



Minutes of the LVS PTFA COMMITTEE

7pm Wednesday 31st January 2024

LVS Ascot – Board Room

Committee

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

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	3
Quorate	Y	

Additional Members in attendance:	5	
(Due to GDPR this data is stored separately).		

P = Present A = Apologies N = No contact

	Meeting Minutes	Action By
1	Welcome: The meeting started at 7pm and was chaired by Victoria Stott	

	Previous Minutes were approved with no matters arising.	
2.	<p>Chair's Update</p> <p>Since the last meeting, the following events and fundraisers have taken place:</p> <ul style="list-style-type: none"> - IJS Christmas books and visit from Santa – special thanks went to SB for volunteering. - Bag2School - Crazy Hair Day. It was noted that the IJS loved the event, but SS pupils might prefer a regular non-uniform day in future to increase engagement. <p>The Committee discussed the following upcoming events:</p> <ul style="list-style-type: none"> - The next PTFA coffee morning on 1 March - IJS School Disco on 15 March - PTFA Ball on 4 May – it was agreed to include “Heads and Tails” game this time as guests missed it last year, and to engage our previous silent auctioneer company to ensure a broader price range of auction items. CC also agreed to consider staff auction events, e.g. cooking or football parties which parents can bid for. (ACTION: CC, VS, Ball Committee) - Inflatables Day - It was agreed to host this in September, aligning with new students joining, and offering a fun return-to-school event. Due to limited time and volunteer resources, it was agreed that we would include a BBQ and refreshments stalls but not a full-scale fair. New date to be confirmed and arrangements can be made. (ACTION: CC to confirm date) - Colour run on Saturday 15th June (TBC) – it was agreed to host an Olympic-themed colour run during Money Matters Week. Local schools have used an event organiser for the same so LS will enquire with them. A flyer is needed to promote the event by 19th March, for a new starter event. (ACTIONS: LS, SH). <p>The Committee discussed Classlist which was introduced in December. Engagement has increased to 58%, which is a positive climb in a short space of time. Not all classes are actively using Classlist yet, but it is highly effective for communication by the PTFA and Reps, and will be an asset for Ball ticket sales, IJS Disco and suchlike, when we expect engagement to increase again.</p>	

<p>3.</p>	<p>Treasurer's update</p> <p>The following financial update was presented and discussed:</p> <p>Current grants:</p> <p>The PTFA initially had £23712 available to spend. £7140 was allocated to the isandbox but this has since been cancelled. Total: £30850</p> <p>Costs in the academic year so far: Dancefloor cost £11650. Xmas books were £250. Leaving £18950 available.</p> <p>ZS will work with the finance department on an updated reconciliation.</p> <p>Current fundraising for 2023-24: Bag2School: £394.50 Second hand uniform: £1862 Easyfundraising: £42.89 Matched funding: £502 Christmas cards (IJS): £444.93 Lottery: £111 Ascot races: £52.50 Crazy hair day (SS): £64 Crazy hair day (IJS): £312</p> <p>Total raised so far this year: £3785.82</p> <p>The first deposit has been paid for the ball (£1800). The DJ has been paid for the IJS Disco (£225)</p> <p>We are still waiting for the bank mandate to be updated to reflect the trustee changes, but we have completed our side of things and are waiting for Barclays to action. Once this is actioned, ZS will arrange for the account name to be changed to reflect the new PTFA. (ACTION: ZS)</p>	
<p>4.</p>	<p>Second-hand Uniform</p> <p>ZS updated the Committee on the new second-hand uniform shop located in the barn. We have a lot of stock and receive plenty of donations. We need to consider space in the long term as the shop is already full, so we need to sell existing stock before we receive more.</p> <p>The Committee agreed to officially launch the shop with an event during sustainability week.</p>	

	<p>(ACTION: All)</p> <p>Certain items, e.g. a mirror, desk chair are needed so we will put a request on Classlist and look in other marketplaces.</p> <p>An inventory system would be desirable in the mid-term. DofE students might be interested in helping to get this up and running when the time comes.</p>	
5.	<p>Round Square</p> <p>Mrs. Cunniffe presented an update on the School’s Round Square candidacy. It was noted that there are overlaps with the PTFA’s objective to engage more parents of international students.</p> <p>The Committee discussed hosting a brunch at a time to be decided, to align with further Round Square updates.</p>	
6.	<p>AOB</p> <p>Drinks donation. The LTC has kindly offered a drinks donation if the PTFA would like it. Following discussion, we would not be able to make use of it in the time the stock can be used.</p> <p>Lost Property. There was a discussion about the lost property process to help parents direct their children to recover lost items. LS agreed to walk through the process with class reps.</p> <p>(ACTION: LS, VS)</p>	
	Meeting Closed at: 9pm	

Next Full Committee Meeting and Funding Bid Meeting: Friday 26th April at 9am