



Friends of Looe Community Academy (FOLCA)

Minutes of Meeting

Date: Tuesday 16 June 2026 **Time:** 3.45–4.55pm **Location:** LCA
Minutes taken by recording

1. Welcome and apologies

Present:

Ellie Jackson, Sarah Barker, Sam Day, Naomi Ozmen, Jenny Runnals, Celine Lefebvre

Apologies:

Claire Massey-McCarthy, Eleanor Russel, Rache Rowel, Kristy Hurnell.

The meeting was called to order with a welcome to all attendees. Apologies were noted for absent members. The Chair expressed gratitude to the volunteers for their continued dedication, emphasizing the importance of their support for upcoming events.

2. Review and approval last meeting's minutes

The minutes were sent via Whatsapp and amended as per request.
Members present approve of the minutes.

3. School Update

Lunchtime Sports Equipment

Discussion: It was noted that while the school has some equipment (hockey, football), there is a need for more diverse items for lunchtime activities (e.g., skipping ropes).

Idea: The suggestion was made to have a display area or stand to showcase available equipment or highlight specific needs.

Action: Check current inventory and identify priority items needed for lunchtime sports: skipping ropes (10 offered by Tweedle Entertainments & Rikke - Boxing Coach, American footballs...).

4. Projects and ideas update

Prom Dress Event

Concept: Organization of a "Prom Prep and Dress Sale" (or similar non-commercial title) for Year 11 students. The goal is to provide affordable options and foster a community spirit.

Logistics:

- **Collection:** A location is needed to collect donated dresses. A sorting session ("rummage") will be required to ensure quality.
- **Venue:** The main hall, the Library and the hall was suggested as a potential venue.
- **Partnerships:** The committee discussed contacting local charity shops and bridal shops to request donations of accessories or unsold stock. Specific shops like "Heaven" in Paignton were mentioned as potential contacts.
- **Pricing:** Suggestions included symbolic prices (e.g., £5–£10) or a "pay what you can" donation model.
- **Communication:** Plan to create posters, use social media, and send a "Save the Date" email to parents.

Proposed Date: Last Thursday before mid-term break in October was suggested. Waiting for the school's answer.

Volunteers: Urgent need for volunteers to help with sorting, staffing the sale, and cleanup.

Year 7 Disco - Volunteers

Review: A previous disco was successful but suffered from a lack of volunteers on the ground.

Future Planning:

- **Simplicity:** Keep the event simple to maximize profit.
- **Food & Drink:** Sale of snacks (hot dogs, pizza) and drinks.
- **Photo booth**
- **Payments:** Essential to have a card payment terminal (e.g., SumUp) as students rarely carry cash.
- **Financial Security:** Strict procedure: two people must count the cash/card totals and sign a verification document before banking the money. Cash at the door.
- **Volunteers:** Immediate call for volunteers for supervision, food sales, and cleanup.

Action: Confirm dates and launch a volunteer recruitment drive via newsletter and social media.

Pop up Library

Discussion: The idea of utilizing the space near the library or the main hall to create a welcoming "Pop up" area was approved. This space could serve as the venue for the Prom Dress sale or other community events.

Action: Arrange this space to make it attractive and functional for upcoming events.

5. Donations & Requests

"Wishlist" Strategy: Following feedback from local businesses, the PTA agreed to stop asking for general donations. Instead, they will present a specific "Wishlist" of items (e.g., bus tickets, sports gear, instruments) that businesses can sponsor directly. Sam Day will send info concerning A Christmas Carol, Total price for Ad. Quarry, Music Equipment.

Looe Shedders: Young shedders to refurbish a shed, logs for Forest School, Flower and vegetable beds.

6. Student Community Projects

Litter Picking: The proposal to organize a community clean-up event with students was reiterated to strengthen ties with the local town.

Gardening: Potential collaboration with the Looe in Bloom for planting flowers or greening the school grounds. Parents offered to donate plants.

Inclusion: Discussion on ensuring projects are inclusive and benefit all students, including those with special needs.

7. Treasurers Report

Cash Handling: Concerns were raised about handling large amounts of cash. The priority is to use card payment systems (SumUp) at all events.

Procedure: Implementation of a strict protocol where two people must count and sign off on all takings before deposit.

Parentkind: Brief mention of using "Parentkind" resources for financial management and insurance guidance.

Event Finances: Christmas Disco or others and focus on cost optimization (e.g., buying supplies like sugar/drinks in bulk).

8. Next steps and actions

Action Item	Responsible Person	Deadline / Notes
Bag2School	Committee / Volunteers	Organize drop off, communication...
Recruit Volunteers (Disco & Prom)	Comms Lead	Send emails, post on social media.
Finalize "Wishlist"	Treasurer / Chair	Costed list for businesses
Secure Card Payment Terminal	Treasurer	Ensure SumUp is available for next event.
Plan Community Clean-up	Volunteer Coordinator	Select date (lunchtime or weekend).

9. AOB

Christmas Show: Preliminary discussions took place regarding the next Christmas show. Ideas included collaborating with other schools or organizing an external trip (e.g., ice skating) to vary from previous years.

Challenge week: Ice creams sold by Folca on last day?

Looe Skate Park: Walk with all the schools – TBC Friday 25th September

Communication: The importance of professional and clear communication (posters, emails) was emphasized for all events.

Appreciation: The presentation of the "Next Steps" as a clear table was highly appreciated by the parents present, as it clarified responsibilities.

10. Date of next meeting

Proposed Date: Tuesday 14th July 3.45pm at Looe Community Academy.