



Friends of Looe Community Academy (FOLCA)

Minutes of the First Annual General Meeting (AGM)

Date: Tuesday 6 January **Time:** 7.30–7.45pm **Location:** Online (Zoom)

1. Present

Ellie Jackson, Sarah Barker, Celine Lewin, Kristy Hurrell, Naomi Ozmen, Rachel Rowe

Apologies:

Steph, Claire, Sharon Cleere, Ellie Russel-Hsieh, Jen Coysh

1. Welcome and Purpose of Meeting

The Chair opened the meeting and welcomed attendees, noting that this was a short, formal meeting convened urgently to allow the PTA to be properly constituted in advance of an upcoming funding deadline.

The primary purpose of the meeting was to:

- Formally establish the PTA
- Adopt a constitution
- Elect committee officers
- Enable the opening of a bank account
- Allow progress on grant funding applications

The Chair explained that the motivation for forming FOLCA was twofold:

- To access funding opportunities

- To build stronger links between Looe Community Academy and the wider community, supporting the school's ongoing improvement work.

Aims of FOLCA

The Chair outlined the intended aims of the PTA, including:

- Strengthening community–school links (e.g. local groups supporting practical projects such as repairing equipment, gardening, or providing materials).
 - Providing enrichment opportunities for students, including business-sponsored awards, talks from local employers, and aspiration-building initiatives.
 - Fundraising for additional “extras” and improvements that fall outside the Academy's core budget, helping to enhance student wellbeing and the school environment.
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2. Adoption of Constitution

The Chair presented a constitution based on the standard Parentkind model, streamlined to reflect the PTA's current activities and needs. It was noted that the constitution covered:

- Name, aims and objectives
- Membership (open to parents/carers, staff and members of the local community)
- Committee structure and officer roles
- AGM requirements and quorum
- Financial arrangements and safeguarding
- Equality and inclusion
- Dissolution procedures

Motion: To adopt the constitution as circulated

- Proposed by: Ellie Jackson
- Seconded by: Kristy Hurrell

Decision:

The constitution was unanimously adopted by a show of hands.

3. Election of Committee Members

The following officer roles were agreed and confirmed by a show of hands:

- **Chair:** Eleanor (Ellie) Jackson (proposed by self, confirmed unanimously)
- **Secretary:** Celine Lewin (volunteered, confirmed unanimously)
- **Treasurer:** Sarah Barker (volunteered, confirmed unanimously)

Kristy, Naomi and Rachel agreed to support the PTA as general volunteers. It was noted that no additional committee roles were required at this stage.

4. Banking and Finance

Bank Account

It was agreed that FOLCA should proceed with opening a bank account to manage PTA funds.

- **Recommended provider:** Lloyds Bank, based on previous positive experience with PTA and charitable accounts.
- **Signatories:**
 - It was agreed that there should be multiple signatories.
 - The Treasurer and Chair will be signatories.
 - It was strongly recommended to include a school representative (e.g. the Head Teacher or school liaison) as an additional signatory to ensure continuity and avoid difficulties accessing funds in the future, drawing on lessons learned from previous PTA arrangements at local schools.

Action:

- SB to contact the school to discuss opening the bank account and appropriate signatory arrangements.

Insurance and Parentkind Membership

The benefits of joining Parentkind were discussed, including:

- Access to insurance (required once a bank account is opened)
- Support with grant writing and PTA administration

It was noted that Parentkind membership costs approximately £140 and that this should be funded by the school rather than individuals.

Action:

- EJ to approach the school (Paul Boyes Headteacher / Sam Day PTA liason) regarding payment of the Parentkind joining fee.

5. Grant Applications and Funding

Immediate Priority

The immediate priority is to apply for **Southeast Cornwall Community Funding**, with grants available of up to **£5,000**.

- **Deadline:** Approximately two weeks from the meeting date.

Potential Uses of Funding

Possible funding ideas discussed included:

- Student wellbeing spaces (e.g. a wellness room)
- Outdoor seating and social areas
- Sports or PE equipment
- Support for specific school projects (e.g. a boxing gym proposal)

Additional potential funding sources were noted, including tentative interest from the Lions Club.

Action:

- A further meeting will be held the following week to discuss grant priorities and agree the focus of the application before submission.

6. Communication

The group discussed how to communicate effectively while respecting data protection and personal boundaries.

- WhatsApp may be used for informal coordination and practical arrangements only.
- No decisions will be made via WhatsApp.
- Formal decisions will be made at meetings and recorded in minutes.
- Teachers/staff may not wish to share personal phone numbers; therefore, meeting minutes will be shared formally with the school.

Action:

- EJ to discuss communication preferences and data protection considerations with the school liaison.
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7. Next Meeting

Date: To be confirmed (aiming for the following week)

Proposed agenda:

- Grant application priorities and content
 - Agreement on funding focus
 - Next steps and timelines
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8. Close of Meeting

The Chair thanked everyone for their time and support.

The meeting closed at **7.45pm**.