



Friends of Looe Community Academy (FOLCA)

Minutes of Meeting

Date: Tuesday 28 April 2026 **Time:** 3.45–4.55pm **Location:** LCA
Minutes taken by recording

1. Welcome and apologies

Present:

Ellie Jackson, Sarah Barker, Sam Day, Claire Massey-McCarthy, Kristy Hurnell, Eleanor Russell, Naomi Ozmen, Celine Lefebvre

Apologies:

Steph, Jen Coysh

The chair opened the meeting and welcomed attendees.

Recording the meeting: The assembly agrees unanimously on the meeting being recorded.

Emails use: The assembly agrees that by writing down their Email address on the Sign-in their email address can be used for the sole purpose of transmitting information of Folca.

2. Review and approval last meeting's minutes

Previous meeting minutes were circulated via WhatsApp.

Members present approved the minutes.

Once officially signed off, the minutes will be uploaded to the school website.

Discussion took place about improving transparency and communication between meetings.

Agreed:

- Full approved minutes will be published on the website.
- Draft minutes/action points can be circulated internally via the WhatsApp group before formal approval.

3. School Update

Dance show feedback

Sam reported that the dance show was very successful and well received.

Students behaved exceptionally well and feedback from attendees was very positive. Around a few hundred pounds was raised through ticket sales and refreshments. Refreshments continue to be popular and should remain part of future events. Student helpers supporting refreshments were praised.

Student Council & School wish list

Student Council feedback regarding fundraising priorities is still outstanding and remains an action point.

Departments have begun submitting ideas and requests for support.

Requests received so far include:

English Department

- Theatre trip for Year 10 and Year 11 students to see *A Christmas Carol*.
- Estimated cost approximately £900 including transport.
- The trip would directly support GCSE studies.
- Discussion around affordability and barriers for families.

Year 7 & 8 Team Building

- Request for funding/support for a team-building day opportunity due to rising trip costs.

PE Department

A large list of requests has been submitted including:

- Netball court markings
- Climbing wall restoration
- Theatre and sports trips
- Specialist equipment
- Digital equipment
- Inclusive activities
- Transition activities with primary schools
- Competition opportunities

Lunchtime Sports Equipment

Discussion focused on improving lunchtime activities for students.

Students reportedly find lunchtimes “boring” due to lack of equipment.

Agreed that donated sports equipment would be a quick and achievable improvement.

Suggestions included: Footballs, Hockey sticks, Badminton rackets, Skipping ropes, General outdoor play equipment

Additional points:

- Equipment will be stored separately from curriculum PE equipment.
- Consideration will be given to ensuring fair access for younger year groups.

Action:

- Include request for sports equipment donations in upcoming parent communications and social media posts.

4. Projects and ideas update

Pre-Loved Uniforms & Bag2School Fundraiser

Plans discussed for launching:

- A pre-loved uniform scheme
- A Bag2School-style textile collection fundraiser
- Sports equipment donations

Agreed these should all be combined into one “spring clean” style communication to parents and the wider community.

Bag2School discussion:

Research carried out into local textile collection companies.

Current likely option is Bag2School, although payment rates are currently low.

Estimated fundraising potential could still be several hundred pounds.

Ideas discussed:

Promote the fundraiser to the wider community, not just parents.

Clearly state what funds are being raised for (e.g. lunchtime sports equipment).

Request storage boxes and clothing rails for uniform organisation.

Potential future use of an Amazon Wish List for specific items.

Business Awards Evening Proposal

Proposal discussed for launching a school/community business awards evening.

Aim:

- Celebrate student achievement
- Build stronger links between local businesses and the school
- Promote positive student stories within the community

Proposed details:

- Date: Thursday 9 July (provisional)
- Awards sponsored by local businesses
- Departments nominate students
- Awards may include trophies or vouchers
- Local press and community leaders to be invited

Ideas discussed:

- Businesses matched to subject areas
- Student presenters/compères involved
- Light refreshments available
- Potential attendance from Mayor and local business representatives

Actions:

- Ellie to liaise with Launceston College regarding how they run a similar event.
- Ellie to speak with local business representatives and the Looe Business Forum.
- School to book venue space and add event to school calendar.

Prom Dress Event

It is important to organize the event now for next year.

Eventually a date in October before mid-term break

Ask for donations, Ask local businesses to hold their own stand...

Help for materials (clothes rack, mirrors ...)

Organise the room and evening (book a slot, 8 fitting rooms, waiting room with tea, coffee...)

5. Grant funding update

Cf. 4.

6. Fundraising ambition and capacity

Cf.4

7. Treasurers Report

Presented by Sarah Barker.

Period covered 28/1/26 - 27/4/26

Opening balance: £0

Income: £0

Total Income: £0

Expenditure:

Bank charges: £8.50

Total expenditure: £8.50

Bank balance as at 27 April 2026: £-8.50

Notes:

Full access user to Lloyds account - Sarah Barker and Eleanor Jackson

Paul Boyes has agreed to be signatory and it is in hand.

Upcoming financial commitments: bank charges of £4.25pcm

Awaiting confirmation from Elaine Potterton, Finance Manager, regarding payment of Parentkind by the Trust.

Awaiting this Parentkind subscription payment before we can obtain policy for SumUp machine.

Important - need to raise short term funds for negative balance on account.

8. Next steps and actions

Importance of maintaining positivity, transparency and community involvement highlighted throughout the meeting.

Members agreed that visible “quick wins” for students would help build momentum and parent engagement.

- Circulate draft minutes/action points internally before formal approval.
- Upload approved minutes to website.
- Gather Student Council feedback.
- Combine uniform, Bag2School and sports equipment requests into one parent/community letter.
- Continue planning Business Awards Evening.
- Contact local businesses regarding sponsorship opportunities.

9. Date of next meeting

The Chair thanked everyone for their time and support.

Next meeting: 19th May 3.45pm LCA - The meeting closed at 4.45pm.

Morning everyone. Please have a look at the draft minutes of the last meeting. I hope you can make the meeting this afternoon at the school, 3.45. For those of you with children in music please do bring them along to the meeting once they have finished as they can either be in the canteen or next door in the library whilst we finish off the meeting - it's really helpful to have everyone there for as long as we can. Here is the draft agenda - if anyone has anything they would like to add, please let me know. Today's meeting hopefully will be a lot shorter than before, we now have a clear direction and there will be things that we can all start putting in place. It has taken a while for various reasons but I am confident now we can move forward quickly with the next steps. Hope to see you all there. Ellie x