    N = No contact

	Meeting Minutes	Action By
1	Welcome: The meeting started at 7pm and was chaired by Victoria Stott Apologies – Mrs. Christine Cunniffe.	

2	<p><b>Minutes of Previous Meeting</b>          Actions carried forward: None          Minutes Approved</p>	
3.	<p><b>Classlist Launch</b>          Many thanks to SH and LS for working hard to launch Classlist, which has been very successful so far.          It was noted that:          44% of children have one or more parent enrolled.          382 members in total.          People are using Classlist to communicate informally.          ‘Footloose’ Communications saw more engagement from the school community by using Classlist and subsequently increased ticket sales.          The app will be used for PTFA ticket sales in the future.          Classlist is to remain separate from official school communications but provides an extra place to engage with the community.          Some parents have expressed that they would like to retain the original Whatsapp groups.</p> <ul style="list-style-type: none"> <li>- Existing rep Whatsapp groups will be closed down.</li> <li>- Parents may choose to create their own groups which cannot be opposed by, or the responsibility of the school.</li> <li>- Ambassadors and class reps will need to shut down official groups and it should be made clear that if any others are set up, they are not linked to the school in any way.</li> </ul>	
4	<p><b>PTFA Branding</b>          Many thanks to Hunter Design who worked closely with SH to create a new PTFA logo and a PTFA brochure.          New material will be shared in the Footloose programmes and in other communications from January.</p>	
5	<p><b>Coffee Mornings at The Royal Foresters</b>          14/15 people attended.          They provided an informal catch up for families and a chance to generate PTFA involvement and support.          We had volunteering offers as a result of the one meeting, so we will continue to arrange them half-termly or termly, as time permits.</p>	
6	<p><b>Second-Hand Uniform</b></p> <ul style="list-style-type: none"> <li>- Always busy with donations and purchases.</li> <li>- Lots of sports kits are available at the moment.</li> <li>- More uniform is needed in bigger sizes.</li> <li>- Donations to be left at Reception.</li> </ul> <p>Woodland storage shed is being offered to set up the second-hand uniform store/shop properly.          Second-hand sales would benefit from it being set up as an actual shop.          We would be able to set opening times for the shop and share with the community,</p>	

	<p>making it more accessible to families.          ZS viewing the woodland shed on Friday 11<sup>th</sup> at 9am with the Estates team.</p>	
7	<p><b>Key Dates</b>          Bag 2 School Collection - 5<sup>th</sup> December          IJS Disco – 15<sup>th</sup> March 2024</p> <p>Ball – May 2024          Being held on a Bank Holiday weekend.          In January - a ball committee will need to be set up to begin planning.</p> <p>We propose to hold an Inflatables Day instead of the Spring Fair, but will include PTFA run BBQ, Refreshments, Tombola and Raffle.</p> <p>Christmas Showcase raffle – the PTFA was kindly offered advertising space in the showcase programme and the possibility of using it to run a raffle. It was agreed that time was too limited to run a raffle before Christmas, but the PTFA appreciates the opportunity for advertising space to drum up support and would send graphics by the deadline.</p>	
8	<p><b>Funding Bids</b>          One bid was received:              - <b>Dance Studio floor installation</b>          The bid was presented, and the Committee noted:          Specialist dance floor which is more durable and comes with a 10-year guarantee.          The school has 7 dance clubs and curriculum classes that would benefit.          The new floor would allow the school to host dance exams.          Health and safety concerns have been raised with the current dance floor.          The moveable existing floor can still be used for tap-dancing and choir etc.          The new installation will be a very durable floor.          No further maintenance costs are involved once the floor is installed.          If approved, it would likely be installed during the Easter holidays.          The PTFA would like a plaque installed, celebrating the fundraising contribution.</p> <p>The committee voted unanimously to approve the bid.</p> <p>A “Danceathon” was discussed as a launch event.</p>	
9	<p><b>AOB</b></p> <p>The PTFA would like clarification on the progress of outstanding items which were agreed to be funded in the previous academic year, specifically, a pool table and sensory isandbox. We need a timescale of when they are to be purchased and reported in the accounts.</p>	

	<p>It was noted that an online link to PTFA meetings was shared on Classlist ahead of the meeting. However, we would need to purchase PTFA technology to facilitate better online engagement going forward.</p> <p>'Crazy Hair Day' requires a confirmed date.</p> <p>It was noted that bids should include thoughts from parents and the school community as well as from school staff. VS agreed to consider and discuss how this could work in the process.</p> <p>As additional funding is available, further bids are to be invited in April 2024, by way of a mid-year review. A further meeting will be scheduled.</p> <p>Next Full Committee Meeting: Thu 1st Feb at 7pm</p>	
	Meeting Closed at: 7.50pm	

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