



## Minutes of the LVS PTFA Committee

### Annual General Meeting

8.30am-10.30am 27<sup>th</sup> September 2024

LVS Ascot – Board Room

### Committee

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

Additional Members in attendance:	6	
(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	3
Quorate	Y	

P = Present      A = Apologies      N = No contact

	Meeting Minutes	Action By
1	Welcome: The meeting started at 8.30am and was chaired by Victoria Stott	

2.	<b>Minutes of Previous Meeting</b> Actions carried forward: None Minutes Approved	
3.	<b>Matters Arising</b> None	
4.	<b>Chair's Report</b> <ul style="list-style-type: none"> <li>The Chair noted that the PTFA has had another successful year of fun and fundraising, with a range of events held throughout the year, including:               <ol style="list-style-type: none"> <li>A visit from Santa Claus delivering Christmas books</li> <li>Crazy Hair Day</li> <li>IJS Disco</li> <li>2 Bag2School collections</li> <li>Easter hunt</li> <li>The summer ball</li> <li>Olympics day</li> <li>Mufti days</li> <li>Inflatables Day (at the beginning of this academic year).</li> </ol> </li> <li>Special thanks were given to:               <ol style="list-style-type: none"> <li>SB for his contribution to the Santa Clause visit.</li> <li>Mrs Cunniffe and all the SLT for always supporting the PTFA and our events.</li> <li>Mrs Izod and Mrs Mackrell for their help orchestrating the school disco and Easter Hunt.</li> <li>Mr Lewin for help organising a wonderful Olympics day.</li> <li>The whole sports department, estates team, and catering team for their support with the inflatables event.</li> <li>All staff who attended the ball.</li> <li>All our corporate sponsors and local businesses, who have supported us throughout the year.</li> <li>TR for her continued support with matched funding.</li> <li>Parent volunteers who have contributed their time and skills, buying event tickets, donating, and contributing to our meetings.</li> </ol> </li> <li>The following highlights were noted:               <ol style="list-style-type: none"> <li>Second-hand uniform. The launch of the SHU shop has contributed to significant financial success of second-hand sales, which account for 50% of</li> </ol> </li> </ul>	

	<p>the money raised this year. Special thanks were given to ZH for her remarkable commitment.</p> <p>2. Classlist. Engagement continues to grow. It has improved PTFA and rep communications immensely, and the reach across the school community, including using the platform to sell tickets for the disco, summer ball and inflatables event. Special thanks were given to SH, LS and the administration team for their significant efforts implementing Classlist and onboarding parents.</p> <p>3. Projects funded. Some exciting projects have been possible this year, including the installation of the dance floor, book vending machine, playground markings, student benches, a contribution to the new digital scoreboard and many more.</p> <ul style="list-style-type: none"><li>VS gave personal thanks to all members of the core committee for their support and dedication in the last academic year, especially to SH who had remained part of the core committee for an extra year to help with Classlist and all events. SH will take a step back to pursue other commitments but remains an active member of the PTFA.</li></ul>																											
5.	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"><li>The following update was presented and discussed.</li></ul> <p><u>Total funds raised: £17,273</u></p> <table><thead><tr><th>Event</th><th>Profit (£)</th></tr></thead><tbody><tr><td>Second Hand Uniform</td><td>7388</td></tr><tr><td>Ball</td><td>3986</td></tr><tr><td>Matched Funding</td><td>3258</td></tr><tr><td>Bag2School</td><td>663</td></tr><tr><td>Junior Disco</td><td>493</td></tr><tr><td>Xmas Cards</td><td>445</td></tr><tr><td>Lottery</td><td>305</td></tr><tr><td>Crazy Hair Day</td><td>274</td></tr><tr><td>Easyfundraising</td><td>248</td></tr><tr><td>Bank Interest</td><td>160</td></tr><tr><td>Ascot Race Course</td><td>53</td></tr><tr><td></td><td><b>17273</b></td></tr></tbody></table> <p><u>Total grants: £28,656</u></p>	Event	Profit (£)	Second Hand Uniform	7388	Ball	3986	Matched Funding	3258	Bag2School	663	Junior Disco	493	Xmas Cards	445	Lottery	305	Crazy Hair Day	274	Easyfundraising	248	Bank Interest	160	Ascot Race Course	53		<b>17273</b>	
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6.	<b>Principal's Address</b> <ul style="list-style-type: none"> <li>CC thanked the current members of the core committee for another excellent year of fundraising and highlighted some of the projects which have been funded. The committee agreed that there has been a very positive and successful collaboration between LVS staff and the PTFA committee and we look forward to another year.</li> </ul>																																					
7.	<b>Appointment of the independent examiner</b> <ul style="list-style-type: none"> <li>ZS advised the committee that Laura Delderfield has agreed to continue in the role in the coming academic year.</li> </ul>																																					
8.	<b>Appointment of Trustees</b> <ul style="list-style-type: none"> <li>The committee appointed the following trustees to the PTFA for the coming academic year: <ul style="list-style-type: none"> <li>ZS for the role of Treasurer (proposed by VS, seconded by LS)</li> <li>VS for the role of Chair (proposed by VH, seconded by ZS)</li> <li>LS for the role of School Liaison Officer (proposed by ZS, seconded by SB)</li> <li>VH for the role of Trustee (proposed by VS, seconded by ZS)</li> </ul> </li> </ul>																																					

9.	<b>AOB</b> <ul style="list-style-type: none"><li>• None raised.</li></ul>	
	Meeting Closed at: 9.30am	